

# 2016-2017 GRADUATE CATALOG

Courses, Degree Requirements,  
Faculty and General Information



University of Houston  Clear Lake

# GRADUATE CATALOG 2016-2017

VOLUME 43

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# DIRECTORY

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Admissions	S1101	283-2500
Alumni Relations	B1604	283-2021
Bookstore	B1206	283-2180
Business, Dean	B2239	283-3100
Academic Advising	B2111	283-3110
Administration	B2239	283-3100
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**\*Area Code for all numbers is 281.**

A = Arbor Building B = Bayou Building D = Delta Building S = Student Services and Classroom Building

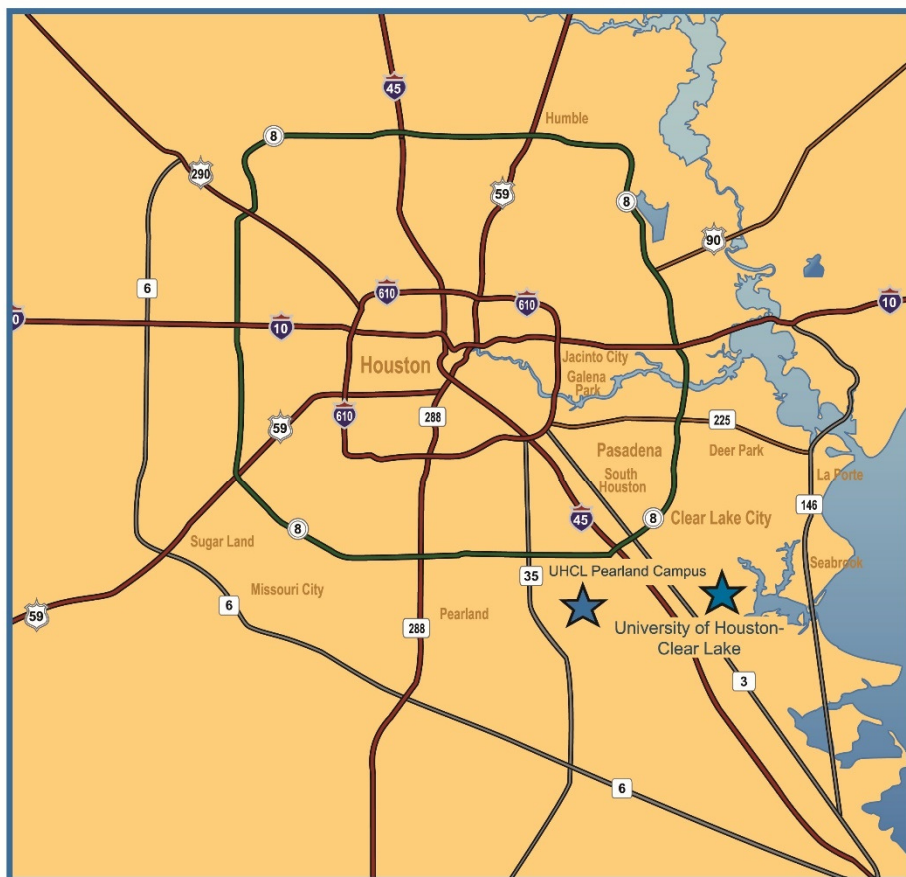
*Requests for information should be directed to the offices or persons above.*

*The university's address for all inquiries is:*

**2700 Bay Area Boulevard, Houston, Texas 77058-1098**

**Main Operator Phone: 281-283-7600**

## DIRECTIONS



**From North on I-45:** Travel south on I-45 to the Bay Area Blvd. exit. Continue east on Bay Area Blvd. Follow the signs four miles to UHCL. Enter Entrance 1 and follow the signs to the Bayou Building. Park in visitor parking, Lot D.

**From South on I-45:** Travel north on I-45. Exit at Bay Area Blvd. Right on Bay Area Blvd. four miles to UHCL. Enter Entrance 1 and follow the signs to the Bayou Building. Park in visitor parking, Lot D.

**From Highway 225:** Travel to I-45 and follow the directions to "From North on I-45."

**From Highway 146:** Travel south on Highway 146 to Fairmont Pkwy. Right on Fairmont Pkwy. to Bay Area Blvd. Left on Bay Area Blvd. to UHCL. Left at Brook Forest Entrance 2. Follow signs to visitor parking, Lot D.

**From Highway 6 South:** Travel northwest to Hwy. 35 Bypass. Go north on Hwy. 35 Bypass to FM 528. Right on FM 528 to I-45. Follow the directions to "From South on I-45."

**From Highway 6 North:** Travel southeast to Hwy. 35. Go north on Hwy. 35 to FM 528. Right on FM 528 to I-45. Follow the directions to "From South on I-45."

# THE UNIVERSITY

## OVERVIEW

University of Houston–Clear Lake is a student-centered, community-minded, partnership-oriented university that offers bachelor's, master's and select doctoral degree programs to enhance the educational, economic and cultural environment of the region. The university serves a diverse student population from the state, the nation and abroad, particularly from the Houston-Galveston metropolitan area, by offering programs on and off campus.

UHCL offers a variety of programs in business, education, human sciences and humanities, and science and computer engineering. Academic programs are designed to develop the critical thinking, creative, quantitative, leadership and communication skills of students.

The university is committed to community engagement through partnerships with educational institutions, businesses, government agencies and nonprofit organizations.

## A METROPOLITAN UNIVERSITY

Located adjacent to the National Aeronautics and Space Administration Johnson Space Center, UHCL is situated in the heart of Clear Lake's high-technology community. The campus is located between downtown Houston and Galveston Island. Its neighbors to the east are Armand Bayou Nature Center and Bayport Industrial Complex. As one of the leading higher education institutions serving the Texas upper Gulf Coast, UHCL is a vital component of the surrounding region. The university conducts applied and basic research and engages in community and professional service that support both the economic development and the quality of life of the area. Because a strong university is essential to the success of the area's industries, UHCL is dedicated to developing and strengthening programs supporting the region's various commercial, engineering, human services and trade sectors, especially in the computing, medical, petrochemical and space industries.

Students and faculty apply academic theories and conduct research through UHCL's centers, institutes, clinics and laboratories. These entities include:

- Art School for Children and Young Adults
- Center for Executive Education
- Center for Autism and Developmental Disabilities
- Center for Educational Programs
- Center for Professional Development of Teachers
- Counseling Clinic
- Cyber Security Institute
- Diagnostic Reading Clinic
- Environmental Institute of Houston
- Learning Resources Review Center
- Mathematics Center
- Psychological Services Clinic
- Research Center for Language and Culture

## ESTABLISHMENT OF UHCL

The establishment of UHCL was authorized by the 62nd Texas Legislature in 1971. The measure was the result of a 1968 report by the Coordinating Board, Texas College and University System (now the Texas Higher Education Coordinating Board) calling for a second University of Houston campus to

provide upper-level and graduate programs. In 1973, the Texas Senate authorized construction of a permanent campus at Clear Lake.

Construction began early in 1974 with the first phase of the Bayou Building, the largest of the university's five principal buildings. September 1974 marked the beginning of regularly scheduled classes on the UHCL campus under the leadership of UHCL's founding chancellor, Alfred R. Neumann. Opening day enrollment totaled 1,069 students and charter faculty included 60 professors. Today, the university has approximately 8,900 students and more than 600 full-time and adjunct faculty.

In fall 2014, UHCL welcomed its first-ever freshman class. The university received approval from the state in 2011 for downward expansion, which allowed the university to add freshman- and sophomore-level courses to its roster.

## CREATION OF UHCL PEARLAND CAMPUS

In 2007, the Texas Higher Education Coordinating Board approved creation of UHCL Pearland Campus. The new campus was developed as a partnership between UHCL and the City of Pearland to improve access to higher education for Pearland-area residents. During spring 2009, construction began on a 30,659-square-foot building, with 22,616 square feet to house the university and the remaining 8,043 square feet for the Pearland Economic Development Corporation. UHCL Pearland Campus, located at 1200 Pearland Parkway, Pearland, Texas, 77581, features eight media-equipped classrooms, two teaching labs, a computer lab, a library and a variety of student resources. Classes at the satellite campus began fall 2010, with more than 600 students enrolling in degree programs such as accounting, business, criminology, education, nursing and psychology.

In fall 2014, UHCL Pearland Campus began offering courses toward a Bachelor of Science in Nursing degree for registered nurses with associate degrees. The RN to BSN program is customized for students who wish to improve managerial skills and advance as nurse managers, educators or administrators. For more information about degree programs offered at UHCL Pearland Campus, call the Office of Enrollment Services at 281-212-1690.

## ACCREDITATIONS

University of Houston-Clear Lake is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award baccalaureate, master's and doctorate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of the University of Houston-Clear Lake.

The College of Business maintains accreditation on its graduate and undergraduate business and accounting programs by the Association to Advance Collegiate Schools of Business (AACSB International).

The College of Education is accredited by the Council for the Accreditation of Educator Preparation (CAEP), 1140 19th Street, N.W. Suite 400, Washington, D.C. 20036, phone 202-223-0077. This accreditation covers all of the institution's initial teacher preparation and advanced educator preparation programs. In addition, the educational management with principal certification program is accredited by the Educational Leadership Constituent Council (ELCC). The EC-6 English as a second language certification program is accredited by Teachers of English to Speakers of Other Languages (TESOL). The early childhood education advanced program is accredited by the National Association for the Education of Young Children (NAEYC). The 4-8 generalist program is accredited by the Association for Middle Level Education (AMLE). The special education program is accredited by the Council for Exceptional Children (CEC). The reading specialist program is accredited by the International Reading Association (IRA). The 4-8 mathematics and the 8-12 mathematics certification programs are accredited by the National Council of Teachers of Mathematics (NCTM). The EC-6 generalist program is accredited by the Association for Childhood Education International (ACEI). The College of Education is also accredited by the Texas State Board for Educator Certification (SBEC).

The College of Human Sciences and Humanities' family therapy program is accredited by the Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE). The college

psychology program is accredited by the National Association of School Psychologists (NASP). The Bachelor of Social Work is accredited by the Council on Social Work Education (CSWE).

The College of Science and Engineering's undergraduate degree plan in computer engineering is accredited by the Engineering Accreditation Commission of the Accreditation Board for Engineering and Technology (ABET) Inc. The undergraduate degree plans in computer science and computer information systems are accredited by the Computing Accreditation Commission of ABET. The program in chemistry is accredited by the American Chemical Society (ACS). The undergraduate Environmental Science-Industrial Hygiene and Safety plans are accredited by the Applied Science Commission of ABET.

The Office of Counseling Services is accredited by the International Association of Counseling Services (IACS). The Doctoral Internship Program in the Office of Counseling Services is additionally accredited by the American Psychological Association (APA).

## GOVERNANCE

UHCL is one of four institutions with distinct identities and missions that make up the University of Houston System. The universities are governed by the UH System Board of Regents and Chancellor Renu Khator. Administrative responsibility for UHCL is vested in its president, William A. Staples. UHCL's shared governance process includes the Faculty Senate, Professional and Administrative Staff Association, Support Staff Association and Student Government Association, working with the university's administration through various committees and councils including University Council, which is chaired by the university's president. Other councils/committees include Academic Council, University Life Committee, Planning and Budgeting Committee, and Facilities and Support Services Committee.

## THE CAMPUS

UHCL's buildings, which comprise more than 800,000 square feet of space, are surrounded by a 524-acre natural environment. The campus features picturesque park-like settings with Horsepen Bayou winding through heavily wooded areas abundant with wildlife.

The Arbor Building houses painting, ceramics, weaving and photography studios, as well as educational centers, teaching methods labs and psychology facilities.

The Bayou Building houses the majority of classrooms, administrative and faculty offices, the library, alumni relations, bookstore, cafeteria, computing services and laboratories, copy services, mail room, university police and the theater.

The Central Services Building is headquarters for building maintenance, grounds and custodial services, scheduling and space planning, and vehicle maintenance.

The Delta Building houses student computer laboratories and computing faculty offices.

The Student Services and Classroom Building accommodates five categories of functions including academic; enrollment; health, wellness and academic support; programming; and general space. The one-stop Student Assistance Center provides enrollment, registration, fee payment, financial aid and scholarship services.

University Forest Apartments is a privately owned and managed apartment complex built in 1995 on the campus of the university. This 136-unit student housing facility is a two-story complex that includes a central courtyard with clubhouse, laundry facility, swimming pool, jacuzzi, sand volleyball court, barbecue grills and picnic and lounge areas.

## UNIVERSITY SERVICES

### ALFRED R. NEUMANN LIBRARY

UHCL's Alfred R. Neumann Library, named after the university's founding chancellor, provides students with online access to thousands of books, journals and scholarly resources. UHCL librarians offer personal research assistance to students and tips on navigating search interfaces, retrieving information and evaluating information for use in scholarly research. Visit with librarians in person or contact them by phone at 281-283-3910, by text at 281-816-4341, email [library@uhcl.edu](mailto:library@uhcl.edu) or online at [www.uhcl.edu/library](http://www.uhcl.edu/library).

Visitors can receive help formulating effective search queries and identifying the best online resources out of a collection of more than 213 subscription-only databases, most with full-text articles. Classes are available in research procedures tailored to particular courses. The library classroom is equipped with laptops so that students may participate in a hands-on-learning environment. Students may also make appointments with librarians to explore more in-depth instruction on library research strategies in a comfortable one-on-one environment.

UHCL students, faculty and staff may also borrow books from UH and UH-Downtown quickly and easily through the shared catalog. The TexShare card, available upon request in Neumann Library, allows a UHCL student to go to most academic or public libraries in Texas and check out books. The library's interlibrary loan service will borrow requested materials from any library in the country through a national interlibrary loan network. Neumann Library offers 43 fixed computer workstations for student use.

The library occupies approximately 80,000 square feet in the Bayou Building and contains collaborative study areas, laptop-friendly study space, group study rooms and a soundproof quiet study room. The library contains more than 510,000 volumes and 315,000 ebooks, and provides access to 78,600 electronic periodicals. The library has a collection of international films on DVD, and subscribes to several educational video databases which offer up to 38,000 streaming videos. A curriculum library for education students contains K-12 textbooks, classic and contemporary children's literature, in print and audio. Neumann Library also includes University Archives, which houses the NASA Johnson Space Center History Collection in addition to the university collections.

### COMPUTING AND TELECOMMUNICATIONS

The UCT Support Center serves as the first point of contact for all computing and telecommunications needs. Individuals may drop in at the center Monday through Thursday, 8 a.m. – 10:30 p.m., Friday and Saturday, 8 a.m. – 5 p.m. in the Bayou Building, Suite B2300, or contact the center by phone at 281-283-2828 or email at [supportcenter@uhcl.edu](mailto:supportcenter@uhcl.edu). Visit [www.uhcl.edu/uct](http://www.uhcl.edu/uct) for details on available services, including documentation, self-help guides and policies.

Computing and telecommunications resources available to students, faculty and staff include:

- Email accounts
- Various technology orientations and training programs including online software training, student lab orientation, new student, faculty and staff orientations, computer use training, faculty orientation for classroom technology and Blackboard training for faculty
- Wireless-equipped laptops may be checked out for free from several convenient locations on campus
- Academic computing labs for students, in multiple locations, open daily including weekends. Printers and photo/document scanners available in all labs. Lab hours and locations can be found at [www.uhcl.edu/uct](http://www.uhcl.edu/uct)
- Specialized teaching labs including PC labs for students to work in teams, a high-performance PC lab for special graphic application usage, and a Mac lab equipped with 24-inch iMacs for video editing/creating, digital graphics and photography classes
- University classrooms equipped with integrated video and audio technology



- Support for online students using the Blackboard Course Management System
- Support for faculty in instructional design of online courses as well as for web-enhanced instruction
- Webpages for the university, schools, programs, faculty and individual courses ([www.uhcl.edu](http://www.uhcl.edu))
- Wireless access in all campus classroom buildings
- High-speed network for data, video and Internet access
- Industry-recognized applications to block spam and intercept virus attacks on all university-owned computers
- Secure remote access to campus resources via Virtual Private Network (VPN)
- Software purchase program for current faculty, staff and students that includes Microsoft and Adobe products as well as access to Qualtrics survey software.
- Siemen's telecommunications system for voice communications, including phone mail and fax service for faculty and staff

## UHCL ALUMNI ASSOCIATION

UHCL is committed to its alumni. The Office of Development and Alumni Relations focuses on enhancing the pride, loyalty and engagement of alumni by connecting them to fellow UHCL alumni, parents, faculty and friends of the university through support services, activities and events.

All UHCL graduates and recipients of teacher's certificates are automatically members of the UHCL Alumni Association. Alumni are encouraged to share UHCL pride with family, friends, co-workers and community members by reconnecting and getting involved with UHCL. To learn more about the UHCL Alumni Association or to get involved, visit [www.uhcl.edu/alumni](http://www.uhcl.edu/alumni) or contact the Office of Development and Alumni Relations at 281-283-2021 or [alumni@uhcl.edu](mailto:alumni@uhcl.edu).

## UNIVERSITY POLICE

The University Police Department is responsible for law enforcement, security and emergency response at UHCL. The UHCL police serve the university community and visitors alike through law enforcement, crime prevention, traffic control and public assistance programs. The department enforces all university regulations as well as local and state laws.

The department is located in the Bayou Building, Suite B1636. Police and security services are available 24 hours a day, seven days a week by calling 281-283-2222. Trained, professional police and communications officers staff the department. The university police provide the following services: lock shop services including card access and keys, vehicle unlocks, vehicle jump-starts, airing deflated tires and safety escorts to your vehicle.

To report an on-campus crime or any emergency, call the University Police Department at 281-283-2222 from off-campus telephones or 2222 from on-campus telephones. For special announcements, emergency closings and other information, call the UHCL Hotline at 281-283-2221 or visit [www.UHCLemergency.info](http://www.UHCLemergency.info). For a complete overview of the University Police Department and its services, visit [www.uhcl.edu/police](http://www.uhcl.edu/police).

## PARKING

Parking is handled by the UHCL Parking Department. To purchase a student, faculty or staff permit, visit <http://uhclparking.t2hosted.com>. Guest passes may be purchased at kiosks located throughout campus. For more information, contact the Parking Department at 281-283-2277, email [parking@uhcl.edu](mailto:parking@uhcl.edu) or visit [www.uhcl.edu/parking](http://www.uhcl.edu/parking).

# NEW STUDENT ADMISSIONS

## GENERAL INFORMATION

### ADMISSION STATUSES

Admission is defined as permission to enroll in courses for academic credit. Admission to the university does not guarantee admission to specific majors or academic programs. Graduate applicants must have earned bachelor's degrees or higher and meet university admission requirements in order to enroll. Upon acceptance, students may enroll in degree-seeking programs, in other relevant coursework as non-degree-seeking students, or they may pursue teacher certification while simultaneously completing graduate degree programs.

Some students, such as those admitted as transients and those admitted to certificate programs, can only be admitted as non-degree-seeking. Students seeking undergraduate teacher certification, without pursuing graduate degrees, are also considered non-degree-seeking and should enroll as undergraduates in post-baccalaureate status. For admission purposes, all students are categorized as "new" or "returning" and are defined as follows:

### Admissions Categories

#### New UHCL graduate students

Graduate students who have never enrolled or have not been enrolled at University of Houston-Clear Lake beyond the census date of any semester; or, former graduate students returning to enroll in a different graduate program.

These students are considered new graduates and must meet the *published deadlines for New Graduate Students*:

- Former undergraduates who have already earned bachelor's degrees and will be applying as first-time graduate students
- Current undergraduate students who are eligible to graduate at their home institution and will apply as first-time graduate students - see Applicants with Pending Bachelor's Degrees (p. 32). UHCL students in this category are eligible to apply for new student scholarships that are available to graduate students.
- Former graduate students returning to UHCL, who will apply to a different or new graduate program

#### Returning UHCL graduate students

*Former graduate students who have left the university, but will reapply to complete the same program they left, can re-apply by either the UHCL priority or final semester deadlines.*

Returning UHCL graduate students, who apply to the same program after three semesters of non-enrollment, must be readmitted. To qualify for readmission, these students must have left the university in good standing and should follow procedures outlined in Readmission or Status Change Process (p. 36).

- Former UHCL graduate students interested in returning under a different major should apply by the posted deadline for New UHCL Graduate Students.

New and Returning students can enroll under the following classifications:

#### Degree-seeking students

Degree-seeking students are those applying for admission to academic degree program.

#### Non-degree-seeking students

Non-degree-seeking students are those applying for admission for reasons other than the pursuit of degrees, (e.g. personal enrichment, job enhancement or graduate certificates). Non-degree-seeking

students are not eligible for financial aid and must reapply as degree-seeking to pursue degrees at UHCL in future semesters. Students seeking graduate certificates must submit transcripts from each institution attended and should apply directly for the specific certificates sought. Certificate programs require the submission of all transcripts and students must have earned a 3.0 GPA on the last 60 hours. For additional requirements, if applicable, please consult graduate program requirements in the appropriate school's section of the catalog or their UHCL website.

Credit earned in non-degree status will not automatically be applicable to specific academic degree programs. A maximum of 12 hours can be taken in non-degree-seeking status. Some graduate-level courses are restricted to only degree-seeking students and the number of hours that can be applied to their Candidate Plans of Study (CPS) may be limited. For specific policies regarding course availability and application procedures, please refer to the appropriate academic department's program section of this catalog.

### **Transient students**

Graduate transient (p. 32) applicants generally plan to enroll in non-degree-seeking status at UHCL for only one semester, in order to transfer coursework back to their current graduate school. Graduate transients must provide an official transcript of their highest degree earned and a letter/email directly from their adviser to the UHCL Admissions Office. The adviser should indicate whether they are enrolled in a graduate program, their current academic standing and what course(s) they are approved to take at UHCL.

To enroll in a second semester, transient students must submit a new application and fee to the Office of Admissions. Because the application fee is non-refundable, students should obtain permission from the associate dean's office of the appropriate academic program prior to submitting a new application.

## **APPLICATION FEES**

The current application fees are as follows:

Graduate applicants	\$ 45.00
SOE Graduate doctoral applicants	\$105.00

If applicants have not enrolled, they are eligible to update their application within three semesters of submitting their original application for admission. To update to a new semester, they should submit an Application Update Form. This form can be found on the Office of Admission's website.

Application fees can be paid by credit card (MasterCard, VISA, American Express or Discover) during online application or after the application's submission. To submit the application fee online after applying, students must use their E-Services account or pay in person at the university's Student Business Services Office.

## **GRADUATE APPLICATION DEADLINES**

### ***COLLEGE OF HUMAN SCIENCES AND HUMANITIES***

#### **Programs with Special Deadlines\***

##### **Doctor of Psychology**

Fall only start    December 15

*(Please refer to the department information for the most recent deadline and application-related information)*

### **Clinical Psychology, Family Therapy, College of Psychology**

Application period: December 10 through January 25

(Both university and program applications are required)

### **Industrial Organizational Psychology- I/O Psychology**

Application Period: December 1 through February 15

Applications received after this date will be considered on a case-by-case basis, as determined by the program.

### **Behavior Analysis**

#### **Master of Arts**

Fall January 5

(Both university and program applications are required)

Applications received after this date will be considered on a case-by-case basis, as determined by the program.

#### **Non-degree Graduate Certificate**

Fall March 1

Spring October 1

(Both university and program applications are required)

*\* For the latest deadline information, please consult the program's website*

## ***COLLEGE OF EDUCATION***

### **Counseling**

Fall - June 1

Spring - November 1

(Both university and program applications are required for admission\*)

### **Doctor of Education (Ed.D.) in Educational Leadership**

Fall admission only

(Both university and program applications are required\*)

*\* For the latest deadline information and for current program openings, please consult the program's website*

## ***ALL OTHER NEW GRADUATE STUDENTS***

Fall - August 1

Spring - December 1

Summer - May 1

*(Please note: Graduating UHCL undergraduate students applying to a graduate program, must meet the new graduate student application deadline.)*

# ADMISSION POLICIES AND PROCEDURES

## TRANSCRIPTS AND RECORDS INFORMATION

### *U.S. AND INTERNATIONAL TRANSCRIPT REQUIREMENTS*

The Office of Admissions must receive all documents by the appropriate deadline (See Deadlines (p. 27)). If students knowingly withhold information or submit fraudulent information regarding enrollment at another college or university, their application to University of Houston-Clear Lake will be considered invalid and the students may be administratively withdrawn from classes without a refund of fees paid.

### **U.S. Transcript Requirements**

For Admission purposes, UHCL will accept official transcripts from regionally accredited colleges and universities. UHCL's fastest and preferred method of transcript delivery is via EDI or SPEEDE download; however, official transcripts may be mailed directly from the issuing institution(s) to the Office of Admissions.

Additionally, UHCL may accept hand-delivered transcripts as official, if they are printed within the past 60 days and are received in a sealed envelope from the issuing institution. Unofficial transcripts, student copies, or transfer work included on documentation received from other institutions will not be accepted as the official record of student coursework for admission purposes.

Generally, UHCL only considers "academic" credit in transfer. Consideration of other transfer credit toward UHCL graduate degrees must be reviewed for applicability by the program department. To be considered, all credit must be equal in content and rigor to UHCL coursework (see Graduate Transfer Credit Information (p. 36)).

### **International Document Requirements**

All transcripts submitted for admission purposes must be earned from accredited institutions. The university must be listed among recognized institutions of the International Association of Universities (UNESCO) or the Ministry of Education. Credit will be granted according to UHCL degree requirements in effect at the time of enrollment.

An evaluation for coursework completed outside the United States will not occur until a syllabus or course catalog description is submitted. Once all required documentation is received, an official evaluation for transferring students can be completed. If proper documentation has been received, the evaluation will occur during the student's first semester of enrollment.

Domestic students with International documentation must provide their official transcripts, mark (grade) sheets and confirmation of degrees or diplomas for all academic studies attempted and completed at other institutions, directly to the Office of Admissions, prior to enrollment. Official transcripts and/or mark sheets must be in the original language and accompanied only by English translations (if applicable). Transcripts should clearly indicate dates of attendance, subjects taken, marks (grades) earned and include any degrees or diplomas awarded.

Official transcripts for domestic students must be sent directly to University of Houston-Clear Lake Office of Admissions by the registrar of each institution attended. When this is not possible, documents certified by an embassy or consular official as "true copies" may be accepted. Copies of documents that have not been certified will not be accepted.

### **Applicants with both U.S. and International Documents**

Graduate applicants, who meet their program's admission requirements based on their U.S. documentation, are not required to submit accredited International documentation during the admissions process. Once waived, at the students' request, official international documentation may be accepted for additional credit, if that credit has not already been taken at UHCL or another accredited U.S. institution.

## ***REPEATED TRANSFER COURSES***

All transferrable coursework attempted (including repeated courses) will be used to determine the cumulative transfer grade point average required for admission to a specific program or plan. However, if transfer courses that fulfill specific UHCL admission and program requirements are repeated, only the final graded attempted will be used for that purpose.

## ***SERVICE INDICATORS***

Service Indicator holds will prevent students from registering for the next enrollment term, until all appropriate admissions documentation is received. Failure to provide official documentation will result in holds that will hinder future registration attempts and stop the release of records, including University of Houston-Clear Lake transcripts. These holds may vary in restriction and type and may be placed by various university departments. In order to avoid future registration holds, students admitted with transcripts indicating that some coursework is incomplete or currently in-progress, must submit a final transcript showing completed grades or degrees as soon as the information is available.

Service Indicator holds placed by a University of Houston system campus (UHCL, University of Houston (UH), University of Houston-Victoria (UHV) or University of Houston-Downtown (UHD)) will not affect registration and/or enrollment at a different campus unless the hold is a "Cross Campus" financial hold.

Cross Campus financial holds applied at one UH system campus will also be applied to student accounts/records at each system campus. Although each campus applies the Cross Campus hold, it can only be cleared at the campus where the hold originated. The Cross Campus financial hold must be cleared before the student will be eligible to register at any campus in the University of Houston system.

## ***UNIVERSITY POLICY REGARDING DISCRETIONARY AUTHORITY***

The University reserves the right to reject applicants whose record does not indicate potential success at University of Houston-Clear Lake, notwithstanding the completion of other requirements. It also reserves the right to further evaluate applicants by using psychological, achievement and/or aptitude tests and personal interviews.

Additionally, the University reserves the right to reject applicants who falsify information submitted for admission consideration or used to determine admissibility to the university as well as those who display, during the application process, acts of misconduct or conduct unbecoming of a UHCL student, as defined in section B of the UHCL student conduct code policies. Readmission may be denied to former students who have falsified university documents or who have used a university official's signature inappropriately, for personal benefit or gain.

## ***ADMISSIONS COMMUNICATIONS***

### ***EMAIL COMMUNICATION***

The university-assigned campus email address is the official means of communication for all student-related information and exchanges among academic and administrative offices. Applicants will be contacted by the preferred email address they indicated when applying for admission. Once admission is granted, all students will be contacted by their UHCL email address.

Applicants and students are responsible for checking UHCL email regularly to ensure receipt of important university information, in a timely manner. For convenience, students may forward UHCL email to another preferred email account. Those interested in this option should visit University Computing and Telecommunications' website for forwarding instructions or contact them by email at [supportcenter@uhcl.edu](mailto:supportcenter@uhcl.edu).

## ***NOTIFICATION OF ADMISSION***

Upon receipt of required documentation, the Office of Admissions and/or program department will determine applicants' eligibility to the university. Applicants will be notified of their admissions decision by the Office of Admissions or the program department, as applicable. If accepted, important information regarding registration dates and additional procedures will be sent by email or letter. Important enrollment information is also available on the University's website.

## ***ACCEPTANCE INTO A DEGREE PROGRAM***

Acceptance into a degree program is determined by each academic school's or department's admission standards. Transfer credit from other institutions and credit earned at UHCL is not automatically applied toward the completion of UHCL degrees.

Transferrable courses and additional coursework applicable toward UHCL degree requirements are confirmed, once the Candidate Plan of Study has been completed by the departments and provided to students. Students who do not enroll for 12 months must contact their academic adviser to receive a revised CPS, based on new or revised degree requirements.

## ***ADMISSION REQUIREMENTS***

Applicants will be considered for admission to University of Houston-Clear Lake, if they have earned a bachelor's degree or higher from a regionally accredited institution of higher education and are eligible to return to the last institution attended. However, admission into the University does not ensure admission into an academic degree program. Applicants must meet separate admission criteria for the specific program or department they wish to enter.

## ***ADMISSION PROCEDURES***

All applicants are encouraged to apply online and must present documented evidence that they meet the appropriate admission requirements.

Degree-seeking applicants must submit:

1. Admissions application - Online applications are available through the Office of Admission's website. Some programs have a dual application process and require both a University and a program application. Applications submitted online after the posted deadlines, may not be considered or may be automatically updated to the next available semester.
2. Non-refundable application fee - (see Application Fees (p. 27))
3. Official transcript(s) from each institution attended - Transcripts should be sent directly to the Office of Admissions from the previous institution. Transcripts from institutions outside of the United States must be accompanied by an English translation from an accredited agency, if applicable.
4. Official Graduate Score Report - A Graduate Management Assessment Test (GMAT), Graduate Records Examination (GRE) or Miller Analogies Test (MAT) is required, per the requirements of the appropriate academic program or department. All score reports should be sent directly to the Office of Admissions electronically, if available. Some programs may allow graduate score exemptions, please refer to these exceptions in the Examinations for Graduate Candidacies (p. 34) section in this catalog or on the programs website.

Transcripts should reach the Office of Admissions by published deadlines for the semester in which students plan to enroll. If documentation is not received by the deadline or if documentation is received that indicates admission requirements have not been met, Service Indicator holds will be placed on student records to (see Service Indicator Holds (p. 30)) or enrollment will be cancelled. Students who are enrolled at transfer institutions at the time of admission to UHCL and/or who enroll in coursework at other transfer institutions, after enrollment, should send documentation directly to the Office of Admissions immediately upon the completion of that coursework.



### ***APPLICANTS WITH PENDING BACHELOR DEGREES***

Applicants, transferring to University of Houston-Clear Lake or current UHCL undergraduate students applying to a graduate program, may be admitted while they are pending receipt of a bachelor's or higher degree. To qualify, students must meet current admission requirements and provide proof that they will earn the required degree, prior to their first day of classes at UHCL.

#### **Transfer students:**

Applicants transferring to UHCL from another institution must have already completed graduation requirements or meet the requirements for their program, while being currently enrolled in coursework leading to completion of the required degree. Students who are pending a required degree must complete graduation requirements at their current school, prior to the first day of classes at UHCL.

An official Letter of Degree Standing from their home institution's program adviser, registrar or associate dean, documenting that the appropriate degree will be earned and awarded prior to enrollment at UHCL, is required.

#### **Current UHCL Undergraduate Students:**

Current UHCL students who apply to a master's or doctoral program, prior to conferral of required degrees, must have a pending Graduation Application on file in the Office of Academic Records. The Office of Admissions will verify that the application for graduation has not been denied, before admission to the graduate or doctoral program is granted\*. Admitted students must earn their required degree prior to the first day of classes. Those needing additional time to complete requirements for pending degrees will be returned to undergraduate or master's status to complete those requirements, before being allowed to enroll for the applied program.

\*Some graduate programs may accept certification from UHCL advisers for earlier admission.

### ***NON-DEGREE-SEEKING APPLICANTS***

Non-degree-seeking graduate students are those seeking to enroll in classes, but who do not plan to pursue a degree at University of Houston-Clear Lake. These students must submit an official transcript from the last institution attended and an official transcript showing their highest degree conferred. Credit earned in non-degree-seeking status will not automatically be applicable to a specific academic degree program. Some graduate level courses are also restricted to only degree-seeking students and the number of hours that can be applied to a Candidate Plan of Study (CPS) may be limited.

Non-degree-seeking students, who plan to enroll in graduate coursework in the College of Business, must have permission from the associate dean or appropriate designee prior to registering for classes. For specific program policies regarding course availability and application, please refer to the appropriate section of this catalog.

### ***GRADUATE TRANSIENT STATUS***

Graduate students in good standing at another institution may be admitted to University of Houston-Clear Lake as transients for one semester. These students generally plan to transfer coursework back to their home institution. Transient students must submit official transcripts showing proof that a bachelor's degree or higher has been conferred. Due to prerequisite requirements, some programs may also require a Letter of Standing from the transfer institution indicating the coursework being requested at UHCL.

Transients who wish to enroll in a second semester must obtain permission from the associate dean of their academic program. They must then reapply by submitting a new application and application fee to the Office of Admissions. Students enrolling under this option, who subsequently decide to become degree-seeking, must reapply, pay the appropriate application fee, (see Application Fees (p. 27)) and meet the University's and academic program's current admission requirements.

## ***CERTIFICATE PROGRAMS***

Applicants who would like to earn a graduate certificate, without earning a master's degree, must apply for admission, pay the application fee and submit transcripts from all previously attended institutions. Graduate test scores are not required.

When applying via the online application system, students must apply directly for the specific Certificate program sought. Since Certificate Programs are considered non-degree-seeking, students enrolling in these programs are not eligible for either financial aid or scholarship awards.

## ***TEACHER CERTIFICATION***

Degree-seeking students in master's degree programs may be simultaneously enrolled in teacher certification programs. Those applying for undergraduate teacher certification programs, without intending to pursue graduate degrees, should apply as undergraduate students in post-baccalaureate status. All students are encouraged to seek appropriate advising through their academic department.

## ***ENGLISH PROFICIENCY REQUIREMENTS FOR STUDENTS EDUCATED OUTSIDE OF THE UNITED STATES***

All applicants, educated in countries where English is not the native or first language, must demonstrate English proficiency. The intent of this policy is to insure that students for whom English is not the native or first language have reasonable chances to succeed academically based on their abilities to comprehend, speak, and write in English.

Applicants may satisfy the English proficiency requirement by presenting any of the following\*:

- Official Test of English as a Foreign Language (TOEFL) scores of 550 or higher on the written exam or 79 or higher on the iBT TOEFL examination,
- Official Pearson Test of English (PTE) scores of 53 or higher,
- Official International English Language Testing System (IELTS) scores of 6.0 or higher, or
- Official documentation of successful completion of ELS Level 112 Intensive English programs.

\*Candidates for educator certification must demonstrate English proficiency by passing the iBT TOEFL examination with a score of 26 on the speaking portion. No other tests or programs are accepted by Texas Education Agency for certification applicants.

Score reports may not be more than two years old at the time of application. Only official scores will be accepted.

## ***PROCEDURE TO APPLY FOR AN ENGLISH PROFICIENCY EXEMPTION OR WAIVER***

English proficiency exemptions may apply to applicants who have satisfied at least one of the following requirements:

- Earned high school diplomas from U.S. high schools or have conferred degrees\* from regionally accredited U.S. institutions of higher education (associate, baccalaureate or higher). *Please note: Applied Science degrees cannot be used to waive the English proficiency requirement.*
- Educated in a country where English is the native language. This exemption refers to students from Australia, Bahamas, Belize, British Isles (England, Ireland, Scotland and Wales), English-speaking Canadian provinces, Fiji Islands, Guyana, Jamaica, Liberia, New Zealand, Sierra Leone, South Africa, St. Lucia, Trinidad, United States, Virgin Islands, West Indies and Zimbabwe. \*
- Present qualifying test scores from SAT, ACT, TAKS, STAAR or Stanford Achievement Tests (for deaf students only). Specific exemption information can be obtained by contacting the Office of Admissions or from the website. All information used to exempt students from English proficiency requirements must be received directly from the appropriate testing agency or posted on official transcripts from transfer institutions.

- Earned 12 or more semester credit hours of English from regionally accredited U.S. institutions of higher education with grades of "C" or better, with six of the 12 semester credit hours being English composition. English as a Second Language (ESL or ESOL) courses do not count toward English Proficiency exemptions, if they are considered remedial or developmental at the institution where the courses were taken.
- Earned a bachelor's degree or higher from regionally accredited U.S. institutions of higher education or recognized foreign institutions of higher education where English is the medium of instruction and both the native and official language.

\*Applicants whose native or first languages are not English, may request consideration for English proficiency "waivers", based on relevant documented criteria. Those requesting waivers must submit petitions and any supporting documentation to the Office of Admissions at least 30 days prior to the intended term of enrollment. Consideration of requests will be given only when full documentation is provided.

### ***EXAMINATIONS FOR GRADUATE CANDIDACIES***

All new graduate students must provide standardized test results for GRE, GMAT or MAT examinations to the Office of Admissions as required by their academic program (refer to the program's section of the catalog). Former students pursuing a degree in a different program or academic department may be required to take a different graduate examination, prior to being admitted and must apply by the posted deadline for New Graduate Students.

Scores must be received directly from the testing agency. Hand-carried or student copies of score results or those that are more than five years old at the time of application are considered unofficial and will not be accepted. Students enrolling as non-degree-seeking are generally exempt from the standardized test requirement (please check the appropriate program's requirements). Non-degree-seeking students who want to change to degree-seeking status are required to meet current admissions requirements, submit any required documentation not yet received and they must reapply and pay the appropriate application fee.

### ***EXAMINATION EXCEPTIONS***

The University will waive the graduate test score requirement for applicants with conferred academic doctorate degrees from accredited U.S. institutions (e.g. Ph.D. or Ed.D.) Graduate score exemptions will also apply to applicants who have earned other doctorate degrees such as M.D., D.D.S. (including other appropriate dental degrees), or J.D. degrees and are also licensed to practice in the United States.

Applicants who do not meet the University waivers, may meet requirements for specific college or departmental graduate test score waivers as follows:

- College of Science and Computer Engineering's graduate acceptance committee may request a Dean's examination exemption for applicants who have earned graduate degrees in programs related to their field of study from regionally accredited institutions of higher education.
- College of Human Sciences and Humanities will waive the graduate examination requirement for applicants who have earned a 3.0 GPA or higher on the last 60 hours of coursework or who hold master's or doctoral degrees. Examination exceptions do not apply to applicants to the following programs: General Psychology, I/O Psychology, Clinical Psychology programs, the Applied Behavior Analysis degree program or the Doctor of Psychology.
- College of Education will waive the graduate examination requirement for applicants who have earned a 3.0 GPA or higher over the last 60 hours of coursework and have earned a bachelor's degree or higher, as well as for Counseling applicants who have already earned a master's degree. Examination exceptions do not apply to: Applicants to the Doctor of Education programs.
- College of Business will waive the examination requirements for applicants who have earned graduate degrees from "business schools" accredited by AACSB International (Association to Advance Collegiate Schools of Business)

- College of Business will also provide examination waivers for the following programs if they meet all of the requirements below:

Applicants to MBA, MA-HRM, MS-Environmental Management, MHA and MHA/MBA programs must have the following:

- 3.000 cumulative GPA on last 60 hours of coursework, have earned a bachelor's degree from an accredited college or university in a country where English is the native language and meet their specific program's graduate admission criteria; or they must have earned a graduate; or,
- Earned a graduate or professional degree from a country where English is the native language.

Applicants to the MS-Finance program must have the following:

- 3.250 cumulative GPA on last 60 hours of coursework, have earned a bachelor's degree from an accredited college or university in a country where English is the native language and meet the MS-Finance program's graduate admission criteria; or,
- Earned a graduate or professional degree from a country where English is the native language.

### **TELEPHONE NUMBERS AND INFORMATION**

Graduate Record Examination (GRE), Graduate Management Admission Test (GMAT) and Miller Analogies Test (MAT) test center information is listed below. For more specific examination requirements by college, program or plan, please refer to the appropriate school's section of this catalog.

### **Graduate Record Examination (GRE)**

- Phone 1-609-771-7670 or 510-654-1200
- Institution code - R6916

### **Miller Analogies Test (MAT)**

- Phone 1-800-622-3231

### **Graduate Management Admission Test (GMAT)**

- Phone 1-800-717-4628

### **Select code by program of interest as follows:**

- 1FD-BS-78 Master's in Healthcare Administration
- 1FD-BS-76 MBA, Full-Time
- 1FD-BS-08 MBA, Part-Time
- 1FD-BS-45 MA in Human Resource Management
- 1FD-BS-29 MS in Accounting
- 1FD-BS-71 MS in Environmental Management
- 1FD-BS-86 MS in Finance
- 1FD-BS-81 MS in Management Information Systems
- 1FD-BS-93 MHA/MBA Joint Degree
- 1FD-BS-97 MS in Computer Information Systems

### **Majors that accept both GMAT and GRE scores are as follows:**

- MHA
- MS-MIS
- MA-HRM
- MS-Environmental Management
- MS -Computer Information Systems

## READMISSION OR STATUS CHANGE PROCESS

### ***FORMER UHCL STUDENTS***

Former students (see Admission Statuses (p. 26)) seeking readmission should submit the following:

1. Completed Admissions Application
2. Non-refundable application fee (see Application Fees (p. 27))
3. Official transcript(s) of any coursework completed since the last semester of enrollment at University of Houston-Clear Lake.

Students who graduated or will graduate from UHCL and wish to enroll in additional coursework must submit a new application and the appropriate application fee. To be considered for readmission, former students who have not enrolled at UHCL within the last five years, must resubmit documents from other institutions, if this information is no longer on file.

Students who leave the University on academic probation will be readmitted on probation. Degree-seeking students, whose permission to register was terminated due to academic deficiency, must be reinstated by the appropriate dean prior to readmission. Non-degree-seeking students may be reinstated by the Associate Vice President of Enrollment Management.

### ***CHANGING CAREERS OR ENROLLMENT STATUS***

Enrolled students who would like to change their academic careers from undergraduate to graduate (vice versa) or who would like to change their classification from non-degree-seeking to degree-seeking, must submit a new application to the Office of Admissions, pay the application fee and meet appropriate admission criteria and deadlines. Students who enroll as degree-seeking and wish to change to non-degree-seeking should complete an Academic Records Change form (ARC), available through their programs academic advising offices.

Applicants to the university, who applied to either an undergraduate or graduate career and would like to change their career before enrolling, can do so once without submitting a new application\* by completing an Application Update Request Form. For each additional career change, students must reapply and submit a new application fee. \*Some applicants may be asked to submit a new application, if applicable; however, the fee will not be assessed.

Applicants interested in changing their program or degree status while remaining in the same career can do so prior to the first day of classes.

### ***RECORDS RETENTION AND RELEASE***

Records from other institutions are kept on file for a period of five years. Former students who did not enroll during the past five years must resubmit transcripts, documentation and pay the application fee when reapplying to the University.

Once documents are submitted to University of Houston-Clear Lake, they become the property of the University and will not be returned or otherwise sent to other institutions or entities via email, fax or U.S. mail. Students may receive a copy of their previously submitted transcripts or scores in person, by bringing a valid Texas driver's license or ID to the Office of Admissions and completing a request form to release the information.

## GRADUATE TRANSFER CREDIT INFORMATION

### ***TRANSFER OF GRADUATE CREDIT***

Course equivalencies for all graduate transfer work are determined through students' academic program departments.

Master's degree programs require a minimum of 30 semester credit hours. A minimum of 24 semester credit hours must be earned through instruction at UHCL. No more than 25% of the semester credit hours required for a graduate degree can be accepted in transfer from other institutions. Therefore, the possibility of transferring credit toward a master's degree is in most cases limited to no more than 6 hours for a master's degree requiring 30 semester credit hours and no more than 9 semester credit for programs requiring 36 semester credit hours.

Doctoral degree programs require a minimum of 69 hours beyond the master's degree. The possibility of transferring credit toward doctoral degrees is limited to no more than 21 hours, but in most cases may not exceed 12 semester credit hours.

Credit applied toward previous graduate degrees may not be used to fulfill requirements of a different degree. Additionally, this credit is not necessarily applicable to subsequent degree programs.

- Only graduate courses with grades of "B-" or above are transferrable; grades of "C+" or below are not transferrable.
- The dean of the academic program will determine whether the content of such coursework is pertinent to the degree objective.
- Courses completed more than five years prior to admission into graduate programs at UHCL may not be counted toward fulfilling the required number of hours, unless approval is granted by the dean.

# INTERNATIONAL ADMISSIONS AND PROGRAMS

Welcome to the International World of the University of Houston-Clear Lake. The Office of International Admissions and Programs is the one stop shop for all University matters related to our campus internationalization. The location of UHCL in the city of Houston, with more than 80 consulates, offers an unprecedented opportunity where one can evolve towards global citizenship. The Office of International Admissions and Programs welcomes prospective and current students, faculty and staff. Our services include: international admission; international advising for F-1 students and alumni, F-2 dependents, and J-1 exchange visitors; study abroad programs; New International Student Orientation programs; and all University international agreements.

## GENERAL INFORMATION

For General Information, please refer to relevant sections in this catalog for information, including but not limited to: Admission Statuses, Acceptance into Degree Programs, Transcripts and Records Information, Transfer of Graduate Credit, Records Retention and Release, University Policy Regarding Discretionary Authority, Etc.

## INTERNATIONAL ADMISSIONS

### APPLICATION FEES

The current application fees are as follows:

International applicants	\$ 75.00
International doctoral applicants	\$135.00

If applicants have not enrolled, they are eligible to update their application within three semesters of filing their original application for admission. To update to a new semester, they should submit an Application Update Form. This form can be found on the Office of International Admissions and Programs' website.

Application fees can be paid by credit card (MasterCard, VISA, American Express or Discover) during online application or after the application's submission. To submit the application fee online after applying, students must use their E-Services account or pay in person at the Office of Student Business Services.

### APPLICATION DEADLINES

The application deadline dates for international applicants are as follows:

Transfers from Outside of the US	Semester of Enrollment	Apply By
	Spring	October 1
	Summer	March 1
	Fall	April 1

Transfers from Another US Institution	Semester of Enrollment	Apply By
	Spring	November 1
	Summer	March 1
	Fall	June 1

**Some Programs may have earlier deadlines. Please refer to the Catalog for deadlines specific to your Program.**

## ADMISSIONS REQUIREMENTS

Graduate international students must meet general admission requirements as noted in the Graduate Admission Procedures section of the catalog, in addition to submitting the following:

1. International Graduate Application for Admission (for applicants who have earned bachelor's degrees or higher and who wish to pursue graduate degrees)
2. Non-refundable application fee (see Application Fees)
3. Official TOEFL, PTE or IELTS score report meeting minimum score requirements or official documentation of successful completion of ELS level 112 intensive English Language Program (see the English Proficiency Requirement).
4. Signed Sponsor's Affidavit with attached financial statement
5. Signed Statement of Understanding
6. Copy of a current I-94 and SEVIS I-20 for F-1 students (pages 1 and 2) or DS2019 for J-1 students (if currently attending an institution in the U.S.)
7. Copy of the photo page of the passport

**Please note:** International students submitting foreign documents must follow University of Houston-Clear Lake procedures for the submission of this documentation (International Transcript and Document Requirements)

## ADMISSION PROCEDURES

All applicants are encouraged to apply online and must present documented evidence that they meet the appropriate admission requirements. International students have additional documentation requirements (see International Transcript and Document Requirements).

Degree-seeking applicants must submit:

1. Admissions application. Online applications are available through the Office of International Admission and Program's website. Some programs have a dual application process and require both a university and a program application. Applications submitted after the deadlines, may not be considered or may be updated to the next available semester.
2. Non-refundable application fee (see Application Fees)
3. Official transcript(s) from each institution attended. Transcripts should be sent directly to the Office of International Admissions and Programs from the previous institution. Transcripts from institutions outside of the United States must be accompanied by an English translation from an accredited agency.
4. Official graduate score report per the requirements of the appropriate academic program or department - Graduate Management Assessment Test (GMAT), Graduate Records Examination (GRE) or Miller Analogies Test (MAT). All score reports should be sent directly to the Office of International Admissions and Programs.



Transcripts should reach the Office of International Admissions and Programs by the published application deadlines for the semester in which students plan to enroll. If documentation is not received in time or if documentation is received that indicates admission requirements have not been met, the student may be ineligible for admissions. Students who are enrolled at transfer institutions at the time of admission to UHCL and/or who enroll in coursework at other transfer institutions after enrollment should send documentation directly to the Office of International Admissions and Programs immediately upon the completion of that coursework. Admitted students who fail to submit the aforementioned documentation will receive encumbrance holds on the student records (see Encumbrance Holds).

## **EXAMINATIONS FOR GRADUATE CANDIDACIES**

All new graduate students must provide standardized test results for GRE, GMAT or MAT examinations to the Office of International Admissions and Programs as required by their academic program (refer to the program's section of the catalog). Former students pursuing a degree in a different program or academic department may be required to take a different graduate examination, prior to being admitted and must apply by the posted deadline for new graduate students.

Scores must be received directly from the testing agency. Hand-carried or student copies of score results or those that are more than five years old at the time of application are considered unofficial and will not be accepted. Students enrolling as non-degree-seeking are generally exempt from the standardized test requirement (please check the appropriate program's requirements). Non-degree-seeking students who want to change to degree-seeking status are required to meet current admissions requirements and must reapply and pay the application fee.

## **NOTIFICATION OF ADMISSION**

Upon receipt of appropriate documentation, the Office of International Admissions and Programs will determine applicants' eligibility to the university, and will notify them of the admissions decision. If accepted, applicants will receive important information regarding registration dates and procedures. This information is also available on the university's website through E-Services.

## **APPLICANTS WITH PENDING BACHELOR DEGREES**

Applicants to a graduate program may be admitted while they are pending receipt of a bachelor's degree. To qualify, students must meet current admission requirements and provide proof that they will earn at least a bachelor's degree prior to their first day of classes at UHCL.

### **Current UHCL Undergraduate Students:**

Current UHCL undergraduate students who apply to graduate programs prior to conferral of a bachelor's degree, must have a pending Graduation Application form on file in the Office of Academic Records. The Office of International Admissions and Programs will verify that the application for graduation has not been denied prior to admission. Admitted students must earn their bachelor's degree prior to the first day of classes. Those needing additional time to complete requirements for pending undergraduate degrees will be returned to undergraduate status to complete those requirements, before being allowed to enroll in graduate studies.

### **Non-UHCL Undergraduate Students:**

Applicants from other institutions must have already completed graduation requirements or be in progress toward courses that will complete graduation requirements at their current school. These students must earn their bachelor's degree prior to enrollment at UHCL. They must submit an official Letter of Standing from the associate dean, program adviser or registrar at their home institution documenting that a bachelor's degree will be awarded.

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

International students, who hold F-1 visas, are not eligible for admission as non-degree-seeking students. They must enroll as degree-seeking in specific degree plans or programs. Although their primary programs must be degree-seeking, these students can simultaneously enroll in secondary non-degree certificate or certification programs. International students, who hold J-1 visas, may be admitted in non-degree-seeking status.

## **GRADUATE TRANSIENT STATUS**

Graduate students in good standing at another institution may be admitted to University of Houston-Clear Lake as transients for one semester. These students generally plan to transfer coursework back to their home institution. Transient students must submit official transcripts showing proof that a bachelor's degree or higher has been conferred. Due to prerequisite requirements, some programs may also require a Letter of Standing from the transfer institution indicating the coursework being requested at UHCL. Students in F-1 or J-1 status must also provide a letter from their immigration adviser at their respective institution allowing them to enroll as a transient student.

Transients who wish to enroll in a second semester must obtain permission from the associate dean of their academic program. They must then reapply by submitting a new application and application fee to the Office of International Admissions and Programs. Students enrolling under this option, who subsequently decide to become degree-seeking, must reapply, pay the appropriate application fee, (see Application Fees) and meet the university's and academic program's current admission requirements.

## **INTERNATIONAL CONDITIONAL ADMISSION**

International applicants who meet the university's admission requirements for their chosen degree programs, but who have not yet met the English Proficiency requirement, can be conditionally admitted. To be eligible to be conditionally admitted, students must be enrolled in a University approved English Language Program. Please note that conditional admission does not allow registration or enrollment at UHCL. To satisfy the English Proficiency requirement and be fully admitted to the university, students must enroll and successfully complete an approved ELS Level 112 intensive English program or submit an alternate means of English Proficiency as required for admission by University of Houston-Clear Lake (see English Proficiency Requirements for Students Educated Outside of the US).

## **TRANSCRIPTS AND RECORDS INFORMATION**

### **APPLICANTS WITH BOTH US AND INTERNATIONAL DOCUMENTATION**

#### **Applicants with both U.S. and International Documents**

Graduate applicants, who meet their program's admission requirements based on their U.S. documentation, are not required to submit accredited international transcripts during the admissions process. Once waived, at the applicant's request, official international transcripts may be accepted for additional credit, if that credit has not already been taken at UHCL or another accredited U.S. institution.

## **INTERNATIONAL TRANSCRIPT AND DOCUMENT REQUIREMENTS**

### **School Accreditation Status**

For applicants submitting college or university transcripts/documents, the institution must be listed among the recognized institutions of the International Association of Universities (UNESCO) or Ministry of Education.

### **Transcripts from International Institutions**

Students must provide the Office of International Admissions & Programs with official transcripts, mark (grade) sheets and confirmation of degrees or diplomas for all academic studies attempted and completed at those colleges/universities. Some exceptions to this policy are noted in Applicants with Both U.S. and International Documentation.

Transcripts and/or mark (grade) sheets must be in the original language and accompanied by English translations (if applicable). These documents should clearly indicate dates of attendance, subjects taken and marks (grades) earned and reflect any degrees or diplomas awarded.

Official transcripts must be sent to University of Houston-Clear Lake by the registrar of each institution attended. When this is not possible, documents certified by an embassy or consular, Education USA Official, University Authority such as Principal, Registrar, Controller of Examinations, Vice Rector or Rector, Ministry of Education or Ministry of Foreign Affairs official as "true copies" may be accepted. Copies of documents that are not certified will not be accepted.

## **ENGLISH PROFICIENCY REQUIREMENTS FOR STUDENTS EDUCATED OUTSIDE OF THE UNITED STATES**

All applicants, educated in countries where English is not the native or first language, must demonstrate English proficiency. The intent of this policy is to insure that students for whom English is not the native or first language have reasonable chances to succeed academically based on their abilities to comprehend, speak, and write in English.

Applicants may satisfy the English proficiency requirement by presenting any of the following\*:

- Official Test of English as a Foreign Language (TOEFL) scores of 550 or higher on the written exam or 79 or higher on the iBT TOEFL examination,
- Official Pearson Test of English (PTE) scores of 53 or higher,
- Official International English Language Testing System (IELTS) scores of 6.0 or higher, or
- Official documentation of successful completion of ELS Level 112 Intensive English programs.

Score reports may not be more than two years old at the time of application. Only official scores will be accepted.

Exception: Candidates for educator certification must demonstrate English proficiency by passing the iBT TOEFL examination with a score of 26 on the speaking portion. No other tests or programs are accepted by Texas Education Agency for certification applicants.

## **PROCEDURE TO APPLY FOR AN ENGLISH PROFICIENCY WAIVER**

A TOEFL exemption may apply, if at least one of the following requirements is met:

- Applicants have earned high school diplomas from a U.S. high schools or earned Associate of Arts, Associate of Science or bachelor's degrees from a regionally accredited U.S. institutions of higher education.
- Applicants were educated in a country where English is the native language. This exemption refers to students from Australia, Bahamas, Belize, British Isles (England, Ireland, Scotland and Wales), English-speaking Canadian provinces, Fiji Islands, Guyana, Jamaica, Liberia, New Zealand, Sierra Leone, South Africa, St. Lucia, Trinidad, United States, Virgin Islands, West Indies and Zimbabwe. \*
- Applicants present qualifying test scores from SAT, ACT, TAAS, TAKS or Stanford Achievement Tests (for deaf students only). Specific exemption information can be obtained by contacting the Office of International Admissions and Programs. All information used to exempt students from English proficiency requirements must be received directly from the appropriate testing agency or posted on official transcripts from a transfer institution.

- Applicants have completed 12 or more semester credit hours of English from regionally accredited US institutions of higher education with grades of "C" or better, with six of the 12 semester credit hours being English composition. English as a Second Language (ESL) courses will count only if they would apply toward degrees at the institutions where the courses were taken.
- Applicants have earned a bachelor's degree or higher from a regionally accredited U.S. institutions of higher education or recognized foreign institutions of higher education where English is the medium of instruction and both the native and official language.

\*Applicants whose native or first languages are not English, but who have earned a bachelor's degree or higher in an English-speaking country, may request consideration for English proficiency waivers. Those requesting waivers must submit petitions and supporting documentation to the Office of International Admissions and Programs. Appropriate action will be taken only when full documentation is provided.

## CHANGING CAREERS OR ENROLLMENT STATUS

Enrolled students who would like to change their academic careers from undergraduate to graduate (vice versa) or who would like to change their classification from non-degree-seeking to degree-seeking, must submit a new application to the Office of International Admissions and Programs, pay the application fee and meet appropriate admission criteria and deadlines. Students who enroll as degree-seeking and wish to change to non-degree-seeking should complete an Academic Records Change form (ARC), available through their programs academic advising office.

Applicants to the university, who applied to either an undergraduate or graduate career and would like to change their career before enrolling, can do so once without submitting a new application by completing an Application Update Request Form. For each additional career change, students must reapply and submit a new application fee.

Applicants interested in changing their program or degree status while remaining in the same career can make a request through submitting the Application Update Request Form. Applicants interested in changing their program or degree status should make the request early so that the request can be considered. Applicants who make the request late may be advised that the change can only be made for the next semester.

## OTHER POLICIES APPLICABLE FOR INTERNATIONAL STUDENTS

### TRANSFER-IN POLICY

Students who hold F-1 visas and are currently studying at another SEVIS approved institution of higher education in the United States must do the following:

- Be accepted by University of Houston-Clear Lake
- Request the "transfer-out" school to transfer their SEVIS record to UHCL
- The "transfer-out" school must then set up the SEVIS transfer to UHCL, prior to the student receiving eligibility to enroll.

### HEALTH INSURANCE

All international students holding F or J visas are required to have health insurance, including medical evacuation and repatriation coverage. The university provides such insurance and automatically adds the premium to applicable tuition/fee statements. International students with private health insurance comparable to the university's coverage may request a waiver of the university's health insurance.

To be considered for a waiver, students must submit a waiver request online by the dates posted. The Office of International Admissions & Programs will not accept waiver requests by U.S. mail, e-mail,

fax, or documents brought to the office. Incomplete requests, late requests, or insurance policies not meeting the minimum requirements will not be approved. Each F or J visa holder is responsible for any late fees associated with the waiver process.

## **CHECK-IN**

All international students holding F and J visas are required to check in with the Office of International Admissions & Programs upon arrival to campus. Students can complete this check-in process through an online system available through the department's website. Also, students must submit all official transcripts, other academic documents showing degree completion, and final semester coursework.

## **INTERNATIONAL STUDENT ORIENTATION**

New International Student Orientation is offered prior to each fall, spring and summer semester and is mandatory for all new international students. A comprehensive two-day program is offered to all new international students to the university. The orientation provides information regarding health insurance, visa regulations, cross-cultural adjustment, transition to college, negotiating campus setting, academic and peer advising. Airport pickup services are offered for first time international students.

## **CO-ENROLLMENT (INTERNATIONAL STUDENTS)**

International students seeking undergraduate degrees at UHCL may obtain an International Student Adviser's permission to co-enroll at another (host) institution. Permission for concurrent enrollment must be obtained from a UHCL international student adviser prior to attempting to register and enroll concurrently at a different institution. Registration print out or transcript from the host school must be provided to the UHCL international student adviser as proof of students' enrollment status. International students must provide official transcripts after the semester has completed from host institution.

## **STUDY ABROAD PROGRAMS**

At UHCL, we are committed to helping students expand their global awareness. Study abroad allows students to have the experiences that come with traveling abroad while also enhancing their academic program. Students and faculty who are interested in study abroad opportunities should contact OIAP to arrange an information meeting. All students who participate in a study abroad program are required to complete the University's study abroad participation forms, purchase the University approved study abroad health insurance, and attend a pre-departure orientation meeting.

# FINANCIAL AID

## FINANCIAL AID PROGRAMS

The financial aid programs listed below are available to students seeking a graduate degree at University of Houston-Clear Lake. Students who wish to apply for financial aid should complete the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.gov](http://www.fafsa.gov). UHCL's federal school code is 011711. More information regarding the types of aid listed below can be found at [www.uhcl.edu/finaid](http://www.uhcl.edu/finaid).

### Program

- Federal TEACH Grant
- Texas Public Educational Grant (TPEG)
- University Scholarships
- Resident Graduate Student Assistance Grant
- Federal College Work Study Program (FWSP)
- Texas College Work Study Program (TWSP)
- \*Federal Perkins Loan
- Hinson-Hazlewood Loan
- Federal Direct Grad PLUS Loan
- \*Federal Direct Unsubsidized Stafford Loan

*\*All students applying for their first Federal Direct Loan must complete entrance loan counseling and the electronic Master Promissory Note (eMPN) at [www.studentloans.gov](http://www.studentloans.gov) before loan funds can be disbursed. Program availability is never guaranteed. Financial aid programs are subject to change at any time.*

## QUALIFYING FOR FINANCIAL AID PROGRAMS

Students must meet these minimum requirements:

- Be a U.S. citizen, U.S. national (includes natives of American Samoa or Swain's Island) or U.S. permanent resident who has an I-151, I-551 or I-551C (Permanent Resident Card)
- Be admitted to a degree-seeking graduate program
- Be enrolled at least half-time at UHCL
- Be making satisfactory academic progress toward a degree
- Not be in default on any education loan or owe a refund on a federal and/or state grant
- Be registered with Selective Service System, if male.
- Possess a High School Diploma, GED, Homeschool Completion Record, or equivalent of a high school diploma

## APPLYING FOR FINANCIAL AID

Because regulations governing financial aid change each year, students are required to reapply and submit new documentation annually. Funding sources and requirements change from year to year, and the amount and type of aid awarded to students may also change. All financial aid applicants are required to submit the following:

- 2016-2017 Free Application for Federal Student Aid (FAFSA) available online at [www.fafsa.gov](http://www.fafsa.gov).
- If the FAFSA is selected for a process called verification, the student/spouse must provide supplemental information requested by the Financial Aid Office.

The priority deadline is March 15 of each year. Students applying after March 15 can expect the majority of the grant money to be exhausted.

The FAFSA and any additional documents will not be reviewed or processed until admission requirements have been met.

Students must submit ALL requested documentation to the Office of Student Financial Aid one month before the end of the term they wish to receive financial aid. Failure to adhere to this deadline can prevent the student from being awarded and disbursed financial aid.

## **AWARDING OF AID**

Financial aid is awarded based on the information received on the FAFSA. It is our institutional policy to award available grant, scholarship, and work study funds before considering the student for student loans.

UHCL's policy is to award all eligible students based on full-time enrollment. Students will be given the option to update their intended enrollment. However, final awards will be based on actual enrollment. Therefore, eligibility and enrollment must be verified before funds are disbursed to each student's account at the beginning of each semester.

Enrollment must again be verified after classes begin. Awards that are processed after the semester begins are based on the actual number of hours in which students are enrolled, excluding hours of withdrawal.

Students whose files are incomplete should be prepared to pay for their tuition, fees, books and supplies at the time of registration. Financial aid will not be awarded until all financial aid documents have been received and admission requirements have been met.

## **E-MAIL AS OFFICIAL COMMUNICATION**

The university-assigned campus e-mail address is the official communication vehicle for all student information and exchanges among academic administrative offices. The following notifications will be sent via e-mail:

- Requests for additional information
- Notices of scholarship deadlines and opportunities
- Award notices
- Disbursement notices
- Award revisions
- Required consumer disclosure information

Also, most required consumer disclosure information is contained in the UHCL Financial Aid Guidebook located on the UHCL financial aid website ([www.uhcl.edu/finaid](http://www.uhcl.edu/finaid)).

Students should check their UHCL e-mail accounts regularly to receive information from the Office of Student Financial Aid as well as other university offices. For information regarding UHCL e-mail, or to log in, go to <http://webmail.uhcl.edu>.

Students have the ability to forward their UHCL e-mail account to a preferred e-mail account. Students interested in this option should visit University Computing and Telecommunications' website at [www.uhcl.edu/uct](http://www.uhcl.edu/uct).

Students wishing to receive a paper copy of all notifications must submit their request in writing to:

Office of Student Financial Aid

Attn: Executive Director of Financial Aid

Box 5

2400 Bay Area Blvd.

Houston, TX 77058

## **DISBURSEMENT OF FUNDS**

Financial aid disbursement occurs when grants, loans, or scholarships are applied to a student's UHCL account.

Financial aid disbursements begin approximately 7 days prior to the first class day. In some cases, financial aid disbursements may occur after the fee payment deadline. Any student who has anticipated aid showing on their student account in E-Services does not need to make payment arrangements for the fee payment deadline if the anticipated aid will pay their account balance in full. Students whose accounts will be paid in full with anticipated aid will not be charged late fees.

Aid applied to a student's account will be applied to the current balance first.

If the financial aid credited to a student's account creates a credit balance, a refund will be issued to the student by Student Business Services after the term begins.

Some forms of financial aid, such as TEACH Grant, may not disburse until after census date. Students concerned about a late payment due to these types of anticipated aid should contact the Office of Student Financial Aid.

The Office of Student Financial Aid will notify students by e-mail when their financial aid is applied to their account.

## **CRITERIA FOR SATISFACTORY ACADEMIC PROGRESS**

Under federal and state statutes all students applying for or receiving federal or state financial assistance must be making satisfactory academic progress (SAP) toward a degree. The Office of Student Financial Aid also uses this requirement for awarding institutional funds.

Students receiving some waivers and exemptions must meet certain components of SAP.

Review for SAP is done at the time the student first applies for financial aid and at the end of each semester. SAP is based on the following qualitative and quantitative measures:

### **Grade Point Average**

The qualitative measure requires that graduate students working on a master's degree or doctoral degree must maintain a cumulative Grade Point Average (GPA) of 3.000 or better.

### **Completion Ratio**

The quantitative measure requires that students must have completed 75% of their cumulative attempted UHCL course work. This percentage is derived by dividing the total number of UHCL hours completed by the total number of UHCL hours attempted. Attempted hours are the total number of hours completed plus hours of "WX", "WQ", "I", "F", and "IP". Hours of "WX", "WQ", "I", and "F" are considered "not completed" and negatively affect the ratio requirements. The percentage derived must be 75% or greater.

### **Timeframe to Complete Academic Program**

First or second master's degree or doctoral degree within a total of 54 UHCL hours. Hours counted include all coursework taken at UHCL (including "WX", "WQ", "I", "F", and "IP" grades) and transfer coursework.



Students enrolled in the following programs must complete their master's or doctoral degree within the specified timeframe listed below:

Early Childhood Education MS 73 hours

Clinical Psychology MA 63 hours

School Psychology SSP 70 hours

Family Therapy MA 63 hours

Healthcare Business Administration 84 hours

Education Leadership Ed.D. 69 hours

Students with two or more earned graduate degrees attempting additional graduate degrees will be reviewed on a case-by-case basis after exceeding 54 UHCL hours or 150% of the program of study (whichever is greater).

Note: Students changing plans are still held to timeframes originally begun with the first major chosen.

### ***APPEAL PROCESS FOR DENIAL BASED ON UNSATISFACTORY PROGRESS***

Students who fail to meet the grade point average requirement or the completion ratio requirement will be given a "financial aid warning" for the following semester. Students will be notified via UHCL e-mail of their warning status. Students who fail to meet SAP the following semester will not be eligible to receive financial aid unless they complete a SAP appeal and academic plan and that appeal is approved.

Students who fail to meet the timeframe requirement are not granted an automatic warning status and will not be eligible to receive financial aid unless they complete a SAP appeal and academic plan and that appeal is approved.

Appeals are considered for the following reasons:

- Increase in workload at place of employment because of promotion or overtime. Documentation from the employer may be required.
- Personal illness or serious illness of immediate family members, such as spouse, child, parent, or sibling. Documentation is required. Acceptable forms of documentation include but are not limited to receipts for doctor visits, insurance Explanation of Benefits (EOB), or a note from the doctor.
- Death of a family member. Documentation is required, such as a death certificate, obituary, prayer card, or brochure from the funeral or memorial service.
- Mitigating circumstances. Appropriate support documentation may be required.

Each appeal is reviewed on its own merit.

Appeal forms are available online at [www.uhcl.edu/finaid](http://www.uhcl.edu/finaid) under Online Forms and Services and must contain the following:

- Why the GPA is below the minimum requirement and how the student plans to bring the GPA up to the minimum requirement.
- Explanation of withdrawal from courses or the reason for not completing the courses.
- The number of courses or credit hours remaining for the student to complete the degree program.

Academic plan forms are available online at [www.uhcl.edu/finaid](http://www.uhcl.edu/finaid) under Online Forms and Services. These forms must be completed with an academic adviser. Students should contribute to the academic plan to ensure success.

All forms must be submitted to the Office of Student Financial Aid by the census date each semester. (Appeals received after this date may be reviewed at the discretion of the SAP Committee.) A copy of the student's Candidate Plan of Study must be submitted with the appeal. Incomplete appeals and academic plans will not be considered. The SAP Committee will review all appeals at least twice per month. All decisions reached by the SAP Committee are final. Students will be notified via their UHCL e-mail regarding the outcome of their appeal.

Students whose SAP appeals are approved will receive financial aid for one semester on a probationary basis. At the end of that semester, students who are meeting the three criteria for SAP or are following the terms and conditions of their academic plan will not have to appeal. Students who are not meeting SAP will be notified via their UHCL email and they may submit another SAP appeal to the Office of Student Financial Aid.

## **FINANCIAL AID POLICY FOR STUDENTS WITHDRAWING FROM THE UNIVERSITY**

Per Federal regulations students who receive financial aid and completely withdraw from the university must repay all or part of their financial aid according to the policy explained below.

Financial aid recipients who receive federal student aid who withdraw on or before the 60% point in time of the semester enrolled will have the percentage and amount of Title IV unearned assistance calculated by the university. The unearned funds must be returned to the Title IV programs. The federal formula used to determine the less than 60% portion of enrollment requires that the number of calendar days in the period of enrollment for which the assistance is awarded be divided into the number of calendar days completed in that period as of the day the student withdrew. The Office of Student Financial Aid will then determine the amount of money to be returned.

A student who obtains all "F" grades or a combination of withdrawals and "F" grades will be considered an unofficial withdraw. The Office of Student Financial Aid will use the 50% point in the semester to compute the withdrawal calculation. Students who feel they attended past the 50% point of the semester should contact the Office of Student Financial Aid to appeal the date determination.

While rare, some students may be eligible for a post-withdrawal disbursement. The Office of Student Financial Aid will contact these students. Students should carefully read the deadlines given to be eligible for the disbursement.

### ***REFUND DISTRIBUTION PRIORITY***

Refunds will be applied to the funds received by the student in the following priority:

- Federal Direct Loan Program (DL) - Unsubsidized Stafford Loan
- Federal Perkins Loan
- Federal Direct Grad PLUS Loan
- Federal TEACH Grant
- Other Title IV programs

## **DROPPING FROM A CLASS BUT RETAINING HALF-TIME STATUS**

Financial aid awards are based on full-time status. Students can request a package based on enrollment less than full-time. Students who change their enrollment status prior to census day will have their awards reevaluated based on their actual enrollment. Students who received funds based on the original enrollment status may be required to make repayment of the appropriate funds.

Students who reduce their course load after census day but remain enrolled at UHCL at least half-time will not have their financial aid adjusted and will not owe a refund. However, dropped courses are considered in the ratio calculation used to determine satisfactory academic progress.

## **COLLEGE WORK STUDY**

Students awarded a college work-study (CWS) job as part of their financial aid package work on or off campus for up to 20 hours per week and are paid on a biweekly basis. Students who are awarded CWS can apply for jobs on the Office of Student Financial Aid's website ([www.uhcl.edu/finaid](http://www.uhcl.edu/finaid)).

## EXIT INTERVIEW

When Stafford or Perkins loan recipients complete a degree or drop below half-time, federal statutes require those students to have an exit interview to clarify and establish a repayment schedule on any monies owed. Students' academic records may be encumbered if the student borrower does not complete an exit interview.

Stafford exit interviews are completed online at [www.studentloans.gov](http://www.studentloans.gov). Perkins exit interviews may be scheduled through Student Business Services.

## STATE WAIVERS AND EXEMPTIONS

The Office of Student Financial Aid coordinates the application for several state waivers and exemptions listed below. Students can find detailed information for each waiver and exemption at: [www.collegeforalltexans.com](http://www.collegeforalltexans.com)

- Research Assistants and Teaching Assistants Waiver
- Competitive Scholarship Waiver
- Good Neighbor Scholarship Program
- Waiver for College Faculty and their Dependents
- Adopted Students Formerly in Foster or Other Residential Care
- Exemption for Students under Conservatorship of the Dept. of Family and Protective Services
- Blind/Deaf Student Exemption Program
- Peace Officer Tuition and Laboratory Fee Exemption Program
  - Application deadline is one week before the end of Open Registration for the semester.
  - Exemption is limited to no more than 20% of class enrollment receiving waiver. Students should apply early.

Exemptions allow special groups of Texas residents or nonresidents to enroll and pay a reduced amount of tuition and fees. Waivers allow special groups of nonresidents to enroll and pay a reduced nonresidents tuition rate.

Unless noted otherwise, all applications for waivers and exemptions must be submitted to the Office of Student Financial Aid by the census date for which the waiver/exemption would be applied. All applications after the census date will be reviewed on an individual basis and may be denied.

**\*\*Senate Bill 1210 (83rd Texas Legislature, Regular Session) adds a **Grade Point Average** requirement for persons to receive continuation awards on certain waivers/exemptions listed above. The Bill also establishes a **Limit to the Total Number of Hours**, cumulative, that a student may take and continue to receive awards. Please refer to [www.collegeforalltexans.com](http://www.collegeforalltexans.com) or [www.uhcl.edu/finaid](http://www.uhcl.edu/finaid) for more information.**

## SCHOLARSHIPS

The Office of Student Financial Aid is committed to awarding scholarships to students consistent with the educational mission of our university. Graduate students (including international students) entering UHCL for the first time may apply for a Hawk Scholars scholarship award. Additionally, current/continuing UHCL students may apply for university scholarships annually. For information and to apply for scholarships, please visit [www.uhcl.edu/scholarships](http://www.uhcl.edu/scholarships).

## ENROLLMENT STATUS

The amount of financial aid a student can receive is dependent upon the number of hours in which the student is enrolled. The following are enrollment statuses for graduate students based on the number of hours the student is enrolled:

- Full Time Enrollment=9 hours or more
- Three Quarter Time Enrollment=7 hours to 8 hours
- Half Time Enrollment=5 hours to 6 hours
- Less Than Half Time Enrollment=4 hours or less

Students enrolled less than half time will not be eligible for student loans.

Students are responsible for notifying the Office of Student Financial Aid if their enrollment changes.

## VETERAN SERVICES

It is the mission of the CAPT. Wendell M. Wilson Office of Veteran Services staff to help veterans and their dependents flourish in their higher education pursuits. We will act as a liaison between the veteran, the school, the Department of Veterans Affairs (VA), and the Texas Veterans Commission in order to ensure these goals are reached with success. Our staff members are committed to assisting veterans and their eligible dependents with federal or state education benefits gained through military service.

Veterans entering UHCL should contact the CAPT. Wendell M. Wilson Office of Veteran Services immediately to establish their benefits in a timely manner. For one-on-one counseling regarding your benefits, contact us directly at [vso@uhcl.edu](mailto:vso@uhcl.edu) or by phone at 281-283-3071.

Services include:

- Providing certification of enrollment for the following federal benefits: Post 9/11 GI Bill, Montgomery GI Bill, Reservist Educational Assistance, Vocational Rehabilitation and Employment Program and Dependent Educational Assistance.
- Processing of Hazlewood Exemptions and Hazlewood Legacy Act.
- Determining eligibility for House Bill 269 (military service credit).
- Establishing residency for those who are receiving federal or state veteran education benefits.

## SATISFACTORY ACADEMIC PROGRESS FOR VETERAN BENEFITS

Satisfactory academic progress for veterans receiving VA educational benefits is defined by the Department of Veteran Affairs. The qualitative measure requires that graduate students working on a master's degree or doctoral degree must maintain a cumulative Grade Point Average (GPA) of 3.000 or better. Veterans failing to achieve the required cumulative GPA will be placed on probation for one semester. At the end of the probationary semester, veterans who:

- Have not achieved the required semester GPA will be reported to VA as making unsatisfactory academic progress.
- Have achieved the required semester GPA but not the required cumulative GPA will continue to be on probation.

Satisfactory academic progress is also required of veterans, spouses and dependents utilizing the Hazlewood Exemption. Students must:

- Meet the GPA and excessive hour requirements of the institution's satisfactory academic progress policy in a degree or certificate program as determined by the institution's financial aid policy and, as an undergraduate student, not be considered to have attempted an excessive amount of credit hours.

## ENROLLMENT STATUS

### Rate of Pursuit (Chapter 33)

The amount of monthly housing allowance for Post 9/11 GI Bill students is paid based on the student's rate of pursuit. The following are enrollment statuses for undergraduate students based on the number of hours the student is enrolled:

- Full Time Enrollment = 9 hours or more
- Three Quarter Time Enrollment = 7 hours to 8 hours
- Half Time Enrollment = 5 hours to 6 hours
- Less Than Half Time Enrollment = 4 hours or less

Students enrolled in half time OR less will not be eligible for Post 9/11 GI Bill monthly housing allowance. Students are responsible for notifying the Office of Veteran Services if their enrollment changes.

Individuals only enrolled in distance learning courses will be eligible for a monthly housing allowance equal to 50% of the national average of all Basic Allowances for Housing.

### **Training Time (Chapters 30, 32, 35, 1606, and 1607)**

VA benefits, for the chapters listed above, are paid based on training time. In a standard semester, VA measures training time as follows:

9 credits are full-time

7-8 credits are  $\frac{3}{4}$ -time

5-6 credits are  $\frac{1}{2}$ -time

1-4 credits are less than  $\frac{1}{2}$ -time ( $<\frac{1}{2}$ -time)

## **HAZLEWOOD ACT**

The Hazlewood Act passed by the Texas legislature provides a waiver of tuition and certain fees for Texas veterans. Hazlewood benefits are not transferred from one state university to another therefore, veterans must reapply and provide the CAPT. Wendell M. Wilson Office of Veteran Services with all necessary documents. For a complete list of documents, please visit [www.uhcl.edu/vso](http://www.uhcl.edu/vso).

- Have received an honorable discharge or separation or a general discharge under honorable conditions as indicated on the Veteran's Certificate of Release or Discharge from Active Duty (DD Form 214);

A veteran may qualify for benefits under the Hazlewood Act if he or she:

- At the time of entry into active duty the U.S. Armed Forces, designated Texas as Home of Record; or entered the service in Texas; or was a Texas resident;
- Served at least 181 days of active duty service (excluding training);
- Have no federal Veteran's education benefits, or have no federal Veterans education benefits dedicated to the payment of tuition and fees only (such as Chapter 33 or 31; for term or semester enrolled that do not exceed the value of Hazlewood benefits;
- Not be in default on a student loan made or guaranteed by the State of Texas;
- Enroll in classes for which the college receives tax support (i.e., a course that does not depend solely on student tuition and fees to cover its cost), unless the college's governing board has ruled to let Veterans receive the benefit while taking non-funded courses; and
- Meet the GPA and excessive hour requirements of the institution's satisfactory academic progress policy in a degree or certificate program as determined by the institution's financial aid policy and, as an undergraduate student, not be considered to have attempted an excessive amount of credit hours.

The Legacy Act allow veterans eligible for the Hazlewood Act to transfer unused Hazlewood hours to an eligible child.

A child (legacy recipient) must:

- Be classified by the institution as a Texas resident;
- Be the biological child, stepchild, adopted child, or claimed as a dependent in the current or previous tax year;
- Be 25 years old or younger on the first day of the semester or term for which the exemption is claimed (unless granted an extension due to a qualifying illness or debilitating condition); and

- Meet the GPA and excessive hour requirements of the institution's satisfactory academic progress policy in a degree or certificate program as determined by the institution's financial aid policy and, as an undergraduate student, not be considered to have attempted an excessive amount of credit hours.

Students interested in using this benefit should contact the CAPT. Wendell M. Wilson Office of Veteran Services for application instructions at [vso@uhcl.edu](mailto:vso@uhcl.edu).

## **HAZLEWOOD EXEMPTION DEADLINE**

If the student provides his or her eligibility for the Hazlewood Exemption before the end date of each semester, then the institution must honor the waiver. But, all students must turn in a statewide Hazlewood application to their institution by the census date. However, all other supporting documentation can have extensions on them.

# TUITION AND FEES

The tuition and fees information provided is not intended to be comprehensive and is subject to change pending action taken by the Texas Legislature or University of Houston Board of Regents. Changes become effective on the date of enactment. The following information should be used only as a guide for estimating tuition and fees charges.

## E-MAIL AS OFFICIAL COMMUNICATION

The university-assigned campus e-mail address is the official communication vehicle for all student information and exchanges among academic administrative offices. The following notifications will be sent via e-mail:

- 1098T
- Set Aside

Students should check their UHCL e-mail accounts regularly to receive information from Student Business Services as well as other university offices. For information regarding UHCL e-mail, or to log in, go to <http://webmail.uhcl.edu>.

Students have the ability to forward their UHCL e-mail account to a preferred e-mail account. Students interested in this option should visit University Computing and Telecommunications' website at [www.uhcl.edu/uct](http://www.uhcl.edu/uct).

## DEFINITIONS AND REGULATIONS

Students are responsible for knowing the current financial regulations of the university. Current regulations are applicable to all students regardless of the date of enrollment. Interpretation or explanations contrary to the regulations of this catalog are not binding upon the university. The university reserves the right to modify any statement as required by unforeseen conditions or by legislative actions.

## TUITION

Students are assessed tuition according to residence classification and the number of semester credit hours for which they register, subject to the statutory provisions of House Bill No. 43, 62 Legislature:

- Residents of Texas will be charged tuition at the rate of \$100 per semester credit hour for students.
- Non-residents of Texas and foreign students will be charged tuition at the rate of \$478 per semester credit hour for students.

An alien who has been lawfully admitted for permanent residence in the United States shall be considered for residency based on the same regulations in effect for U.S. citizens. Aliens who are present in the United States on a temporary or student visa shall not be eligible for classification as residents.

## TUITION RESIDENCE REGULATIONS AND APPEALS

It is important for students to know whether they will be classified as residents of the state of Texas. Students who do not qualify as bona fide residents at the time they register must pay the non-resident tuition fee.

An official determination of the residence status of students is made in the Office of Admissions at the time the application for admission and support documents are received. If students expect a change in residence status prior to first registration, this should be indicated on the application. If a change in residence status occurs after submitting the application, students must inform the Office of Admissions. Students have a continuing responsibility to register under and to maintain the correct residence classification.



If there is any question concerning eligibility for classification as a resident of Texas at the time of registration, or any time thereafter, it is the responsibility of students to consult with the Office of Admissions. All requests for reclassification should be submitted at least 30 days prior to the registration period in question, but no later than the census date. Requests or documents received after the census date of a given semester will be considered for the next semester.

Students who believe they have been misclassified may petition the Office of Admissions for reclassification. Students may be required to furnish evidence in support of an appeal.

## GENERAL RESIDENCY REQUIREMENTS

Summarized below are the general rules for meeting eligibility requirements in the state of Texas. Exceptions to these rules for military personnel, teachers of higher education and their dependents, scholarship recipients and other special programs are discussed in an online booklet titled "Rules and Regulations for Determining Residence Status" published annually by the Texas Higher Education Coordinating Board. The information may be viewed online through [www.collegeforalltexans.com](http://www.collegeforalltexans.com) in the Get All The Facts section.

**Residence of a Minor or Dependent:** An individual who is 18 years of age or under or is a dependent and whose family has not resided in Texas for the 12-month period immediately preceding the date of registration shall be classified as a non-resident student regardless of whether he/she has become the legal ward of residents of Texas or has been adopted by residents of Texas while he/she is attending an educational institution in Texas, or within a 12-month period before attendance, or under circumstances indicating that the guardianship or adoption was for the purpose of obtaining status as a resident student. The legal residence of minors or dependent children is usually that of the parent with whom the individual spends the principal amount of time. Upon divorce of parents, residency is based on the residence of the parent who has legal custody or has claimed the minor for federal income tax purposes both at the time of enrollment and for the tax year preceding enrollment.

**Individuals over 18:** An individual who is 18 years of age or older, who is a legal U.S. permanent resident, who has come from outside Texas and who is gainfully employed in Texas for a 12-month period immediately preceding registration in an educational institution shall be classified as a resident student as long as he/she continues to maintain a legal residence in Texas. If such 12-month residence, however, can be shown not to have been for the purpose of establishing legal residence in the state but to have been for some other purpose, the individual is not entitled to be classified as a resident. A student enrolling in an institution of higher education prior to having resided in the state for 12 months immediately preceding time of enrollment will be classified as non-resident for tuition purposes.

## FEES

### STUDENT SERVICE FEE

The Student Service Fee, as authorized by state law, is required of all students. The income from this fee supports recreational activities, health and hospital services, artist and lecture series, cultural entertainment series, student publications, student government and other student services as authorized by state law.

### REINSTATEMENT FEE

The reinstatement fee is charged to students who are approved for reinstatement after being dropped/withdrawn from classes for non-payment of tuition and fees.

### RECREATION AND WELLNESS FACILITY FEE

This fee may be used only for the purpose of financing, constructing, operating, maintaining, improving, and equipping a recreation and wellness facility and for the operating recreation and wellness programs at the University of Houston-Clear Lake.

## ACADEMIC RECORD FEE

The proceeds from the Academic Record Fee shall be used to cover the costs of maintaining online registration system components and cover the costs of university publications and reproduction of transcripts.

## ORIENTATION FEE

This one-time fee funds costs for the new student orientation programs.

## TUITION DESIGNATED FEE

The Tuition Designated Fee is required of all students, graduate or undergraduate, resident or nonresident, enrolling in higher education institutions. As authorized by state law House Bill 3015 in the 78th Legislature in 2003, the university governing boards have been authorized the flexibility to "charge any student an amount designated as tuition that the governing board considers necessary for the effective operation of the institution."

## PARKING FEE

A Parking Fee of \$85 for an annual permit, or \$50 for each fall and each spring, and \$35 for the summer semester, will be assessed to students who operate motor vehicles on the campus or on properties leased by the university. Proof of ownership (current license receipts or titles for the vehicles) may be required. Refer to the Parking and Traffic Regulations page at [www.uhcl.edu/parking](http://www.uhcl.edu/parking) for additional information.

Any vehicle not having a valid UHCL permit will be ticketed unless special arrangements have been made with the Parking Management Department to park on campus without such permit.

Lost or stolen parking permits must be reported at <https://uhclparking.t2hosted.com/cmn/index.aspx> so that a replacement permit may be purchased. Lost or stolen permits may be purchased at a cost of \$20.00 at <https://uhclparking.t2hosted.com/cmn/index.aspx>.

## INFORMATION RESOURCE FEE

The Information Resource Fee will be used to provide operational and personnel support and resources for the Neumann Library and for the UHCL Pearland Campus Library. The libraries provide students with a learning environment that includes instructional services and research material in print, video, and electronic forms. Additionally, this fee will be used to provide students with access to computing facilities for activities and uses that are part of the regularly scheduled academic functions of the university and which are related to instructional activities, lectures, homework projects and provisions of the learning environment.

## EXTENDED ACCESS AND SUPPORT FEE

The University of Houston Board of Regents has authorized the UH System universities to charge a fee to support Distance Education and Off-Campus Instructional programs. The revenue from the Extended Access and Support Fee will support these programs, including Web-enhanced, Web-based courses, and marketing. The charge will be \$7 per credit hour, up to a maximum of \$63 per semester for all students registering for classes.

## STUDENT CENTER FEE

A fee charged for the sole purpose of financing, constructing, operating, maintaining and improving a student center for UHCL. This fee will pay for expanded student organizational space, more informal space for students (i.e., lounges, study rooms, gathering spaces), multifunctional space, space for meditation, recreational/exercise facilities, maintenance and operation of the new building and renovations to existing spaces.

## **DESIGNATED DIFFERENTIAL TUITION**

The Designated Differential Tuition (DDT) is charged separately by the schools in order to improve and enhance resources available to students.

The College of Business uses its DDT to hire full-time faculty to facilitate meeting the faculty sufficiency and qualifications standards for AACSB International business school accreditation.

The College of Human Sciences and Humanities uses its DDT to increase and improve resources available by hiring more full-time faculty and improving the instruction of adjunct faculty.

The College of Education uses its DDT to maintain and improve programs by hiring additional faculty and providing student financial support.

The College of Science and Engineering uses its DDT to hire more full-time faculty and teaching assistants and to buy and maintain state of the art equipment for use in labs and classrooms.

## **COLLEGE OF EDUCATION DOCTORAL PROGRAM**

The Designated Differential Tuition charged by the College of Education applies to doctoral-level courses only and will be used as excellence funding to support faculty development and research initiatives.

## **INTERNATIONAL EDUCATION FEE**

The International Education Fee of \$2 is assessed to each student in order to provide scholarship support for those who participate in study abroad programs.

## **GRADUATE PROGRAMS RESEARCH CAPABILITY FEE (BUS)**

Additional revenue will be used to purchase and support research databases befitting AACSB International accredited graduate business programs.

## **BUS COMPUTER SUPPORT FEE**

This fee will support labs for dedicated College of Business use.

## **CREDIT CARD PROCESSING FEE**

Texas Education Code Section 54.5011 authorizes the institution to charge an amount reasonable and necessary to reimburse the University, for expenses incurred by the university in processing credit card transaction or a debit card that is processed as a credit card. The current credit card processing fee rate is 1.45% and will apply to payments that are related to student tuition and fees only.

## **SCHEDULE OF CHARGES AND SPECIAL FEES**

The following Schedule of Charges and Special Fees shall apply, where applicable, to all students at UHCL. These tuition and fee charges are assessed according to the number of semester credit hours for which students enroll and are payable at the time of registration. Students are not registered and are not entitled to university privileges until their tuition and fees have been paid in full. If payment is made by check or money order, such check or money order must be payable to the University of Houston-Clear Lake.

The charges quoted are those authorized at the time of publication of this catalog but are subject to change without notice as necessitated by university or legislative actions. Questions should be directed to Student Business Services.

## SPECIAL FEES

In U.S. Dollars

Academic Record Fee	28
Alumni Donation	1
Certificate, Teacher	75
Certificate, Professional	75
Cooperative Education	75
Differential Designated Tuition (BUS) - Graduate	65
Differential Designated Tuition (SOE) - Graduate	20
Differential Designated Tuition (HSH) - Graduate	20
Differential Designated Tuition (SCE) - Graduate	25
Differential Designated Tuition - SOE Doctoral Program	20
Differential Designated Tuition - HSH Doctoral Program	50
Extended Access Fee	7/hr - 63/max
Duplicate Fee Statement, each	3
Duplicate Diploma	25
Field trip, each, when required for any given course; variable amount sufficient to defray the cost of the trip.	Variable
Former Student File Reactivation Application (not enrolled for at least one year)	45
Graduate Program Research Fee (BUS only)	80
Graduate Studies Application	45
Graduation Application (includes diploma but not cap/gown)	80
Information Resource Fee	25/hr- 300/max
International Student Insurance (annual)	2030
International Student Application/Evaluation	75

International Student Records Processing (per semester)	65
Internship	30 - 72
Laboratory, per course	Variable
Late Payment	50
Late Registration	50
Matriculation (for withdrawal prior to first class day)	15
New Student Orientation	50/1-time
Parking (annual)	85
Parking (per long term)	50
Parking (summer)	35
Recreation and Wellness Center Fee	110 per term
Reinstatement Fee	200
Returned check charge, per check	20
Special course fee, when required; an amount sufficient to defray the cost of materials and/or supplies required. May include malpractice insurance.	Variable
Student Center Fee	30
Student Service Fee (max of \$222)	37/hr
Thesis binding, per volume	20
Thesis publishing by UMI	55
Tuition Recovery	130

# TUITION AND FEE SCHEDULE FOR GRADUATE STUDENTS

CR HR	RES GRAD	NR/F GRAD	TUI DES GD	TUI DES NR/F GD	ST SVC	INFO RES	REC WELL	EXT ACC	INT EDU	ST CENT	ACDM RCRD	R-GR TOTAL	NR/F GRAD TOTAL
1	100	478	273	374	37	25	110	7	2	30	28	612	1091
2	200	956	546	748	74	50	110	14	2	30	28	1054	2012
3	300	1434	819	1122	111	75	110	21	2	30	28	1496	2933
4	400	1912	1092	1496	148	100	110	28	2	30	28	1938	3854
5	500	2390	1365	1870	185	125	110	35	2	30	28	2380	4775
6	600	2868	1638	2244	222	150	110	42	2	30	28	2822	5696
7	700	3346	1911	2618	222	175	110	49	2	30	28	3227	6580
8	800	3824	2184	2992	222	200	110	56	2	30	28	3632	7464
9	900	4302	2457	3366	222	225	110	63	2	30	28	4037	8348
10	1000	4780	2730	3740	222	250	110	63	2	30	28	4435	9225
11	1100	5258	3003	4114	222	275	110	63	2	30	28	4833	10102
12	1200	5736	3276	4488	222	300	110	63	2	30	28	5231	10979
13	1300	6214	3549	4862	222	300	110	63	2	30	28	5604	11831
14	1400	6692	3822	5236	222	300	110	63	2	30	28	5977	12683
15	1500	7170	4095	5610	222	300	110	63	2	30	28	6350	13535
16	1600	7648	4368	5984	222	300	110	63	2	30	28	6723	14387
17	1700	8126	4641	6358	222	300	110	63	2	30	28	7096	15239
18	1800	8604	4914	6732	222	300	110	63	2	30	28	7469	16091
19	1900	9082	5187	7106	222	300	110	63	2	30	28	7842	16943
20	2000	9560	5460	7480	222	300	110	63	2	30	28	8215	17795
21	2100	10038	5733	7854	222	300	110	63	2	30	28	8588	18647
22	2200	10516	6006	8228	222	300	110	63	2	30	28	8961	19499
23	2300	10994	6279	8602	222	300	110	63	2	30	28	9334	20351
24	2400	11472	6552	8976	222	300	110	63	2	30	28	9707	21203
25	2500	11950	6825	9350	222	300	110	63	2	30	28	10080	22055
26	2600	12428	7098	9724	222	300	110	63	2	30	28	10453	22907
27	2700	12906	7371	10098	222	300	110	63	2	30	28	10826	23759
28	2800	13384	7644	10472	222	300	110	63	2	30	28	11199	24611
29	2900	13862	7917	10846	222	300	110	63	2	30	28	11572	25463
30	3000	14340	8190	11220	222	300	110	63	2	30	28	11945	26315

*\*The table above does not include student insurance, international student fee, special course fees, differential tuition, or parking. The University may change tuition rates and other charges without notice when so directed by the Board of Regents or the State of Texas.*

## FEE SCHEDULE CODES

<b>CR HR</b>	Semester Credit Hour	<b>ST SVC</b>	Student Service Fee	<b>EXT ACC</b>	Extended Access Support Fee
<b>RES GRAD</b>	Texas Residents	<b>INFO RES</b>	Information Resource Fee	<b>INT EDU</b>	International Education Fee
<b>NR/F GD</b>	Non-residents	<b>ACDM RCRD</b>	Academic Record Fee	<b>ST CENT</b>	Student Center Fee
<b>TUI DES GD</b>	Tuition Designated Resident	<b>TUI DES NR/F GR</b>	Tuition Designated Non-Resident	<b>REC WELL</b>	Recreation and Wellness Center Fee

## **REBATES OR EXEMPTIONS FROM TUITION AND FEES**

The statutes of the state of Texas describe certain instances in which students may be exempted from tuition and/or fees. The various types of exemptions and the Tuition Rebate Program are described below. In the case of exemptions, students have the responsibility to initiate the action of applying for an exemption through the Office of Financial Aid and to provide evidence that all conditions required for the exemption have been met. Until such time as the exemption is established, students will be required to pay all tuition and fees. Students should apply to the Office of Financial Aid at least one month prior to registration for the term in which they plan to utilize the exemption provision, but in all cases such requests must be received no later than the census date of any semester to be effective for that semester. For more information, contact the Office of Financial Aid. In the case of a rebate, the student must apply for the rebate at the time of graduation in the Office of Academic Records. Once the rebate is verified by the Office of Academic Records, the refund will be issued by Student Business Services.

### **Texas Veterans (Hazlewood Act)**

Legal residents of Texas may be exempted from tuition and certain required fees under the Hazlewood Act. Texas veterans must meet the eligibility criteria listed in the Financial Aid section of this catalog. UHCL Hazlewood applications should be submitted to the UHCL Office of Veterans Affairs 30 days prior to registration.

### **Children of Texas Veterans**

Exemption from payment of tuition and certain fees extends to children of members of the armed forces who were killed in action or died while in service in World War II or in the Korean conflict or in any subsequent actions, and to orphans of members of the Texas National Guard and the Texas Air National Guard killed since January 1, 1946 while on extended active duty.

### **Children of Disabled Public Employees**

Children of certain eligible firefighters, peace officers, employees of the Texas Department of Criminal Justice and game wardens who have suffered injury resulting in death or disability sustained in the line of duty may, under certain conditions, be exempted from payment of tuition and certain fees.

### **Deaf or Blind Students**

Deaf or blind persons who are Texas residents may, under certain conditions, be exempted from payment of tuition and certain fees.

### **Children of Prisoners of War or of Persons Missing in Action**

Dependent children under 18 years of age, or persons under 25 years of age who receive the majority of their support from their parent(s) may be exempted from the payment of tuition and certain fees if they are the dependent children of any person who is a domiciliary of Texas on active duty in the armed forces of the United States, and who at the time of registration is classified by the Department of Defense as a prisoner of war or as missing in action.

### **Good Neighbor Waiver**

Qualified native-born students from the other nations of the American hemisphere and from Latin American countries designated by the United States Department of State may be exempt from the payment of certain tuition and fees.

### **Child of Protective Services or Child of Foster Care or other Residential Care**

Exemption for payment of tuition and fees for students meeting the qualifications outlined in Texas Education Code 54.366 or 54.367

## **PAYMENT PLANS AVAILABLE FOR PAYMENT OF TUITION AND FEES**

### **INSTALLMENT PLAN**

At the time of original registration UHCL students may pay their tuition and fees in full or they may elect a four-payment option (one quarter of tuition and fees at time of registration and the remaining balance split in three equal installments). There is a \$15 non-refundable fee for the multiple payment plan. The installment plan is not available for summer semesters. Courses added after the original registration period will adjust into the installment plan and an additional amount may be due depending on the add/drop activity.

Subsequent dates of payments will be listed on the fee statement. Students are responsible for all installment payments being made on time. Additional payment notices are not mailed. A \$10 late fee is charged for each late installment. Students who do not meet installment payment deadlines will have their records encumbered until all fees and penalties have been paid. At semester's end, any students who have not fulfilled their financial obligation on the installment contract will have their records encumbered and no grades or transcripts will be issued. There will be a \$50 default fee attached to the existing debt. In order for students to be eligible for enrollment in subsequent semesters and have the encumbrance removed from their records, all penalties and contract balances must be paid in full.

### **SHORT TERM LOAN**

At the time of original registration at UHCL students may pay their tuition and fees in full or they may elect a two-payment option (one quarter of tuition and fees due at the time of registration and the remaining amount due later in the term. There is a \$15 non-refundable fee for the payment plan. Courses added after the original registration period will adjust into the payment plan and an additional amount may be due depending on add/drop activity.

Subsequent due date of remaining payment will be listed in the student's E-Services account under the "charges due" tab. Additional payment notices are not mailed. The Short Term Loan bears a five per cent (5%) interest per annum. Students who do not meet the final payment deadline will have their records encumbered until all fees and penalties have been paid. At semester's end, any students who have not fulfilled their financial obligation on the Short Term Loan contract will have their records encumbered and no grades or transcripts will be issued. In order for students to be eligible for enrollment in subsequent semesters and have the encumbrance removed from their records, all penalties and contract balances must be paid in full.

## **VOCATIONAL REHABILITATION**

The Texas Department of Assistive and Rehabilitative Services (DARS) offers assistance for tuition and required fees to students having certain physical or emotional disabilities, provided vocational objectives selected by the individuals with disabilities have been approved by appropriate representatives of DARS. Through this state agency, other rehabilitation services are available to assist persons with disabilities to become employable. Applications for assistance should be made to the nearest DARS office.

## **REFUND POLICIES**

### **REFUNDS ON WITHDRAWALS**

A student is considered Withdrawn if they are no longer enrolled in the current term. Students receiving financial aid are advised to contact the Office of Financial Aid prior to making changes in their enrollment status. Student services and privileges, including library services and use of computer labs, terminate when a student withdraws from the university. Class days are counted from the first



official class day of a semester or session and include weekdays and Saturdays. Refunds will first be applied to outstanding obligations.

Students who pay tuition and fees for any term and who subsequently cancel their registration through the Office of Academic Records prior to the first day of classes for that term as specified in the academic calendar are entitled to a full refund minus a \$15 matriculation fee and the \$28 Academic Record Fee and any other non-refundable fees.

Students who officially withdraw from the university after classes begin may be eligible for a partial refund of tuition and fees. The applicable refund is based upon the courses in which students are enrolled on the date of official withdrawal. Refunds are based on the amount billed and not what has been paid.

Once a student registers, he or she is responsible for the total fees assessed regardless of whether the installment or short term loan option is used. Refund percentages are applied to total fees assessed and not the amount paid. This means if you withdraw after making your first payment of tuition and fees, but after the 100% withdrawal period, a credit balance will first be applied to any outstanding amount due.

Withdrawal from courses or from the university can be made through E-Services prior to the deadline stated in the academic calendar. Withdrawals in writing are effective on date of receipt. Letters can be faxed to the Office of Academic Records at 281-283-2530. The university reserves the right to deduct from the refund any outstanding financial obligations to the university.

No refund will be made to students who leave the university without officially withdrawing. Refunds are made in accordance with this schedule:

### **Fall and Spring Semesters (Regular Session)**

- Prior to the 1st class day - 100%
- On or before the 5th class day - 80%
- 6th through 10th class day - 70%
- 11th through 15th class day - 50%
- 16th through 20th class day - 25%
- 21st class day and thereafter - No Refund

### **All Semesters (Eight and Nine Week Sessions)**

- Prior to the 1st class day - 100%
- On or before the 3rd class day - 80%
- 4th through 6th class day - 50%
- 7th day and thereafter - No Refund

### **Summer Semester (Three, Four, and Five Week Sessions)**

- Prior to the 1st class day - 100%
- On the first class day - 80%
- On the 2nd class day - 50%
- 3rd class day and thereafter - No Refund

Class days, including Saturdays, are counted from the first day that classes begin at the university as indicated in the academic calendar for that semester. Refunds are not made immediately upon official withdrawal. They will be processed after completion of all university registrations for that semester. Refunds will be processed through Higher One.

## REFUNDS ON DROPPED COURSES

Dropped courses refunds only apply when one or more classes from a student's schedule are removed but remain enrolled in at least one course. Students receiving financial aid are advised to contact the Office of Financial Aid prior to making changes in their enrollment status. Reducing semester hours to zero is considered a withdrawal and the Refund on Withdrawals schedule will be followed. Please refer the Refund on Withdrawals section of the catalog.

Students who drop classes within the first 12 class days of a 15-week session; within the first four class days of an 8-week or 9-week session or within the first two class days of a 3-week, 4-week and 5-week session and who remain enrolled in the university for that semester may be refunded the applicable tuition and fees for classes dropped. No refunds will be made for courses dropped after the 12th class day during a 15-week session, the 4th class day of an 8-week or 9-week session, or the 2nd class day of a 3-week, 4-week and 5-week session. Refunds will be processed through Higher One. UHCL has partnered with Higher One to provide disbursement services for financial aid and tuition refunds. The refunds quoted are those authorized at the time of publication of this catalog but are subject to change without notice as necessitated by the university or legislative action.

## PAYMENT AGREEMENT

The state of Texas requires that any student unable to pay their tuition and fees in full by the due date established by the university must enter into a payment plan with the university. The payment agreement constitutes a contract between the student and the university wherein the student acknowledges financial obligation to the university in writing (electronic signature) through their self-service student account.

## STUDENT FINANCIAL RESPONSIBILITY

Students must meet financial responsibilities to the university. Writing checks on accounts with insufficient funds and failure to meet all financial obligations are considered a lack of financial responsibility.

Students forfeit check writing and cashing privileges for the balance of the academic year if they write two bad checks (unless due to bank error) to the university for tuition and fees, to the university offices for payment of other university obligations or for check cashing purposes.

Students who have written a bad check to the university (unless due to bank error) will be assessed a \$20 service charge. It is the responsibility of students to present evidence of bank error. Encumbrances and returned checks must be cleared by cash or cashier's check. Returned checks will not be re-deposited.

The university will not accept two-party checks for payment or check cashing privileges.

Students must be in good financial standing with the university at all times. Failure to meet financial responsibilities to the university may subject students to withdrawal and disqualification for registration for a subsequent term. Transcripts will not be given to or on behalf of students until all financial responsibilities have been met. Failure to clear outstanding debts could result in the debt being placed with a collection agency, additional collection fees charged, and being reported to the Credit Bureau of Greater Houston.

# REGISTRATION AND RECORDS SERVICES

## REGISTRATION

Enrollment is necessary for every period of attendance at University of Houston-Clear Lake. The Office of the Registrar sends announcements to specify times and other instructions for completing the enrollment process. Registration is completed online by logging into E-Services at [www.uhcl.edu/eservices](http://www.uhcl.edu/eservices). Please refer to the Academic Calendar online for Registration dates and deadlines. Students who need assistance with registration may visit the Student Assistance Center at the UHCL campus or Enrollment Services at Pearland. Registration is not complete until tuition and fees have been paid in full. If tuition and fee payments are not received by stated deadlines, payment will be considered late. Additional questions regarding registration should be directed to the Office of the Registrar.

## DEGREE-SEEKING VERSUS NON-DEGREE-SEEKING STATUS

- Degree-seeking students must select courses complying with provisions of their Candidate Plan of Study (CPS). The university is under no obligation to recognize courses taken prior to approval of a CPS, as applicable to any degree.
- Non-degree-seeking students may register for courses on a space available basis. Several programs, however, restrict availability of classes to degree-seeking students. Contact the advising office in each school for additional information. The university is under no obligation to recognize credits earned by non-degree-seeking students as applicable to any degree. Non-degree-seeking students are subject to the university's academic standards and do not differ from degree-seeking students in regard to the requirements of any other university policies. Non-degree students who have earned at least 12 credit hours by the end of the current semester will have an advising hold placed to restrict future enrollment. The student and academic school adviser must make appropriate course selections or select a specific degree program before future enrollment will be allowed. Non-degree seeking students are not eligible for financial aid.

## AVAILABILITY OF COURSES

The university does not guarantee that courses listed in this catalog will be offered in any given term or year. Registration for a particular section will be permitted only until available classroom space has been filled. The university also reserves the right to cancel any course or section which, according to state policies, enrollment is deemed insufficient to split into classes that are over-enrolled and to change the instructor and/or classroom without advance notice.

## CLASS ENROLLMENT

Enrollment in a class is achieved only through proper registration or schedule revision procedures. Instructors receive students' names only by official notice from the Registrar. Students will not receive credit for courses for which they are not registered. Students are responsible for insuring that they have met any prerequisites prior to enrolling in any course. International students (F and J student visa holders) are limited to three credit hours per semester of online coursework that may be counted toward full-time enrollment per the Department of Homeland Security. The UHCL catalog provides a complete listing of courses with descriptions that include prerequisites. Course prerequisites are also shown in the class schedule. Students who enroll for courses without having met the prerequisites may be dropped from the course.

## TIME CONFLICT ENROLLMENT

Students are not permitted to enroll in two different courses that are scheduled to meet at the same or overlapping times.

## **AUTOMATIC ENROLLMENT-MASTER'S OPTION COURSE WORK**

Students' first semester of registration for master's thesis, project, internship, dissertations or residency must be done in person. After the initial semester of registration in master's thesis, project, internship, dissertations or residency, students will be automatically enrolled in the same course work each long semester (fall and spring, but not summer) until a final grade is awarded. This registration will be processed during Open Registration, and students are expected to meet the fee payment deadline for Open Registration. Students wishing to be enrolled for summer semesters must notify the Office of the Registrar prior to the beginning of the summer semester.

## **LATE REGISTRATION**

Final schedule revisions (drop/add) and late registration will be permitted during the first week of classes of a long semester. The late registration and drop/add period for the summer terms is less than one week. Times and dates will be announced by the Office of the Registrar. No registrations or schedule changes will be permitted after late registration. A late registration fee will be charged to students who register during late registration. Students who have not paid by the payment deadline date will be charged a late payment fee.

## **CENSUS DATE**

As defined by the Texas Higher Education Coordinating Board (THECB), the census date is the date for official enrollment reporting. For long semesters (fall and spring), the census date is the 12th class day for regular sessions and is adjusted in accordance with THECB rules for all other sessions. The census date is the last day to drop without a record and the last day to request a change on residency status for that semester. Official verifications of enrollment for a semester will begin on the day following the census date.

## **REGISTRATION DISCREPANCIES**

If students become aware of registration discrepancies, (i.e., they are not listed on the official class roster or their class schedules do not reflect the classes being attended), they must contact the Office of Academic Records in order to correct any discrepancies. Only the Office of the Registrar is authorized to make official changes in students' registration status.

## **CANCELLATION OF REGISTRATION**

Students may cancel their registration and be entitled to a full refund of tuition and refundable fees if they follow proper procedures through the Office of the Registrar before the first class day of the term. (Refer to Refund Policies (p. 63)) Requests for cancellations may be done through E-Services or in writing and received by the Office of the Registrar prior to the first class day of the term. Such notices may be faxed to the office at 281-283-2530 or submitted via email at [records@uhcl.edu](mailto:records@uhcl.edu).

## **AUDITING COURSES**

Application forms to audit a course may be obtained from the appropriate associate dean's office. A student ID will be required in order to register for classes. Contact the Office of Admissions at 281-283-2500 or [admissions@uhcl.edu](mailto:admissions@uhcl.edu) for assistance if a new student ID needs to be created. Registration to audit a course is on a space-available basis. Individuals may be given permission to audit courses only after the conclusion of the regular registration period and the determination that the student is eligible and space is available. Auditing status provides the privilege of class attendance only and does not include taking examinations, submitting papers, participating in laboratories, field work or receiving a grade in the course. Individuals auditing courses will pay the regular tuition, student services fees, specific course fees and other applicable fees indicated in this catalog. Audit students can make payment for audited classes in person at the Clear Lake and Pearland Student Business Services offices. Audit students must provide the approved Audit Application and completed Campus Audit Permit when making payment. Individuals with audit status will not be given credit status after having registered on

an audit basis. Records of individuals who have audited courses will not be maintained by the university.

***FEE WAIVER FOR SENIOR CITIZENS TO AUDIT COURSES***

As provided in the Texas Education Code, senior citizens, 65 years of age or older, may audit, on a space-available basis, any course offered without payment of tuition or fees. Applicants need to provide evidence of age to Student Business Services when requesting waiver of fees.

Each school's Academic Advising office will be responsible for assisting senior citizens to determine course availability, approval of instructor, registration procedures and general auditing regulations. Applicants should contact the appropriate academic advising office for the course(s) in which they wish to audit.

<b>College of Human Sciences and Humanities</b>	<b>College of Business</b>
281-283-3333	281-283-3110
hshadvising@uhcl.edu	busadvoff@uhcl.edu
<b>College of Science and Engineering</b>	<b>College of Education</b>
281-283-3711	281-283-3600
sceadvising@uhcl.edu	education@uhcl.edu

**ACADEMIC RECORD SERVICES**

Official student records reside and are maintained in the Office of the Registrar. Students are responsible for insuring the accuracy of their records. Such records include, but are not limited to, personal information, home address and phone number, degree status, career (level), major and grades.

**ACADEMIC RECORD CHANGES**

Students wishing to change their major must obtain the Request for Academic Record Change form from the office of the associate dean in the college from which they are earning their degree. Students wishing to change their career (level) or degree status should contact the Office of the Registrar for the appropriate application. Changes made after the census date will be applicable to the next semester.

**PERSONAL INFORMATION CHANGES**

University records of students' names and addresses are based on information given on the Application for Admission. Subsequent changes must be reported to the Office of the Registrar. Requests for name changes must be accompanied by supporting documentation. Please refer to the Personal Information Change form available online at [www.uhcl.edu/records](http://www.uhcl.edu/records).

Any communication from the university mailed to the name and address or sent to the email address on record is considered to have been properly delivered.

**TRANSCRIPTS**

Students may request official copies of their transcript from the Office of the Registrar. Transcript requests can be made online through student E-services, fax or mail. There is no additional charge for transcripts. Transcript requests by fax or by mail must include the following:

- The name of the student,
- UHCL student ID,

- A clear copy of a government issued photo ID,
- The number of copies requested,
- The address it is to be mailed to or whether it will be picked up,
- A phone number where the student may be reached, and
- The signature of the student whose record is requested. Requests without a verifiable signature cannot be processed. Written requests can be mailed to University of Houston-Clear Lake, Office of the Registrar, 2700 Bay Area Boulevard, Houston, Texas 77058-1098 or faxed to 281-283-2530. Telephone requests or e-mails will not be honored. For same day requests, please visit the Student Assistance Center on the UHCL campus or at the Enrollment Services counter at the Pearland Campus.

Students who have encumbrance holds placed on their permanent records will be denied transcript services until the specific obligations have been met.

UHCL transcripts contain only academic information and course work pursued at UHCL. Requests are limited to 10 copies per request form.

Transcripts from other institutions submitted to UHCL become the university's property and will not be reproduced and/or mailed to other institutions. Students may not obtain copies of their transcripts from other institutions. Transcripts from other institutions are destroyed five years after the last term of attendance.

## ENROLLMENT AND DEGREE VERIFICATIONS

The University of Houston-Clear Lake has authorized the National Student Clearinghouse to provide degree and enrollment verification through their EnrollmentVerify services. Students have access to print a proof-of-enrollment verification online through their E-services account. For more information about the National Student Clearinghouse, please visit [www.uhcl.edu/records](http://www.uhcl.edu/records).

## STUDENT NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a post-secondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the University of Houston-Clear Lake receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to College officials with legitimate educational interests. A College official is a person employed by the University of Houston-Clear Lake in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of regents; or a student serving on an official committee, such as a disciplinary or grievance committee. A College official also may include a volunteer or contractor outside of the University of Houston-Clear Lake who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another College official in performing his or her tasks. A College official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University of Houston-Clear Lake. The University of Houston-Clear Lake may disclose a student's education records to other institutions if the student seeks or intends to enroll in the other institution and the institution has requested the records.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

See the list below of the disclosures that post-secondary institutions may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to College officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student-

- To other College officials, including faculty members, within that school whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State post-secondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36 (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37 (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

If you have any questions regarding these policies, please feel free to contact the Office of the Registrar at (281)283-2525 or via email at [records@uhcl.edu](mailto:records@uhcl.edu).

## ***POLICY ON RELEASE OF STUDENT RECORDS***

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law stating (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that institutions will maintain the confidentiality of student education records.

UHCL accords all the rights under the law to students who are declared independent. No one outside the institution shall have access to, nor will the institution disclose, any information from students' education records without the written consent of students except with exceptions permitted under the act. (See Student Notification of Rights Under FERPA)

Within UHCL, only those members individually or collectively acting in students' educational interest are allowed access to student education records. These members include personnel in the office of the president, senior vice president and provost, vice president for administration and finance, deans, associate deans, student services, computing services, student business services, accounting, career and counseling services, student life, health center, financial aid, member of academic, grade and honesty appeal committees and academic personnel within the limitations of their need to know.

At its discretion, the University of Houston-Clear Lake may provide "directory information" to the general public without student consent.

Directory information is defined by the University of Houston-Clear Lake as follows (within guidelines of the Family Educational Rights and Privacy Act of 1974):

- Student name
- Address
- Telephone number
- University e-mail address
- Date and place of birth



- Major field of study
- Dates of attendance
- Classification
- Photographs
- Hours enrolled
- Date of graduation
- Degrees and awards received
- Most recent previous educational agency or institution attended
- Participation in officially recognized activities and sports

A student is defined by the University of Houston - Clear Lake as any person who has been accepted for admission or who is currently or was previously enrolled in the University pursuing undergraduate, graduate or professional studies, whether full-time or part-time, and a person who is registered for a future semester. Students who do not wish that public information (including their name, address and phone number) be released can go online at [www.uhcl.edu/eservices](http://www.uhcl.edu/eservices) and select all information to be restricted from release (with the noted exceptions for Release to Publications) according to Family Educational Rights and Privacy Act of 1974 guidelines and policies.

The law provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panel to be unacceptable. To review records, a student must make a request in writing to the Office of the Registrar. The request must identify the record or records he or she wishes to inspect. In compliance with FERPA, UHCL will provide the student's records for review within 45 days from the day the university receives the request.

Students may delegate access to their records to a 3<sup>rd</sup> Party. Students wishing to give individuals (such as parents) access to their records may complete in person an Authorization to Release Educational Records. This form can be completed in person at the following offices: Office of Financial Aid, Student Business Services, Student Assistance Center, or Academic advising offices.

# STUDENT SERVICES

## OFFICE OF THE ASSOCIATE VICE PRESIDENT

The Office of the Associate Vice President for Student Services provides support and leadership for the offices of Career and Counseling Services, Dean of Students, Disability Services, Health Services, Intercultural Student Services, Math Center, Orientation & New Student Programs, Student Conference for Research & Creative Arts, Student Housing, Student Life, Student Publications, Student Services at Pearland, Student Success Center and the Writing Center.

This office also provides students with advocacy, information, and assistance in all phases of campus life. The Associate Vice President is responsible for interpreting and implementing student life policies, resolving disputes and disciplinary problems, and handling student complaints. The rights and responsibilities of students are published in the Student Life Policies Handbook. Standards of student conduct are enforced to ensure the safety of individuals, protection of property, and the continuity of the educational process. Copies of the Student Life Policies Handbook are available from the offices of the Associate Vice President, Student Life, and Dean of Students, as well as online at [www.uhcl.edu](http://www.uhcl.edu) under the "Students" tab.

	Office	Phone
Associate Vice President	Bayou 2523	281-283-3025
Career Services	SSCB 3109	281-283-2590
Counseling Services	SSCB 3103	281-283-2580
Dean of Students	SSCB 1201	281-283-2567
Disability Services	SSCB 1302	281-283-2648
Health Services	SSCB 1301	281-283-2626
Intercultural Student Services	SSCB 1203	281-283-2575
Math Center	Bayou 2101	281-283-3883
Orientation & New Student Programs	SSCB 1204	281-283-2660
Student Conference for Research & Creative Arts	Bayou 2608	281-283-3375
Student Housing		281-286-5959
Student Life	SSCB 1204	281-283-2560
Student Publications	Bayou 1239	281-283-2570
Student Services at Pearland	Pearland Campus	281-212-1678
Student Success Center	SSCB 3102	281-283-2643
Writing Center	SSCB 2105	281-283-2910

## CAREER SERVICES

### CAREER SERVICES

Career Services assists students in establishing and/or advancing careers in their degree fields and in finding jobs, while they are enrolled in school. Some services are available to alumni for a fee. Information on Alumni Career Services is available in SSCB 3.109 or at 281-283-2590. Career Services offers:

- Vocational testing and assessment
- Job search assistance
- Mock interviews and résumé critiques
- Résumé referrals with career services registration
- Online job listings
- On-campus interviewing
- Multiple job fairs and networking events
- Cooperative Education. Cooperative Education (Co-op) is a planned learning experience designed to prepare students for careers by integrating work experience with academic study. This program offers:
  - Enriched student learning through experience gained from performing actual work assignments and developing professional skills in a work setting.
  - Two work plans. The alternating plan allows students to alternate semesters of full-time classes with cooperative education work experiences. The parallel plan allows students to work part-time while attending classes.

Students must be degree seeking and meet academic eligibility requirements as defined by individual schools. When enrolled in a cooperative education course, students will be considered full-time for purposes of enrollment verification, but not for purposes of determining eligibility for veterans' benefits or financial aid.

Before participating in on-campus job interviewing, students are required to complete a Career Services or Co-op registration. Individual assistance is available by appointment and during drop-in hours. All other services are available during office hours from 8:30 a.m. to 7:00 p.m. on Monday through Thursday and 8:30 a.m. to 12:00 p.m. on Friday.

## COUNSELING SERVICES

### COUNSELING SERVICES

The mission of Counseling Services is to guide and to support the members of the university community in the achievement of their educational, vocational, and psychological goals. Counseling Services offers free and confidential individual, couples, and group therapy for a variety of concerns, including anxiety, depression, eating concerns, relationship issues, grief, sexuality, identity development, self-esteem, motivation, procrastination, career indecision, and general personal growth. Counseling Services also offers career and personal workshops, biofeedback and other self-help resources, and psychiatry services.

UHCL Counseling Services SSCB 3.103, 281-283-2580 [www.uhcl.edu/counselingservices](http://www.uhcl.edu/counselingservices)

## DEAN OF STUDENTS

The Office of the Dean of Students (ODOS) provides a variety of programs and services designed to support students in achieving both academic and personal success. The ODOS is committed to fostering human dignity through acts of civility and respect, providing student-centered services and developing ethical leaders, who work to create an inclusive community. The ODOS seeks to create student learning opportunities beyond the classroom that inspire intellectual, personal and civic growth for all students. The office staff serves as both advocates and liaisons for all students and is available to assist faculty, staff and parents in any way possible. Their primary purpose is to provide assistance to students and the university community in the following areas:

- Academic Resources for Student Success
- Campus Information Desk
- Community Building
- Conflict Resolution
- Emergency Resource
- Student Advocacy and Referral
- Student Assistance Center (SAC)
- Student Conduct
- Student Judicial Services
- Student Retention

## STUDENT ASSISTANCE CENTER

The Student Assistance Center (SAC) is a unit of the Office of the Dean of Students and provides assistance relating to registration, student financials, admissions, financial aid, student records, transcripts, E-Services, and academic and administrative issues. SAC provides support and general information to students, faculty, staff, and UHCL constituencies.

## STUDENT ADVOCACY

The Office of the Dean of Students provides referrals and support for students experiencing difficulties. This includes assisting students in resolving concerns and conflicts, making needed referrals, implementing student life policies, and resolving disputes and disciplinary problems, including the Academic Honesty Policy.

## STUDENT TRAVEL POLICY

The University of Houston System has a policy that guides and directs all student travel. This policy, entitled "Travel by Students to Component University Funded Activity" (University of Houston System Administrative Memorandum - 03.E.08), is administered by the Office of the Dean of Students.

The purpose of the policy is stated as follows: This document outlines the policy to minimize risks of liability connected with travel by students of component universities. This policy applies to travel in excess of 25 miles that is undertaken by one or more students presently enrolled in a component university. Travel must be organized and sponsored by the component university and funded by the institution. The vehicles used must be owned by the institution or an organization registered at the institution.

Copies of the policy can be obtained upon request at the office, or by accessing the Dean of Students website at [www.uhcl.edu/deanofstudents](http://www.uhcl.edu/deanofstudents).

## DISABILITY SERVICES

Disability Services promotes each student's learning experience by facilitating accessible programs and services for and fostering self-advocacy skills within students with disabilities, serving as consultants to students, faculty, and staff, and educating the campus community on disability-related issues. Services include academic accommodations, alternative testing, assistive technologies, scholarships, and advocacy. The staff of Disability Services may facilitate referrals to other offices which provide students with counseling, advising, tutoring, or financial assistance. To be eligible for services, a student must submit the online application form, speak with a staff member about their disability, and provide appropriate documentation which validates their request. Prior to the beginning of the semester, students should contact Disability Services to request their accommodations so they can be provided in a timely manner. SSCB 1.301, 281-283-2648

## HEALTH SERVICES

Health Services provides a wide range of professional services to UHCL students. It is dedicated to promoting good health and to providing emergency services and short-term medical treatment to any student who becomes ill or injured.

Health Services has a women's health care clinic and a medical clinic. Medical evaluations with physicians are available by appointment only. Complete laboratory services and a limited pharmacy are available. Students may receive flu shots, immunizations, TB screening and routine injections. Nurses are readily available to answer health questions on a walk-in basis.

Prevention programs include screenings and health education on various medical issues. Chiropractic clinic is available by appointment.

Health Services encourages all students, currently enrolled in 6 or more hours, to obtain the university's student health insurance. Literature detailing the approved health insurance plan is available at the Health Services office. International students are required to have health insurance and are charged automatically at the beginning of each semester. International students may have this insurance waived if appropriate documentation has been noted. SSCB 1301, 281-283-2626.

## INTERCULTURAL STUDENT SERVICES

ISS provides advocacy, guidance, and support to enhance student success. ISS promotes the retention and empowerment of a diverse student population, including racial/ethnic groups and first generation, women, lesbian, gay, bisexual, trans-gender, international, and under-represented students. Through educational programs and services, ISS facilitates the growth of culturally competent, respectful, and well-rounded global citizens.

- Student Advocacy - All students seeking general advice or assistance with concerns or problems, may request aid from the ISS staff. The staff serves as an advisory resource to all individuals and groups of students, including under-represented, first generation, marginalized, international, LGBT and women populations.
- Student Ambassador Program - ISS Student Ambassadors serve as peer mentors and advocates for all students.
- Cultural Resource Center - ISS maintains a collection of periodicals, books, training manuals, newsletters, audiotapes, and videos on a variety of cultural topics.
- Cultural Programs/Festivals - ISS celebrates diversity on campus with a variety of cultural programs designed to enhance the campus community members' understanding of different cultural practices, beliefs, and histories.
- Student Organizations - Staff provides support to ethnic and cultural student organizations and their events.
- External Scholarship Resources - Extensive information on external scholarships is available.

- Transition and Retention Programs - ISS offers programs specific to the needs of first-generation students (first in their family to go to college) to help them navigate the higher education system and help ease their transition.
- Strictly Speaking - This is a program to assist international students in improving their spoken English skills by pairing international students with U.S. students.
- Generation One - GenOne - GenOne is a learning community created to help incoming first-generation freshmen and sophomore students to transition, adjust and negotiate the campus environment for a successful academic and social experience.
- I-Start - Developed to assist new incoming and underrepresented international students (who are the only one or a small group of students from their country) with academic and social support that will lead to a successful transition to UHCL and U.S.

## WOMEN'S AND LGBT SERVICES

The Women's Services program is offered to women and others interested in women's issues. Programming is designed to promote gender equality and awareness. Advocacy and support are available for female students and others who need it.

The purpose of Women's Lesbian, Gay, Bisexual, and Transgender Services is to create educational programming for and about UHCL's female and LGBT students, staff, and faculty, and to provide advocacy for their needs. These services and programs are open to all those who are interested in women's and LGBT issues. The women's programming includes increasing awareness of sexual assault, the contributions of women throughout history and health issues, such as breast cancer and heart disease. The largest women's program is VDAY UHCL, "The Vagina Monologues", which raises money for anti-gender violence organizations. The LGBT programming includes a weekly discussion group and activities honoring LGBT History Month and National Day of Silence. We have also established a Safe Zone program which identifies the faculty and staff, who make up the university network of allies. The faculty and staff members who display the Safe Zone logo have enthusiastically volunteered to be visible resources and advocates for LGBT people and their loved ones on campus.

## CULTURAL COMPETENCY FOR LEADERS, SOCIAL JUSTICE, AND SAFE ZONE TRAINING

Intercultural Student Services offers two diversity training workshops:

Cultural Competency for Leaders (CCL) and Social Justice Training. All workshops are open to the UHCL faculty/staff and students.

Cultural Competency for Leaders (CCL) focuses on inclusion, diversity and multicultural issues prevalent in Higher Education. The goal is to promote understanding and appreciation of all backgrounds.

Social Justice Training examines the Meaning social identities have for us individually and collectively. Social Justice Training explores the dynamics of difference as it relates to diversity and social justice.

Safe Zone is a place where all people feel safe, welcome and included. The UHCL Safe Zone was created to respond to the needs of the UHCL community. The mission is to provide a welcoming environment for LGBT students, staff, administrators, faculty and allies that reflect the highest ethical standards of our university and society.

These training workshops are designed to provide participants with the tools needed to reduce barriers and create a more inclusive environment at UHCL.

## MATH CENTER

The Math Center is an instructional facility that serves the educational needs of UHCL students enrolled in Mathematics or statistics courses, especially elementary school certification candidates who wish to strengthen their understanding of mathematical concepts and skills. Resources include one-on-

one assistance, software, videos, reference books and manipulatives. The Math Center also teams with the Office of Career and Counseling Services to provide math success workshops. Contact the Math Center at 281-283-3883 or [mathcenter@uhcl.edu](mailto:mathcenter@uhcl.edu). B2127

## ORIENTATION AND NEW STUDENT PROGRAMS

A comprehensive orientation to UHCL is offered prior to each semester (including summer) for both undergraduate and graduate students. Beginning in the summer/fall 2014, new students must attend this mandatory program, which addresses such topics as how to register for classes, how to make the most of campus life and how to utilize the available resources. Students are also given the opportunity to tour the campus, as well as meet with faculty, staff and other students. International students are encouraged to attend both this orientation and the New International Student Orientation sponsored by Intercultural and International Student Services. On-going support is provided to students through programs such as Mid-Terms Madness and Finals Business Center as well as co-programmed events with different resources on campus.

## STUDENT CONFERENCE FOR RESEARCH AND CREATIVE ARTS

This program provides an array of invaluable services for UHCL students. UHCL students from any discipline as well as students from other colleges and universities - are provided the opportunity to present their original research projects and works in a supportive, academic/professional setting at the Student Conference for Research and Creative Arts. Numerous faculty members have incorporated the conference and its presentations into their course curriculum by either requiring students to present at the conference or attend and/or volunteer at the conference - effectively bridging the divide between student services and academics at UHCL. Not only does the conference give students the experience of serious academic presentation before their peers, but it also provides students not presenting the opportunity to learn from their peers by simply attending the conference. The conference engages the diverse campus community in thoughtful discussion on any array of topics - an activity that echoes UHCL's own mission statement. 281-283-3375, Bayou 2608.

## STUDENT HOUSING

University Forest Apartments (UFA) is located on campus at the University of Houston-Clear Lake. It is just a short walk to all classes and campus events!

UFA accommodates a community of 288 students and offers apartment style living with three floor plans, either private or semi-private, to fit residents' housing needs. Whether you like to cook or eat out, each apartment has a full kitchen equipped with a refrigerator, dishwasher, stove and oven. The housing installment includes wireless internet, furniture (select floor plans), electricity allowance, and water/sewer. There is also access to on-site amenities such as a study room, swimming pool & spa, clubhouse, sand volley ball court, bar-b-que pavilion, and much more within pet-friendly gated community.

University Forest Apartments believes it's responsibility extends beyond just providing a bed for the residents. UFA strives to create a total residential living experience that enhances university life and creates a supportive community for residents during a key stage of their personal and educational development. Residents living at UFA are offered a memorable campus experience where they will have fun, make friends, have access to support when needed, develop life skills and achieve their academic goals.

For more information, please call 281-286-5959 or email:

[info@universityforestUHCL.com](mailto:info@universityforestUHCL.com) or visit [www.universityforestUHCL.com](http://www.universityforestUHCL.com). You can also find us on Facebook: <http://www.facebook.com/UniversityForest>.

## STUDENT LIFE

The Office of Student Life provides programs and services designed to enrich and support students' educational experiences through opportunities to express ideas, develop leadership skills and meet new people. Services provided include locker rentals, student ID cards, ticket sales to various university events and posting approval. The Student Life Office is comprised of the following components.

### STUDENT ORGANIZATIONS AND STUDENT GOVERNMENT ASSOCIATION

There are approximately 80 student organizations recognized at UHCL, which represent most academic program areas and majors as well as social, recreational and religious interests. The Student Government Association (SGA), with representation from each organization, funds and assists student organizations. The SGA also appoints students to university committees and conveys student concerns and initiatives to the university administration.

The Office of Student Life supports the varied activities of the organizations through leadership development programs, space allocations and fund disbursement. All students are encouraged to participate in the activities of these organizations.

### ACTIVITIES & SPIRIT PROGRAMS

There are a variety of activities and spirit programs on campus including Cultural Arts Series, Film & Speaker Series, Leadership Workshop Series, I HEART UHCL, Lighting of the Letters and our oldest tradition, the annual Chili Cook-Off.

### CAMPUS RECREATION

Campus Recreation provides a range of services to the UHCL community, such as recreational activities, fitness memberships, locker rentals and personal training. Located inside the Student Services Classroom Building, the 3,000 square foot Fitness Room is equipped with aerobic machines, free weight equipment and locker rooms. Fitness Room membership for UHCL students is included in the Student Service Fee.

### HONOR SOCIETIES

UHCL's honor societies recognize students' academic excellence and achievement. UHCL honor societies are affiliated with national organizations; students are invited to become members based on the standards recognized these chartering organizations. Some societies recognize accomplishments within specific disciplines, while Phi Kappa Phi, and Omicron Delta Kappa honor students from all academic disciplines.

UHCL honor societies are:

Alpha Kappa Delta	Sociology
Alpha Phi Sigma	Criminology
Beta Alpha Psi	Accounting
Beta Beta Beta	Biology
Beta Gamma Sigma	All Business Disciplines
Gamma Theta Upsilon	Geography



I/O Psi	Industrial/Organizational Psychology
Kappa Delta Pi	Education
Lambda Alpha	Anthropology
Omicron Delta Kappa	Leadership
Phi Alpha Delta	Pre-Law
Phi Alpha Theta	History
Phi Kappa Phi	All Disciplines
Pi Alpha Alpha	Public Affairs
Psi Chi	Psychology
Sigma Iota Epsilon	Management
Sigma Tau Delta	Literature
Upsilon Phi Delta	Healthcare

## STUDENT PUBLICATIONS

Students enrolled in COMM 4565 Media Production class, publish the student newspaper out of the Office of Student Publications. The student newspaper, The Signal, is published throughout the fall and spring semesters to provide news, features, entertainment, and opinion pieces concerning university events and issues. The newspaper serves as a public forum and encourages students, faculty and staff to submit story ideas and comments. The Signal has received numerous awards in state and national collegiate competitions from the Texas Intercollegiate Press Association, Columbia Scholastic Press Association, and Associated Collegiate Press Association. Online issues of the Signal can be found at [www.uhclthesignal.com](http://www.uhclthesignal.com); it is also available as an App. Newspaper stands are distributed around campus to house special print editions, which include the New Student Orientation issue, Student Conference for Creative Arts and Research issue, Election Coverage issue, etc.

## STUDENT SUCCESS CENTER

The Student Success Center is a comprehensive academic resource for the UHCL student community, which includes peer tutoring, supplemental instruction, academic coaching, and peer mentoring. The focus of the center is to help students enhance their academic skills for a particular course. Moreover, the Center helps students more effectively manage information by using experience and guided practice exercises designed to building confidence and competence in the classroom.

The Student Success Center works cooperatively across the university (i.e. in conjunction with the Writing Center, Math Center, Disability Services, Career Services, Counseling Services, academic departments, students, faculty and staff) in an effort to maintain a strong consortium of resources aimed at increasing student success, retention and persistence. The Center is open and free of charge to all UHCL students. SSCB 3102, 281-283-2643.

## WRITING CENTER

The Writing Center is an instructional facility where students, faculty and staff can work with trained tutors on their writing projects. Tutors collaborate with writers as they analyze assignments and audiences, revise documents by clarifying ideas and structure, and learn stylistic and editing strategies. The Writing Center offers face-to-face services at the UHCL and Pearland locations, as well as online tutoring for currently registered students. For more information, contact the Writing Center at 281-283-2910, visit [www.uhcl.edu/writingcenter](http://www.uhcl.edu/writingcenter), email [writingcenter@uhcl.edu](mailto:writingcenter@uhcl.edu), or drop by SSCB 2105.

# GENERAL PROGRAM REQUIREMENTS

## STUDENT RESPONSIBILITY

Students are responsible for knowing their degree requirements and enrolling in courses appropriate for their chosen degree programs. Students also are responsible for knowing all university regulations regarding student affairs and course work standards required for study undertaken in the university. While this catalog was prepared on the basis of the best information available at the time, all information including statements of fees, course offerings, admissions and graduation requirements is subject to change without notice or obligation. The most recent information regarding degree requirements and academic standards may be obtained from the appropriate dean's office. Student affairs information may be obtained by contacting the Office of the Dean of Students, or by contacting the individual student services offices.

## GRADUATE STANDING

Graduate standing is given to those students who have earned a bachelor's degree and have indicated their intent to study at the graduate level or pursue teacher certification at UHCL by submitting a graduate studies application.

## DEGREES OFFERED

The University of Houston-Clear Lake (UHCL) is authorized by the Texas Higher Education Coordinating Board to confer two doctoral degrees and six degrees in 46 graduate majors.

- Doctor of Education (Ed.D.)
- Doctor of Health Service Psychology (Clinical Psychology/School Psychology) (Psy.D.)
- Master of Arts (M.A.)
- Master of Business Administration (M.B.A.)
- Master of Healthcare Administration (M.H.A.)
- Master of Healthcare Administration/Master of Business Administration (M.H.A./M.B.A.)
- Master of Science (M.S.)
- Specialized School Psychologist (S.S.P.)

## GRADUATE MAJORS OFFERED

### *COLLEGE OF BUSINESS*

- Accounting (M.S.) (p. 106)
- Business Administration (M.B.A.) (p. 108)
- Environmental Management (M.S.) (p. 115)
- Finance (M.S.) (p. 111)
- Healthcare Administration (M.H.A.) (p. 116)
- Healthcare Administration/Business Administration (M.H.A./M.B.A.) (p. 117)
- Human Resource Management (M.A.) (p. 111)
- Management Information Systems (M.S.) (p. 112)
- Professional Accounting (M.S.)

### ***COLLEGE OF EDUCATION***

- Counseling (M.S.) (p. 178)
- Curriculum and Instruction (M.S. & Ed.D.) (p. 181)
- Early Childhood Education (M.S.) (p. 182)
- Educational Leadership (Ed.D.) (p. 207)
- Educational Management (M.S.) (p. 189)
- Instructional Design and Technology (M.S.) (p. 193)
- Multicultural Studies in Education (M.S.) (p. 196)
- Reading (M.S.) (p. 200)
- School Library and Information Science (M.S.) (p. 202)

### ***COLLEGE OF HUMAN SCIENCES AND HUMANITIES***

- Behavior Analysis (M.A.) (p. 237)
- Behavioral Sciences (M.A.) (p. 268)
- Clinical Psychology (M.A.) (p. 245)
- Criminology (M.A.) (p. 270)
- Cross-Cultural Studies (M.A.) (p. 271)
- Digital Media Studies (M.A.) (p. 252)
- Exercise and Health Sciences (M.S.) (p. 239)
- Family Therapy (M.A.)
- Health Service Psychology (Clinical Psychology/School Psychology) (Psy.D.)
- History (M.A.) (p. 255)
- Humanities (M.A.) (p. 256)
- Industrial/Organizational Psychology (M.A.) (p. 241)
- Literature (M.A.) (p. 259)
- Psychology (M.A.) (p. 263)
- School Psychology (S.S.P.) (p. 247)
- Sociology (M.A.) (p. 273)

### ***COLLEGE OF SCIENCE AND ENGINEERING***

- Biological Sciences (M.S.) (p. 336)
- Biotechnology (M.S.) (p. 341)
- Chemistry (M.S.)
- Computer Science (M.S.) (p. 319)
- Computer Engineering (M.S.) (p. 321)
- Computer Information Systems (M.S.) (p. 318)
- Engineering Management (M.S.) (p. 323)
- Environmental Science (M.S.) (p. 345)
- Mathematical Sciences (M.S.)
- Physics (M.S.)
- Software Engineering (M.S.) (p. 325)

- Statistics (M.S.)
- Systems Engineering (M.S.) (p. 327)

## ENROLLMENT AND GRADING POLICIES

In conjunction with academic performance standards, the policies listed below are utilized by the university in monitoring the academic progress of students.

### ENROLLMENT POLICIES

#### *COURSE LOAD*

Students should be aware that academic work will be at advanced levels and should consider individual abilities when determining an appropriate course load. Course load limits may be set as terms of probation or readmission to the university after suspension. The university limits course loads to a maximum of 12 hours for graduate students during the fall and spring semesters. For the summer semester, the limit is 9 hours.

In evaluating their ability to carry a certain course load, students should consider:

- Time available for class preparation
- Whether an excessive load might endanger academic standing
- Physical and mental stamina
- Financial factors of commuting costs, tuition, fees and personal budget.

Under the Department of Homeland Security (DHS) regulations, international students are required to maintain full-time enrollment during each fall and spring semester. In addition, no more than three credit hours per semester taken online may be counted towards full-time enrollment for F and J student visa holders.

#### *FULL-TIME/PART-TIME STATUS COURSE LOAD*

A student's enrollment status is determined by the number of credit hours for which the student is enrolled at UHCL each semester. Enrollment statuses are listed below:

- Full-time: 9 or more hours
- $\frac{3}{4}$  time: 7 or 8 hours
- $\frac{1}{2}$  time: 5 or 6 hours
- Less than  $\frac{1}{2}$  time: 1-4 hours

For the summer term, all hours are added together between sessions to arrive at the total number of hours for the summer.

When enrolled in a cooperative education course, students will be considered full-time for purposes of enrollment verification. The above hours requirement may differ for financial aid purposes. Please review the section of the catalog on Financial Aid or contact the Office of Financial Aid.

#### *RESIDENT CREDIT*

Resident credit is defined in two ways:

- Credit awarded for successful completion of academic work undertaken at UHCL

or

- Credit awarded for successful completion of academic work undertaken at another college or university provided that
  - Students are candidates for degrees at UHCL and

- Students have written approval of their faculty adviser and their appropriate associate dean before undertaking academic work elsewhere.

Students should be aware that credits earned elsewhere without prior approval from UHCL are not considered credits "earned in residence" for the purpose of fulfilling general degree requirements.

## ***GRADUATE COURSES***

Graduate courses are defined as those courses with course numbers in the 5000, 6000, 7000, and 8000 range. 7000 and 8000 range courses are restricted to doctoral students.

Graduate courses taken as an undergraduate will only calculate in the undergraduate hours earned and in the undergraduate GPA. Undergraduate and post-baccalaureate non-degree-seeking students are not eligible to enroll in graduate courses.

## ***CLASS ATTENDANCE***

Regular class attendance is expected of all students. What constitutes an acceptable rate of class attendance is a matter between students and their instructors, although the university expects instructors to maintain reasonable standards. Whenever instructors determine that students' absences have been excessive, they have the right to request that the appropriate associate dean withdraw the students from the course.

## ***DROPPING OR WITHDRAWING FROM CLASSES***

### ***DROP/WITHDRAWAL TIME FRAME***

Students may drop one or all classes without a grade penalty through the census date of the semester or session. Classes that are dropped through the census date will not be posted on a student's official or unofficial transcript. Students may drop classes online through their E-Services account. Please see the Academic Calendar at [www.uhcl.edu/records](http://www.uhcl.edu/records) for the census dates of the semester or session.

Students who drop a class or withdraw from all classes after the census date of the semester or session, but no later than the withdrawal deadline as stated in the Academic Calendar will receive one of the following grades: "WQ" (Student-initiated drop, No Evaluation) or "WX" (Administrative Drop or Withdrawal, No Evaluation). These grades imply no evaluation of students' performance prior to the withdrawal. Students may retain auditing privileges with the instructor's consent.

### ***STUDENT-INITIATED WITHDRAWALS***

Once students have registered and paid tuition/fees for the course section, they are considered enrolled in the course(s) until they have officially dropped/withdrawn or received a grade. Nonattendance does not automatically terminate students' enrollment in the course(s) and does not exempt them from any academic or financial responsibilities. Students who stop attending class without officially dropping/withdrawing from the course(s) will receive a final grade based on coursework completed.

If a student wishes to drop any or all of their classes, they are responsible for doing so online through E-Services by the deadlines stated in the Academic Calendar. Withdrawal requests in writing can also be made by mail or by fax to 281-283-2530 and are effective on the date of receipt. Please contact the Office of the Registrar for additional assistance at [records@uhcl.edu](mailto:records@uhcl.edu). The student assumes responsibility for written requests for drops/withdrawals that are delayed or not delivered. Drops/Withdrawal requests received after the deadlines stated in the Academic Calendar will not be processed. Student-initiated drops and withdrawals are irrevocable. Retroactive drops or withdrawals are not permitted. Students lose all university privileges on the date the withdrawal from the university is effective.

Course(s) dropped through the published Census Day will not appear on the transcript. Course(s) dropped after the Census Day and through the published withdrawal deadline will appear on the student's transcript with a grade of WQ. Census Day and Withdrawal deadlines are published online in the Academic Calendar.

All outstanding bills and university obligations must be paid/fulfilled. This includes any payment plans or loan agreements issued by Student Business Services. Contact Student Business Services for additional information. Students receiving financial aid are advised to contact the Office of Financial Aid prior to making changes in their enrollment status. Reducing semester hours to zero is considered a withdrawal and the Refund Schedule will be followed. Please refer to the Refund Schedule on the Student Business Services' website for information about deadlines.

### ***ADMINISTRATIVE WITHDRAWALS***

The university reserves the right to withdraw students from a class or all classes if, in the judgment of the appropriate university officials, such withdrawals are in the best interests of the students and the university. Students may be withdrawn for reasons of health, irresponsible financial conduct, unacceptable personal conduct, Honesty Code violations or other academic infractions, or disregard of official summonses to respond to official requests.

Students who are requesting a current semester medical withdrawal must submit a Student Appeal form to the Office of the Registrar before the end of the current semester if they cannot withdraw themselves by the withdrawal deadline. Please refer to the academic calendar for more information regarding deadlines. A medical withdrawal formally drops all courses in a term.

Written appeal for a medical withdrawal should address each of the following:

1. Describe the medical condition/circumstances that required you to withdraw from the university.
2. Explain in detail how/why the medical condition/circumstances prevented you from completing the academic term.
3. Detail the dates of the onset of your medical condition/circumstances, along with the dates of any treatment you received, if appropriate.
4. If you stopped attending classes, explain why and when. (Please note: nonattendance does not exempt you from academic and financial responsibilities.)
5. If you did not utilize the regular withdrawal process, explain why not.
6. Explain what relief you are seeking from this request. Be as specific as possible. Note: Medical withdrawals do not refund tuition and fees.

### Supporting Documentation

You must include a letter from your health care provider(s) or other pertinent sources. The documentation should be on clinic letterhead and should address the following:

- Describe the diagnosed medical or psychological condition or circumstances, and indicate when treatment commenced.
- Explain how the severity of the condition completely prevents the student from attending classes and completing the semester.
- Address potential health/clinical consequences if a medical withdrawal is not granted.

### Review Process

1. Submit all materials to the Office of the Registrar. Any missing or incomplete information may delay consideration of your request.
2. After the materials are received, your request will be evaluated by the Office of the Registrar and you will be notified when it has been approved or denied. You may be asked to provide additional information to assist the university in its evaluation of your request. The decision of the Office of the Registrar is final.
3. Please note that a Medical Withdrawal is granted in rare instances where a student is faced with a serious and unexpected condition that completely precludes him/her from being able to function as a student. If a request is approved, the student may be required to submit documentation from a health care provider to indicate his/her ability to function successfully prior to subsequent

enrollment. Additional requests for a medical withdrawal are normally not granted for the same circumstances.

4. Withdrawal appeals should be submitted to the Office of the Registrar prior to the close of the following long semester. Appeals submitted after one long semester will not be considered.

### **IMPORTANT NOTES:**

- International students, students with a disability, and students who are receiving financial aid, veteran's and/or other benefits and who are considering withdrawing from the university must meet with the appropriate official (e.g., international student adviser, staff from Disability Services, financial aid counselor, or veteran's services) before withdrawing since there may be legal, certification, and/or repayment penalties associated with doing so.
- Medical withdrawal typically results in withdrawal from all classes. Students who are considering the medical withdrawal process and wish to drop some, but not all, of their classes for a term should instead contact their academic associate dean's office for information about administrative drops.
- Student Loans: Students who have borrowed from the Perkins or Direct Loan programs are federally required to schedule an Exit Counseling session. Contact the Office of Financial Aid for additional information.
- All outstanding bills and university obligations must be paid/fulfilled. This includes any payment plans or loan agreements issued by Student Business Services. Contact Student Business Services for additional information.
- Medical withdrawals do not provide for a refund of tuition and fees.

### ***FINAL EXAMS***

Final exams for the regular fall and spring terms must be scheduled the week following the last day of classes at the day/time indicated on the final exam schedule. Faculty teaching online courses during the regular fall and spring terms can schedule final exams anytime starting on the last day of classes until the end of the week following the last day of classes (the end of the regular exam week). During the summer sessions and fall/spring 8 week sessions, final exams are held on the last day of classes. Students and faculty should refer to the academic calendar and final exam schedule found online at [www.uhcl.edu/records](http://www.uhcl.edu/records) for additional information. Students with exam schedule conflicts must work with faculty to resolve conflicts.

### ***MISSED EXAMINATIONS AND ASSIGNMENTS***

Students are expected to be present at all announced examinations, including final examinations. Unless satisfactory alternate arrangements are made with instructors, missed examinations will be considered as failed. Students who must be absent from classes for the observance of a religious holy day (as defined by the Texas Education Code) will be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence. Students needing to reschedule an examination or assignment for a holy day should submit a letter of request or appropriate form to each instructor within 15 days from the first class day of the semester. An instructor should acknowledge receipt where indicated on the form and return a copy to the student. A new date for taking an examination or completing an assignment missed for a holy day shall be set by the instructor. Should an instructor not honor the request for rescheduling examinations or assignments for holy days by setting reasonable new due dates, students may appeal the decision to their associate dean. The instructor or associate dean may require a letter of verification of the observed holy day from the religious institution.

### ***ACADEMIC APPEALS***

Academic appeals include those appeals related to grades and academic programs or degree requirements. In all instances, the university expects that every attempt will be made initially to resolve such disputes informally through discussions by all relevant parties prior to initiating formal procedures.



## ***APPEALS OF ACADEMIC PROGRAM OR DEGREE REQUIREMENTS***

All appeals relating to specific program requirements (e.g., residency requirements, master's degree option decisions) require that students submit a written petition to the associate dean of the degree-granting college detailing the grounds for the appeal. The associate dean will respond in writing with a decision. The student may appeal this decision in writing to the dean within 15 working days of notification. The dean's decision is final.

## **GRADING POLICIES**

### ***DESCRIPTIONS OF LETTER GRADES***

- Performance in the range of "A" represents exceptional scholarship and intellectual initiative in accomplishing graduate level course goals and objectives.
- Performance in the range of "B" represents competent achievement in accomplishing graduate level course goals and objectives.
- Performance in the range of "C" represents the minimally acceptable performance in accomplishing graduate level course goals and objectives.
- A "D" or "F" performance represents unsatisfactory or below minimally acceptable performance in accomplishing graduate level course goals and objectives.

Grades of "+" or "-" are refinements of the letter grades, represent grade point variations and may be used at the discretion of the instructor.

### ***GRADING SYSTEM***

<b>Grade Points Per Semester Hour</b>	<b>Grade</b>
4.000	A
3.667	A-
3.333	B+
3.000	B
2.667	B-
2.333	C+
2.000	C
1.667	C-
1.333	D+
1.000	D
0.667	D-
0.000	F
WQ*	Student Initiated Drop, No Evaluation

WX*	Withdrawal or Administrative Drop, No Evaluation
NG*	No Grade Submitted, Contact Instructor
I*	Incomplete-No Credit, unless work is not completed on time,
	then an F is given
CR*+	Credit
NC*+	No Credit
IP*++	In Progress-No Credit

*\*These grades are not included in computing the grade point average*

*+CR/NC awarded only for CLEP, master's option and TexES course work*

*++IP awarded for master's option course work*

## ***GRADE POINT AVERAGE (GPA)***

The grade point average is a measure of a student's academic achievement. Grade point averages are computed by multiplying the grade point earned by the number of credit hours in each course, and then dividing the sum of all grade points obtained by the total number of hours attempted.

The cumulative grade point average is based on the grade points earned since admission to UHCL excluding those hours for which grades are shown with asterisk (\*) above. GPAs will round at three decimals. Grades earned for transferred courses are not calculated into grade point average at UHCL.

## ***INCOMPLETE GRADE AND INCOMPLETE GRADE CONTRACT***

A grade of Incomplete ("I") may be given at the discretion of the instructor to students who are making satisfactory progress in a course. Incompletes are typically given for emergency situations which occur after the withdrawal date but prior to the end of the semester, and which prevent the student from completing course requirements. When assigning the grade of "I," instructors provide students with an Incomplete Grade Contract that outlines the work to be accomplished before the "I" can be converted to a final grade and specifies a deadline date. This contract constitutes an agreement between instructors and students. A grade of "I" must be resolved within the time limit set by instructors; however, such limits may not be extended beyond the grade submission deadline for the next long semester following the semester in which the "I" was assigned. Failure to resolve an "I" will result in its conversion to a final grade of "F" on students' permanent records. An "I" can be converted to a final grade only. A statement denoting the lapse will appear on the transcript.

Students should not re-register for a course to complete a grade of "I." Incomplete grade contracts are submitted to the appropriate associate dean's office.

Students on academic probation, who have outstanding "I" grades, will remain on probation until all incompletes are resolved. "I" grades are not calculated in the GPA. An "I" which has been changed to a grade or has been converted to an "F" will be recorded and academic action taken during the semester of the grade change.

## ***IN PROGRESS GRADE***

Master's Thesis, Project, Dissertation, and Residency require continuous enrollment. A grade of In Progress ("IP") will be recorded until final grade assignment for completion of the master's option or dissertation. Not all internships require continuous enrollment but those that do are eligible for "IP" grades. The "IP" grade will not automatically convert to "F" if not resolved within a specified time. At the time final grades for master's option course work are assigned, outstanding "IP" grades will be

converted to Credit ("CR") or No-Credit ("NC"). If the final grades are "C" or better, six hours of the letter grade assigned will be recorded and the remaining "IP" grades will be converted to "CR." If the final grades are "C-" or below, six hours of the letter grade assigned will be recorded and the remaining "IP" grades will be converted to "NC." Faculty, with the approval of the associate dean, may change an additional three hours of "IP" to a final letter grade. Students enrolled in master's option course work or a dissertation are automatically enrolled in the same course each fall and spring semester until a final grade is assigned (see Automatic Enrollment (p. 67)). Students must complete an application for graduation by the stated deadline during their last semester of enrollment. Failure to do so will result in a delay of graduation to a future semester.

## ***GRADE CHANGES***

Grade changes are allowed for only one of the following three reasons:

- Removal of an incomplete grade.
- Result of a formal grade appeal or hearing process.
- Correction of instructor error.

Other than removing an incomplete, grades will not be changed on the basis of extra work submitted after final grades are assigned.

Only the course instructor may assign grades for students in a course. Grade changes may be made by the instructor or the associate dean in the absence of the instructor. After one long semester, a grade change submitted by an instructor must be approved by the associate dean for the program in which the course is taught. Grade changes must be filed in the Office of the Registrar within one year after the original grade is posted. Grade changes resulting from the completion of In Progress ("IP") or Incomplete ("I") work may only be initiated by the instructor of record or the associate dean. Academic action that results from a grade change will be taken during the semester of the grade change. The changed grade will be the final grade used to compute the GPA.

## ***GRADE REPORTS***

Students can access their semester grades online at [www.uhcl.edu/eservices](http://www.uhcl.edu/eservices). The student's password is required for this confidential access. Grades can also be obtained by requesting a transcript. Grade reports are not mailed.

## ***GRADE APPEALS***

All appeals relating to specific course grades require that students first seek a satisfactory solution with the instructor. If this is not possible or the instructor cannot be reached, the student must send a written statement detailing the grounds for the appeal to the associate dean of the college in which the grade was earned. This written request must be received by the associate dean within 45 days from the calendar date when grades are available as reported in the UHCL class schedule for that semester. The associate dean will then initiate the appropriate procedures to review the appeal. The student will be notified in writing of the decision. The student may appeal this decision in writing to the dean within 15 working days of notification. The dean's decision is final on all grade appeals.

## **ACADEMIC STANDARDS**

The university expects students to meet certain standards of academic performance in order to maintain good standing and degree candidacy. The academic performance standards stated in this catalog apply to all students regardless of the catalog under which they entered the university.

## **GRADUATE ACADEMIC STATUS**

Graduate students must maintain a cumulative GPA of 3.000 or better in course work at UHCL. Each college may establish standards beyond the university's minimum cumulative GPA requirement. A minimum of 3.000 cumulative GPA is required to graduate. The last attempt of all course work taken

as a graduate student will be used in calculating the grade point average and determining academic status even when those courses are not counted toward degree requirements.

## **ACADEMIC PROBATION**

Graduate students whose cumulative GPA falls below 3.000 will be placed on academic probation. Students who are on academic probation must earn a minimum 3.000 semester GPA on course work each subsequent semester until the grade point deficiency is removed. Students will be removed from Academic Probation when their semester grade point average is 3.000 or higher and their cumulative grade point average is at or above 3.000. Only course work taken at UHCL will be applied toward the grade point deficiency. Students on academic probation, whose cumulative GPA meets minimum requirements, will remain on probation until all incompletes are resolved. Students who leave the university on academic probation will be readmitted on academic probation. Academic probation will be noted permanently on students' academic records.

## **MANDATORY PROBATION COUNSELING - INTERNATIONAL STUDENTS**

In order to avoid the consequences of academic suspensions on an international student's immigration status, an international student placed on academic probation will be placed under mandatory academic counseling until such time that the student returns to good academic standing (cumulative GPA of 3.0). The academic probation counseling program is a comprehensive program that requires the student to meet with the Student Success Center to evaluate the academic support needs of the individual. The Student Success Center, in collaboration with the student's academic adviser, will assist the student in developing an academic plan that guides the student's return to good academic standing.

## **ACADEMIC SUSPENSION**

Graduate students who are on academic probation and earn less than a minimum 3.000 semester GPA will be suspended from the university. During academic suspension, students may not enroll, audit or visit classes at the university. Academic suspension will be noted permanently on students' academic records.

## **REINSTATEMENT**

Students who are suspended from the university for the first time may apply for reinstatement after one semester of non-enrollment. Students on suspension for the second time are eligible to apply for reinstatement after one year of non-enrollment. Students who have been suspended three times are suspended indefinitely. All academic suspensions are career specific (UGRD and GRAD). The suspension count is reset to zero for undergraduate students who pursue a UHCL graduate degree. Reinstatement following suspension is not automatic. Students who are eligible and seek reinstatement must submit to the associate dean of the college to which they wish to return a written petition justifying their readiness to resume satisfactory academic work at the university. Students who are non-degree-seeking [major codes NONDEGREGR] petition the Office of the Provost. At the time of application for reinstatement from academic suspension, students desiring to change their major from one college to another must submit a Request for Academic Record Change (ARC) form along with a petition for reinstatement to the associate dean of the school to which they wish to be admitted. Courses taken at another college or university while students are on suspension from UHCL may not fulfill UHCL graduate degree requirements. Such courses may only be used with special permission from the associate dean and it is advisable to include a transcript with the petition, in addition to having an official transcript sent to the Office of Admissions. Students petitioning for reinstatement over five years after their last term of attendance at UHCL must also resubmit official transcripts from universities and colleges previously attended. Records from previous institutions are destroyed after five years of academic inactivity.

Students who have not been enrolled for at least one year must file an admissions application with the Office of Admissions and meet the requirements for readmission of former students after reinstatement has been granted.

If students are allowed to enter the university after academic suspension, they enter on academic probation and will remain in that status until their cumulative GPA meets the minimum requirement of 3.000 for graduate students. A student who is reinstated must undergo mandatory advising and a registration hold will be placed on his/her record until such time that he/she returns to academic good standing. Disciplinary suspensions are not covered by this policy. For details of the UHCL disciplinary policy, see the Student Life Policy Handbook.

### ***EARLY REINSTATEMENT FROM SUSPENSION - DOMESTIC GRADUATE STUDENTS***

A graduate student who feels that they had extenuating circumstances beyond their control which affected their academic performance, may make a request for consideration for early reinstatement to the Associate Vice President for Enrollment Management.

A written petition should address the circumstances that led to the student's academic difficulties, how the circumstances have changed and what additional steps the student intends to take to improve their academic performance if they are readmitted. Attached to the request should be a copy of transcripts showing the student's academic history at other institutions that the student might have attended while under suspension. The student must also provide documentation that substantiates the extenuating circumstances referenced in the petition.

Early reinstatement is not automatic. The gravity of the circumstance and the student's academic history will be considered in making a determination on whether the petition should be granted.

Early reinstatement is granted only once during a student's graduate career. A student who, subsequent to their early reinstatement, is placed on academic suspension will have to follow the regular reinstatement policy and procedure applicable for their situation.

Early reinstatement decisions made by the Associate Vice President for Enrollment Management are final.

### ***EARLY REINSTATEMENT FROM SUSPENSION - INTERNATIONAL GRADUATE STUDENTS***

A graduate student who feels that they had extenuating circumstances beyond their control which affected their academic performance, may make a request for consideration for early reinstatement to the Associate Vice President for Enrollment Management.

In order to avoid the consequences that academic suspension has on an international student's immigration status, an early reinstatement request will be accepted and reviewed only if the international student has followed the academic recovery plan developed in conjunction with the Student Success Center and the student's academic adviser while under mandatory academic probation counseling.

A written petition should address the circumstances that led to the student's academic difficulties, how the circumstances have changed and what additional steps the student intends to take to improve their academic performance if they are readmitted. Attached to the request should be a copy of transcripts showing the student's academic history at other institutions that the student might have attended while under suspension. The student must also provide documentation that substantiates the extenuating circumstances referenced in the petition.

Early reinstatement is not automatic. The gravity of the circumstance and the student's academic history will be considered in making a determination on whether the petition should be granted.

Early reinstatement is granted only once during the student's graduate career. A student who, subsequent to their early reinstatement, is placed on academic suspension will have to follow the regular reinstatement policy and procedure applicable for their situation.

Early reinstatement decisions made by the Associate Vice President for Enrollment Management are final.

## ACADEMIC HONESTY POLICY

### *PREAMBLE AND CODE*

Academic honesty is the cornerstone of the academic integrity of the university. It is the foundation upon which the student builds personal integrity and establishes a standard of personal behavior. The university can best function and accomplish its mission in an atmosphere of the highest ethical standards. The university expects and encourages all students to contribute to such an atmosphere by observing all accepted principles of academic honesty. This policy is designed to encourage honest behavior and is jointly administered by faculty and students.

**HONESTY CODE:** The Honesty Code is the university community's standard of honesty and is endorsed by all members of the University of Houston-Clear Lake academic community. It is an essential element of the university's academic credibility. It states:

I will be honest in all my academic activities and will not tolerate dishonesty.

### Section I: Responsibilities

**Joint Responsibility:** Students and members of the faculty are jointly responsible for maintaining the academic integrity of the university by following the Academic Honesty Code and by refusing to participate in or tolerate scholastic dishonesty.

**Student Responsibility:** All students at the University of Houston-Clear Lake are expected to maintain complete honesty and integrity in all academic work attempted while enrolled at the university. This standard of conduct includes reporting incidents of alleged violation of the honesty policy to the instructor involved or, if necessary, to the appropriate academic dean. Each student acknowledges, by the mere act of turning in work for a grade, that he or she has honored the Academic Honesty Code.

**Faculty Responsibility:** Faculty are responsible for helping students comply with the Academic Honesty Policy by noting the Honest Code on the class syllabus. Instructors should help minimize student temptation to violate the code by enacting adequate security precautions in the preparation, handling and administering of graded work. Instructors are responsible for discussing incidents of alleged violation of the Honesty Code with the student involved, outlining authorized penalties for violation of the Honesty Code and notifying the student's academic dean of record and the Dean of Students when a determination has been made that a student has violated the Honesty Code, regardless of which type of academic sanction the instructor chooses to administer.

While all students are expected to maintain the highest standards of personal academic honesty, it is recognized that some students may not meet these standards. This policy is designated to address, in a uniform manner, cases of alleged violation of the Honesty Code.

### Section II: Violations

**Honesty Code Violations:** Any conduct or activity by a student intended to earn or improve a grade or receive any form of credit by fraudulent or dishonest means is considered an Honesty Code violation. In addition, engaging in any conduct including the following examples which a reasonable person in the same or similar circumstances would recognize as academic dishonesty is considered a violation. Examples of violations of the Honesty Code include, but are not limited to, the following:

1. Acquiring information:
  - a. Acquiring information for any assigned work or examination from any source not authorized by the professor.

- b. Working with another person or persons on any assignment or examination when not specifically permitted by the instructor.
  - c. Observing the work of other students during any examination.
  - d. Using, buying, selling, stealing, soliciting, copying or possessing, in whole or part, the contents of an un-administered examination.
  - e. Purchasing, or otherwise acquiring and submitting as one's own work, any research paper or other writing assignment prepared by others.
  - f. Providing information:
  - g. Providing answers for any assigned work or examination when not specifically authorized by the instructor to do so.
  - h. Informing any person or persons of the contents of any examination prior to the time the examination is given.
2. Plagiarism:
- a. Incorporating the work or idea of another person into one's own work without acknowledging the source of that work or idea.
  - b. Attempting to receive credit for work performed by another person, including papers obtained in whole or part from individuals or other sources.
  - c. Copying copyrighted computer programs or data files belonging to someone else.
  - d. Conspiracy - agreeing with one or more persons to commit any act of academic dishonesty.
3. Fabrication of information:
- a. Falsifying the results obtained from a research or laboratory experiment.
  - b. Presenting results of research or laboratory experiments without the research or laboratory experiments having been performed.
  - c. Substituting for another student to take an examination or to do any academic work for which academic credit will be received. Changing answers or grades after an academic work has been returned to the student and claiming instructor error.
  - d. Submitting work for credit or taking an examination and employing a technique specifically prohibited by the instructor in that course, even if such techniques would be acceptable in other courses.
4. Abuse of resource materials:
- a. Mutilating, destroying, concealing, stealing or altering any materials provided to assist students in the completion of academic work, including library books, journals, computer files, microfilm and microfiche files, materials placed on reserve by the instructor or any such materials as the instructor may provide or assign.
  - b. Copying any data files or copyrighted computer program(s) for one's own personal use or the use of others.
  - c. Copying without permission of the owner, or mutilating or destroying any copyrighted media, printed or electronic (for example, film, video, music, graphics, art, photography or manuscript).
  - d. Failure to report - failing to report to the instructor any incident in which a student witnesses an alleged violation of the Academic Honesty Code. Details regarding the Academic Honesty Enforcement Procedures, Resolutions, Sanctions and Academic Honesty Council can be found in Student Life Policies in hard copy and on-line at the UHCL website and in the Faculty Handbook on-line at the UHCL. Further policies governing alteration or website misuse of university documents or furnishing false information to university officials may also be found in Student Life Policies or online at the UHCL website.

## **RECORDS**

The dean of students shall retain a copy of all Honesty Code Violation Forms. If the sanction imposed is a final grade penalty, suspension or expulsion, the registrar's office is notified and a record of the notification is maintained in the registrar's office according to the prescribed operating procedures of that office. If the student is found in violation of the Honesty Code and the penalty is anything except suspension or expulsion, the form does not become a part of the student's permanent record or transcript. Instead, it is retained by the dean of students. If the student is found in violation of the Honesty Code and the penalty is suspension or expulsion, the record becomes part of the student's permanent academic file and the notation of "Disciplinary Suspension" or "Disciplinary Expulsion" is placed on the transcript. In the case of suspension, the notation will be removed at the conclusion of the specific suspension period at the written request of the student. In the case of expulsion, the entry is noted permanently.

## **UNIVERSITY DEGREE REQUIREMENTS**

UHCL has established minimum requirements for graduate course work leading to the Doctor of Education, Doctor of Health Service Psychology (Clinical Psychology/School Psychology), Master of Arts, Master of Science, Master of Business Administration, Master of Healthcare Administration and Master of Healthcare Administration/Master of Business Administration degrees. All graduate students must have an approved Candidate Plan of Study (CPS) that fulfills all university requirements and all degree program requirements. The university requirements for doctoral degrees are:

- Fulfillment of specific degree program requirements. Requirements are reported in the relevant school sections of this catalog.
- Courses selected from those numbered 7000 or higher (see specific requirements for numbers of hours in the relevant school section).
- 9-12 hours of dissertation are required as specified in the relevant school section of this catalog.
- The Residency Requirement may be met by taking 9 or more hours in each of two consecutive long terms, in each of three consecutive summer terms, or in each of two consecutive summer terms and in one of the two intervening long terms.

Please see the College of Education (p. 137) or the College of Human Sciences and Humanities for the details of courses required in doctoral programs.

The university requirements for the master's degree are:

- Fulfillment of specific degree program requirements. These requirements are reported in the college section of this catalog.
- Each master's degree must require a total of no less than 30 credit hours. Each school within the university retains the right to set minimum hour requirements in excess of 30 hours for its degrees.
- At least 24 hours must be selected from courses numbered 5000 or higher.
- At least 18 of the final 30 semester hours must be taken in residence.
- Completion of three or more hours of one of the master's degree option. The individual schools establish the options to be available and set the number of hours in each option.
- Colleges may allow no more than 25% of courses at the 3000 or 4000 level, exclusive of any foundation courses, or equivalent to apply toward the total number of hours required for a master's degree.
- A minimum of a 3.000 cumulative grade point average on course work taken at UHCL. No grade lower than a "C" is acceptable towards a graduate degree.
- Correspondence and non-resident credit may not be applied toward a graduate degree.
- Successful completion of at least one of the following requirements: comprehensive examination; thesis, project, residency or internship; or extended course work with a capstone course of a comprehensive nature.



## **TIME LIMITATION ON PAST COURSE WORK**

Courses completed more than five years prior to the most current admission to graduate study at UHCL may not be counted toward fulfillment of the required number of hours unless approval is granted by the appropriate dean.

## **LIMITATION ON COURSES IN THE COLLEGE OF BUSINESS FOR GRADUATE STUDENTS**

Degree-seeking graduate students outside the College of Business must limit their programs of study to less than 50 percent of their course work in the College of Business.

## **DUAL GRADUATE DEGREE POLICY**

### **(Simultaneous, Non-Simultaneous and Dual Degrees)**

The University of Houston-Clear Lake has approved a policy that permits schools to apply graduate credit earned at UHCL toward more than one UHCL graduate degree. Specific requirements and approvals are completed by the individual college.

## **ADDITIONAL MASTER'S DEGREES**

Students possessing a master's degree from UHCL or another accredited college or university may earn an additional master's degree in a different degree program by satisfying the general requirements for the master's degree. Under certain circumstances, credit from one UHCL graduate degree may be applied towards a second UHCL graduate degree. The following provisions apply only to master's programs of 36 hours or more. Students should be aware that a course taken more than five years earlier cannot be applied towards a degree, unless approval is granted by the dean of the college. With respect to the provisions which follow, colleges choosing to offer additional masters degrees reserve the right to set additional requirements for degrees awarded by that college including the right to not offer such degrees. Students should be aware that the faculty of the individual colleges as set forth in the colleges' procedures determine the approved Candidate Plan of Study in all cases of graduate work.

## **SIMULTANEOUS UHCL MASTER'S DEGREES**

Students pursuing two master's degrees simultaneously may earn both degrees by completion of a special "Simultaneous Master's Degree CPS" subject to the following provisions:

- Fulfillment of all specific degree program requirements in each degree including a separate master's degree option (i.e. comprehensive exam, thesis, residency, internship or extended course work with a capstone course or a comprehensive exam) for each degree. These requirements are reported in the college section of this catalog.
- At least 60 hours must be selected from the 5000 or 6000 levels.
- At least 30 unique hours must be selected from courses from the 5000 and 6000 level or their equivalents in each degree.
- At least 48 of the final 60 semester hours must be taken in residence.
- Colleges may allow not more than 25 percent of courses at the 3000 or 4000 level, exclusive of any foundation courses, or equivalent courses, to apply toward the total number of hours required for each of the master's degrees.
- A minimum of a 3.000 cumulative grade point average on course work taken at UHCL in each degree. No grade lower than a "C" is acceptable towards a graduate degree.
- The faculty of the program areas will determine the appropriate CPS.

Note: Students with the Simultaneous Master's Degree CPS, who wish to complete only one of the two degrees, must follow the basic university graduate degree requirements for that degree.

## NON-SIMULTANEOUS UHCL MASTER'S DEGREES

Students pursuing an additional master's degree may earn the additional degree by completion of a special "Additional Master's Degree CPS" subject to the following provisions:

- Fulfillment of all specific degree program requirements in each degree including a separate master's degree option (i.e. comprehensive exam, thesis, residency, internship or extended course work with a capstone course or a comprehensive exam) for each degree. These requirements are reported in the school section of this catalog.
- At least 24 unique hours must be selected from courses from the 5000 and 6000 level or their equivalents for the additional degree.
- At least 24 semester hours must be taken in residence.
- College may allow not more than 25 percent of courses at the 3000 or 4000 level, exclusive of any foundation courses or equivalent courses, to apply toward the total number of hours required for the additional master's degree.
- A minimum of a 3.000 cumulative grade point average on course work taken at UHCL in the additional degree. No grade lower than a "C" is acceptable toward a graduate degree.
- The faculty of the program areas will determine the appropriate CPS.

## MASTER'S AND DOCTORAL DEGREE OPTIONS

All master's and doctoral option course work requires continuous enrollment until completion. See Automatic Enrollment - Master's Option Course Work (p. 67). Students enrolled in at least three hours of master's option course work, excluding the capstone course, will be considered full time for purposes of enrollment verification for loan deferment, but not for purposes of determining eligibility for veteran's benefits or financial aid. This deferment is limited to no more than three long semesters of enrollment. Students who plan to graduate at the end of their last semester of Master's Option enrollment must file an application to graduate by the stated deadlines.

### ***OPTION 1: MASTER'S THESIS***

The Master's Thesis requires continuous registration until completion, for a minimum of six hours; some programs may require more than six hours. If a student does not maintain continuous registration in the master's thesis, previously accumulated master's thesis credits will not count toward the master's degree. A grade of In Progress ("IP") will be recorded on the transcript until completion. For details, please consult the appropriate academic adviser. All students registering for thesis must submit a copy of both the "Steps in Completing a Thesis" and the "Thesis Preparation Guide." These may be obtained from the associate dean of their college. Individual colleges may provide additional information regarding specific college requirements.

### **Objective**

The master's thesis must present evidence of:

- A thorough review and understanding of the literature
- The ability to do independent research
- The preparation of a manuscript that conforms to generally recognized standards of scientific and scholarly writing in the discipline. The dean of each school will provide, on request, a copy of the procedures for registering for thesis work, selecting an adviser and thesis committee, writing a proposal in advance of starting work, preparing the manuscript, presenting the thesis for approval and submitting the thesis in approved electronic format for archiving by Neumann Library. The Library will make the thesis freely available online through the UHCL Institutional Repository. Students may have hard copies of their thesis bound for personal use.

## ***OPTION 2: MASTER'S PROJECT***

The master's project requires continuous registration until completion, for a minimum of six hours; some programs may require more than six hours. If a student does not maintain continuous registration in the master's project, previously accumulated master's project credits will not count toward the master's degree. A grade of In Progress ("IP") will be recorded on the transcript until completion.

### **Objective**

The master's project may be widely and variously conceived but must present evidence of:

- A careful review and understanding of the relevant literature and other knowledgeable sources
- The ability to do independent scholarship and/or field study: to carry out and/or assess a major practical application of theory or methods from the discipline
- The preparation of a report and other materials, as appropriate, which conform to recognized professional and scholarly standards. The dean of the school will provide a copy of the procedures for registering for project work, selecting an adviser, preparing the proposal and the report and presenting it for approval. After approval, the project will be submitted in approved electronic format for archiving by Neumann Library. The Library will make the project freely available online through the UHCL Institutional Repository. Students may have hard copies of their project bound for personal use.

## ***OPTION 3: MASTER'S RESIDENCY OR INTERNSHIP***

- Graduate Residency: Requires continuous registration until at least six semester hours of residency have been completed; some programs may require more than 6 hours. A grade of In Progress ("IP") will be recorded on the transcript until completion. For details, please consult the appropriate academic adviser.
- Graduate Internship: Depending upon the program, a minimum of three semester hours will be required. A grade of In Progress ("IP") may be assigned for internship programs. For details, please consult the appropriate academic adviser.

### **Objective**

The master's internship and residency are designed to provide important learning experiences complementary to the academic preparation gained in course work. In general, the residency must represent application of master's level instruction to materials or situations that are new to students. The internship should provide an opportunity for students to evaluate the relevance of theoretical or academic perspectives to the work environment.

## ***OPTION 4: EXTENDED COURSE WORK***

The extended course work option requires at least six semester hours of course work in addition to the minimum of 24 hours of course work numbered 5000 or higher. Option 4 also requires successful completion of a capstone course or a comprehensive examination.

## ***MASTER'S OPTION APPEALS***

Students may appeal previous academic actions or decision by faculty members regarding master's degree options 1, 2 or 3 by following the academic appeals process.

## ***REQUESTING AND REPEATING COMPREHENSIVE EXAMINATION***

Students who have selected degree programs requiring comprehensive examinations are responsible for requesting the examinations in writing from the dean of the college by the deadline set by the college for the examination. Associate deans and/or chairpersons of students' degree committees offer guidance concerning students' readiness for the examination and the form of the request. Students who have been reported to a dean for failing a comprehensive examination may request a second comprehensive examination no sooner than the next semester after the semester in which the examination was failed.

Normally, comprehensive examinations will not be administered more than two times. Appeals to this policy will follow the normal academic appeals process.

## GRADUATION UNDER A PARTICULAR CATALOG

As long as students maintain continuous enrollment, they are entitled to graduate under the degree provisions in effect at the time the Candidate Plan of Study (CPS) is filed. Degree-seeking students should file a CPS during the first semester of enrollment at UHCL. Filing of the CPS is completed when it is signed and dated by the appropriate dean and is effective on that date. Failure to enroll in and satisfactorily complete at least one course in a 12-month period shall break continuous enrollment for the purpose of the CPS. The dean may require revision of the CPS of students who have not maintained continuous enrollment. The revisions may bring the plan into conformance with provisions of any catalog issued after that in effect when the plan was filed or last revised. Students may, with the approval of their adviser or dean, amend their CPS to comply with the provisions of catalogs issued after the initial filing of the CPS. Degree requirements must be completed within five years from the effective date of the CPS. Exceptions may be granted by the appropriate dean. Graduate students exceeding the time limit will automatically come under the provisions of a more recent catalog, the specific edition to be determined by the dean.

## APPLYING FOR GRADUATION

Degrees are not awarded automatically upon completion of degree requirements. To be considered a candidate for graduation, the student must submit an online application for graduation via their student E-Services account. Degree candidates must officially apply for graduation within the first three weeks of the semester in which they plan to graduate, but no later than the date specified in the Academic Calendar. Please refer to the Academic Calendar for online graduation application dates and deadlines to avoid additional late fee charges. To be eligible to apply for graduation, students must have completed or be enrolled in the final courses required to meet graduation requirements. A non-refundable fee is required of all students who intend to complete their degree regardless if they choose to participate in the commencement ceremony. Degree candidates, who are in two separate programs and anticipate completing the degree requirements for each program, must apply and pay separate non-refundable graduation application fees for each program. If students do not successfully complete their degree requirements at the close of the semester for which they have applied, they will be required to reapply and pay another fee during the subsequent semester in which they intend to graduate. Students who elect to participate in the commencement ceremony must "walk" in the semester they graduate. As there is no commencement ceremony in the summer, students who graduate in August will be eligible to participate in the December ceremony. Diplomas are mailed after the final approval is received from the graduating student's school. Diplomas are mailed to students 10 to 12 weeks after the end of the semester. Diplomas are mailed to the mailing address on record at the time of graduation. Students who graduate from UHCL must complete a new application and pay the applicable fee in order to continue taking classes.

# DISTANCE AND OFF-CAMPUS EDUCATION

## GENERAL INFORMATION

In an attempt to meet the need for flexibility, the university offers classes in a variety of formats and at several convenient locations. Students can opt to complete selected master's degrees or a Doctor of Education in Educational Leadership at centers close to their home or office. Alternatively, they can choose to take coursework online. Many of UHCL's degree programs offer Web enhanced classes. Students and faculty can make use of the online environment to supplement traditional classes - decreasing the amount of time students actually spend in the classroom.

Distance and Off-Campus Education at UHCL facilitates and supports the delivery of UHCL courses, degrees and certificate programs, as defined by the UHCL catalog.

## COURSE DELIVERY FORMATS

Distance Education (DE) is any instruction that takes place outside the UHCL campus classroom setting. University of Houston-Clear Lake offers students the opportunity to supplement their on-campus coursework or even complete entire certificates or graduate degree programs through Distance Education. Classes offered through DE are regular UHCL classes taught by UHCL faculty with the same pre-requisites and requirements as classes taken on campus. Classes are offered in a variety of formats that provide options for students:

- Online (Internet) - This format is delivered via the Internet using a course management tool called Blackboard with all class instruction delivered and course requirements fulfilled online. No face-to-face instructor and student interaction or face-to-face student group interaction is required. Courses offered online provide an environment for flexible learning and teaching while delivering the same high-quality content as in a traditional setting.

*\*Some online courses require **proctored** exams.*

UHCL's online classes are NOT open entrance/open exit or traditional correspondence courses. Although students are free to do their work online any time it fits into their weekly schedules, assignments are due as specified in the individual course syllabus.

- Web enhanced (Hybrid) - With this format, classroom instruction is delivered and course requirements are fulfilled via a combination of face-to-face instruction at the UHCL campus and off-campus sites and online. In a web enhanced class, an instructor can deliver all instruction online but require students to attend mandatory orientation, class presentations, and in-class examinations. The number of face-to-face meetings is determined by the instructor and can be found on the footnotes for the class on the UHCL class schedule. The Web enhanced format is popular both on the UHCL campus and at the off-campus learning centers.
- Off-campus courses - UHCL offers courses for selected graduate degree programs and certificates at off-campus learning centers. Courses at our off-campus learning centers may be offered face-to-face in a traditional classroom, or as a Web enhanced class. UHCL is committed to using the most current instructional techniques to ensure comparable learning outcomes between coursework delivered in a traditional, Web enhanced, or online format. It is recommended that students have their own computer with access to the Internet prior to registering for an online class. The university and off-campus centers have fully equipped computer labs that students may use.

UHCL is committed to using the most current instructional techniques to ensure comparable learning outcomes between course work delivered in a traditional, Web enhanced, or online format. It is recommended that students have their own computer with access to the Internet prior to registering for an online class. The university and off-campus centers have fully equipped computer labs that students may use.

## DE ADMISSION REQUIREMENTS

Admission requirements are identical to those for students participating in degree programs on the UHCL campus. Students interested in participating in a distance education program must indicate so on the UHCL Application for Admissions. Program options at different off-campus locations and for master's degrees offered online are listed on the application and in the catalog.

## SCHEDULE OF CLASSES

Each semester, students have the ability to review course offerings via the online search engine on the UHCL website. See class schedule available online at [www.uhcl.edu](http://www.uhcl.edu). To search for distance education courses, select your location of choice and/or instruction mode of delivery then search. The distance education class schedule can also be found at the DE website at [www.uhcl.edu/disted](http://www.uhcl.edu/disted).

## REGISTRATION

Upon successful completion of the application process, students can register for classes online through E-Services. Tuition and fees can be paid by credit card or students can arrange to make installment payments. Students that register to take classes at an off-campus location must attend classes at that particular location.

## FINANCIAL AID AND SCHOLARSHIPS

UHCL provides quick and easy access to financial aid and scholarship information to students at a distance. Eligibility for this assistance is the same as for on-campus students. All forms, a complete list of scholarships, timelines and instructions are available online at the Financial Aid website. Financial assistance is available to distance education students, as it would be for on-campus students. Please refer to [www.uhcl.edu/finaid](http://www.uhcl.edu/finaid) for more information.

## STUDENT SERVICES

The DE office has developed unique advising procedures to best serve the needs of its students. Advisers are available to assist students via face-to-face appointments, telephone or email. Academic advising is available at each of our off-campus locations. To schedule an appointment, please call 281-283-3031.

UHCL also provides student services to off-campus and online students. For assistance in accessing these services, call the DE office or the Student Assistance Center at 281-283-2722. Examples of these services are:

- Student photo IDs available at off-campus locations
- Academic advising for students in online programs
- Career exploration online and at the UHCL Pearland Campus
- Online tutors in writing and specific content areas. Tutoring is also available at the UHCL Pearland Campus and Texas Medical Center.
- Online Bookstore
- Online Course Support
- Online study skills assessment
- General university information, via email and phone from the Student Assistance Center (SAC)
- Online access to the student news publication, The Signal
- Disability services, available both online and off-campus
- Virtual Library services

- Counseling information available online and personal counseling available at the UHCL Pearland Campus.

Additionally, UHCL email is the official method of communication between the university and students. Students will receive official UHCL notifications (i.e. financial aid award packages) through their UHCL email accounts. Students are responsible for checking email regularly to ensure they receive important university information in a timely manner. Students who choose to use email addresses other than the one assigned to them by University of Houston-Clear Lake must log in to E-Services and forward their UHCL email to another valid email account to ensure access to important information and requests.

## ONLINE PROGRAMS AND CERTIFICATES

The following degree programs can be completed entirely online:

- Master of Business Administration (p. 108)
- Master of Science in Educational Management
- Master of Science in Engineering Management (p. 323)
- Master of Science in Environmental Science (General) (p. 345)
- Master of Science in Environmental Science (Occupational Safety and Health)
- Master of Science in Finance (p. 111)
- Master of Arts in Human Resource Management (p. 111)
- Master of Science in Instructional Design and Technology (p. 193)
- Master of Science in School Library and Information Science - School Librarian Standard Certification
- Master of Science in School Library and Information Science - Master Technology Teacher Certification
- Master of Science in Software Engineering (p. 325)

The following State Technology Certificates for State of Texas Teachers can be completed entirely online and have been approved by the Texas Higher Education Coordinating Board (THECB):

- Technology Applications (EC-12) State Certificate (p. 174)
- Technology Applications (7-12) State Certificate (p. 175)

The Master Technology Teacher Certificate program provides 5-20 credit hours of graduate courses that are equivalent to 75-300 hours of continuing education credits. Successful completion of coursework will prepare students to pass the Master Technology Teacher state assessment, to serve a mentoring role and support technology integration.

- Master Technology Teacher Certificate (p. 171)

The following Certificate for State of Texas Teachers can be completed entirely online and is offered through University of Houston Clear Lake. It is not a state certificate.:

- Technology Application (EC-8) Professional Development

The following Professional Development Certificates can also be completed entirely online.:

- Human Resource Management
- Online Distance Educator Professional Development Certificate

- Performance Technology Professional Development Certificate (p. 173)
- Software Engineering Certificate (p. 327)

## OFF-CAMPUS PROGRAMS BY LOCATIONS

Distance education off-campus sites in the greater Houston area are also made possible by the collaborative agreements with other educational institutions and school districts. Currently, UHCL provides courses through distance education at eight ISDs (Alief, Clear Creek, Dickinson, Fort Bend, Katy, Pasadena, Spring Branch, and Texas City).

### **Alief ISD at Taylor High School**

7555 Howell Sugar Land Rd.

Houston, TX 77083

Programs offered:

Master of Science in Counseling with School Counselor Certification

Master of Science in Educational Management (p. 189)

Certificates in Principalship (p. 191) and PDAS

### **Galena Park ISD at Zotz Educational Center**

13801 Holly Park Dr.

Houston, TX 77015

Programs offered:

Master of Science in Educational Management

Certificates in Principalship and PDAS

### **UHCL Pearland Campus**

1200 Pearland Parkway

Pearland, TX 77581

Programs offered:

Master of Science in Counseling with School Counselor Certification

Master of Science in Educational Management (p. 189) with Principal Certification

Master of Arts in Behavioral Sciences-General (p. 268)

Master of Arts in Criminology (p. 270)

Master of Arts in Psychology (p. 263)

Certificates:

Educational Management Certificate in Principalship and PDAS

Educational Management Reading Specialist Certification

Educational Management Special Education Certification

School Counselor Certification



**Texas Medical Center**

2151 West Holcombe

Houston, TX 77030

Programs offered:

Master's Program in Healthcare Administration (p. 116)

Dual Master's Program in Healthcare Administration/Business Administration (MHA/MBA)  
(p. 117)

**Fort Bend ISD**

Doctor of Education in Educational Leadership

# COLLEGE OF BUSINESS

The mission of the College of Business (BUS) at the University of Houston-Clear Lake is to provide quality lifelong education for the Houston/Galveston metropolitan area. Graduate programs serve both full-time students and working professionals in the region. Instruction is designed for small classes and flexible hours and fosters development of business skills with global applicability. Faculty pursue a blend of research contributing to knowledge in professional practice, innovative pedagogy and discipline-based scholarship.

	Office	Phone
Office of Academic Advising	Bayou 2111	281-283-3110
Office of the Dean	Bayou 2239	281-283-3100
Website	<a href="http://www.uhcl.edu/bus">www.uhcl.edu/bus</a>	
Business Advising Email Address	<a href="mailto:busadvoff@uhcl.edu">busadvoff@uhcl.edu</a>	

The graduate and undergraduate accounting and business administration degrees in the College of Business are accredited by the AACSB International - The Association to Advance Collegiate Schools of Business. A variety of undergraduate and graduate degrees are offered in the business disciplines. Students are eligible to apply for jobs through the Cooperative Education Program, which is designed to prepare students for careers by integrating paid work experience with academic study.

## GRADUATE REQUIREMENTS FOR ALL BUSINESS DEGREES

### GENERAL DEGREE REQUIREMENTS

Students applying for one of the College of Business graduate plans must have a bachelor's degree. All College of Business 5000- and 6000-level courses, including foundation courses, are reserved exclusively for graduate degree-seeking and graduate certificate seeking students.

All graduate plans require the completion of a minimum of 30 hours, including a required capstone course, which is designated in the plan listing.

Students seeking a Master of Science (MS) degree in Accounting, Finance, Management Information Systems, or Environmental Management, the Master of Business Administration (MBA) degree, the Master of Healthcare Administration (MHA), the MHA/MBA dual degree, or the Master of Arts (MA) in Human Resource Management are required to submit applications, transcripts for all prior college coursework, and GMAT scores (unless requirement for waiver has been met) in accordance with these deadlines:

Fall Enrollment	August 1
Spring Enrollment	December 1
Summer Enrollment	May 1

Deadlines for international students transferring from outside the U. S. are April 1, October 1 and March 1.

The degrees in business administration prepare students to assume administrative, managerial and professional positions in their respective fields. Graduate degrees in business administration include the

Master of Science degree in Accounting, the Master of Science degree in Finance, the Master of Arts degree in Human Resources Management, the Master of Science degree in Management Information Systems and the Master of Business Administration (MBA) degree.

## PRE-FOUNDATION REQUIREMENTS

In order to function effectively, it is assumed that all students will have completed three hours of college algebra (evidenced on a college transcript) and have computer skills in the use of database/spreadsheet software, creation of professional looking documents, and exploration of the Internet for business purposes.

## FOUNDATION REQUIREMENTS

Foundation requirements are graduate-level courses designed for BUS graduate students whose prior academic study lacked adequate coverage of specific basic principles critical for advanced studies in business. These courses provide the business background necessary for successful pursuit of the student's chosen plan. Foundation courses eliminate the need for a student to complete undergraduate business courses prior to acceptance into a graduate field of study in the College of Business.

Foundation courses may be waived by presenting equivalent courses taken. Equivalent courses must have a grade of "C" or better. International students should obtain a subject analysis evaluation from World Education Services (wes.org) and have the results sent to the College of Business prior to matriculation for foundation courses to be reviewed for possible waiver.

Prior to registering for classes, students should contact their academic advisers to see if courses they have already completed in their undergraduate degree satisfy foundation courses required for their graduate programs. This process ensures that students do not enroll in courses they do not need. Under no circumstances may any of the foundation courses be used as electives or to satisfy the extended course work requirements under Master's Degree Option 4 (p. 98).

## GRADE REQUIREMENTS

A minimum of a 3.000 cumulative grade point average on course work taken at UHCL. No grade lower than a "C" is acceptable toward a graduate degree; this includes foundation work as well as the plan requirements. Grades of "C-" or lower are not acceptable.

## DEGREE REQUIREMENTS

### ACCOUNTING M.S.

The objective of the Master of Science degree in Accounting is to provide students with a broad-based background in business, and depth and breadth in accounting. This will provide students with a basis for exercising judgment in accounting-related decisions within administrative, managerial and professional positions and enhance rapid career development. The course of study satisfies the required preparation for the Certified Public Accountant (CPA) examination. In addition, requirements for other professional certifications may be met within this plan. Students planning on taking the CPA examination are required to have a 3-semester credit hour ethics course which has been approved by the Texas State Board of Public Accountancy. ACCT 4346 Ethics for Accountants has been approved by TSBPA and satisfies the ethics course requirement.

It is anticipated that students with three different academic backgrounds may choose to pursue a Master of Science degree in Accounting. These differing academic backgrounds are best described as: Category A: No prior academic work in business; Category B: Prior academic work in business, but does not have the equivalent of a major in accounting; Category C: Undergraduate degree in accounting or degree in business with a major in accounting.

The Candidate Plan of Study for all three categories of students will include a minimum of 36 semester hours. Students selecting the master's thesis option will receive six semester hours credit for the thesis.

Students in Category A may not elect the thesis option. The availability of the thesis option for Category B students will depend upon their previous academic work in accounting and/or business.

The specific degree requirements vary depending on academic background. The plan requirements are:

## Plan Requirements

### Category A

#### Foundation Requirements as listed above:

ACCT 5031	Accounting Concepts for Managers
ACCT 5131	Accounting for Administrative Control
ACCT 5133	Financial Accounting I
ACCT 5134	Financial Accounting II
ACCT 5137	Principles of Auditing
DSCI 5030	Business Calculus
DSCI 5031	Business Statistics for Decision-Making
ECON 5031	Economic Principles
FINC 5133	Financial Policy
MGMT 5032	Human Behavior in Organizations
MKTG 5031	Marketing Management

### Management Information Systems Concentration

Accounting students desiring the Management Information Systems Concentration must take (in addition to the Foundation Requirements):

ISAM 5030                      Fundamentals of Business Programming Applications  
or equivalent.

#### Major requirements consist of these courses:

ACCT 4346	Business Ethics for Accountants
ACCT 5231	Individual Income Tax
ACCT 5234	Corporate and Pass Through Entity Taxation
ACCT 5332	Accounting Information Systems
ACCT 5431	Advanced Accounting
ACCT 5432	Acct for Government and Not-For-Profit Organizations
ACCT 6732	Seminar in Fraud Examination and Audit Risk
DSCI 5531	Introduction to Supply Chain Management
ISAM 5330	Management Information Systems
LEGL 5131	Legal Concepts for the Business Professional
MGMT 6731	Strategic Management Seminar
	3-hour BUS Elective

Course work at the 33XX- or 43XX-level may not be included.

### Category B

The course of study will be designed to meet the student's educational needs in light of previous academic work and career objectives. Students in Category B must meet requirements of Category A. Courses taken in a student's previous academic work determined to be equivalent to foundation requirements may result in waiver of foundation requirements. If courses taken in a student's previous academic work are determined to be equivalent to degree requirements, other courses may be substituted with approval. Of the 36 semester hours of plan requirements, Category B students must complete at least 15 semester hours of accounting at the graduate level. Course work at the 33XX- or 43XX-level may not be included.

### Category C

The course of study will be designed to meet the student's educational needs in light of previous academic work and career objectives. Category C students must complete 36 semester hours, which must include at least twelve semester hours of accounting at the graduate level. Course work at the 33XX- or 43XX- level may not be included.

## Accounting Concentration in Management Information Systems

Students may choose an information systems concentration in their Master of Science Degree in Accounting.

**These students will be required to take:**

ISAM 5030 Fundamentals of Business Programming Applications  
(waived for students with six hours of college-level programming with grades of "C" or better)

**and three of the following four courses:**

ACCT 5333	Fundamentals of Database Design and Development
ACCT 5334	Advanced Database Applications Development
ACCT 5335	Information Systems Audit and Security
ACCT 5336	Systems Analysis and Design

**BUSINESS ADMINISTRATION**

The requirements for the M.B.A. degree will include a minimum of 36 semester hours, plus a maximum of 18 hours of foundation course work.

**Major Requirements****The major requirements consist of these courses:**

ACCT 5131	Accounting for Administrative Control
BAPA 5131	The Global Environment of Business
DSCI 5531	Introduction to Supply Chain Management
ECON 5136	Managerial Economics
FINC 5133	Financial Policy
MGMT 5133	Teamwork and Leadership Skills: Theory in Practice
MGMT 6731	Strategic Management Seminar
MKTG 5332	Executive Decisions in Marketing

**Twelve hours of electives are required.** Electives should be selected from graduate level courses taught in the College of Business. Students desiring to use their electives in courses taught by other colleges in the university must petition the Department Chair for their program for approval prior to enrolling. Course work at the 33XX or 43XX level may not be included.

See MBA Sub-plans (p. 108)

**M.B.A. CONCENTRATIONS**

Students may complete a concentration within the M.B.A. The requirements for the M.B.A. degree with a concentration will contain a minimum of 36 semester hours, plus any required foundation hours. In addition to the completion of 24 hours of required M.B.A. course work and any foundation hours, concentrations require the completion of 12 semester hours of course work in the concentration.

**Concentration Requirements**

If a student chooses to pursue a concentration it is required that the student notify the MBA Academic Adviser in writing for information on course scheduling.

**Environmental Management**

For the concentration in environmental management, students will be required to complete 12 hours as follows:

ENVR 5332	Environmental Law
ENVR 6133	Environmental Risk Management

The other two courses (6 hours) can be chosen from any graduate Environmental Management course listed in the university catalog.

**Finance**

For the concentration in finance, students will be required to complete 12 hours selected from the following list of courses:

FINC 5131	The Financial System
FINC 5231	Quantitative Methods in Finance
FINC 5332	Financial Statement Analysis
FINC 5931	Research Topics in Finance
FINC 6131	Commercial Banking
FINC 6231	Investment Management
FINC 6233	Options and Futures

FINC 6234	Portfolio Management
FINC 6531	International Finance
FINC 6731	Seminar in Finance

## Human Resource Management

For the concentration in Human Resource Management, students will be required to complete 12 hours as follows:

HMRS 5131	Human Resource Management Processes
HMRS 5231	Legal Environment of Human Resource Management I
HMRS 5435	Employee Planning, Staffing and Selection

### One of the following three courses (3 hours):

HMRS 5433	Compensation and Benefits
HMRS 5531	Training and Development
MGMT 5332	Labor Relations

## International Business

For the concentration in International Business, students will be required to complete 12 hours as follows:

ACCT 5531	International Accounting
FINC 6531	International Finance
MGMT 6332	International Management
MKTG 5532	International Marketing Strategy

## Leadership

The concentration in leadership is designed to allow students the opportunity to develop the skills necessary to lead teams and organizations (public or private) within the context of ever-changing environmental demands. Students must complete 12 hours in the concentration from the list below.

### Required courses (6 hours):

MGMT 5439	Positive Leadership and Ethical Action
MGMT 6237	Comparative Leadership

### Plus 6 hours from the lists below:

#### List A (must pick at least one from List A):

MGMT 5135	Organizational Transformation, Learning, and Design
MGMT 6331	Organizational Development
PSYC 5334/SOCI 5430	Change and Organizational Development
SOCI 5337	Complex Organizations

#### List B:

MGMT 5234	Leading Non-Profit Institutions
MGMT 5238	Gender and Diversity Issues in Leadership
MGMT 5434	Negotiation Skills and Strategies
MGMT 5437	International Leadership and Influence
MGMT 5931	Research Topics in Management
SOCI 5238	Negotiating Across Cultures
SOCI 5337	Complex Organizations
SOCI 5433	Social Conflict and Mediation
PSYC 5333/SOCI 5339	Leadership in Organizations

Courses with the rubric PSYC and SOCI are only allowed when the student completes this concentration. PSYC and SOCI courses will not count as electives for a general MBA.

## Management Information Systems

For the concentration in management information systems, students will be required to take:

ISAM 5030 Fundamentals of Business Programming Applications  
(waived for students with six hours of college-level programming) plus 12 hours of graduate level ISAM courses (excluding ISAM 5030).

### **Management of Technology-Leadership**

For the concentration in management of technology, students will be required to complete 12 hours as follows:

MGMT 5233	Entrepreneurship & Corporate Venturing
MGMT 5636	Management of Technology
MGMT 5638	Leading Technology

### **One of the following courses (3 hours):**

MGMT 5439	Positive Leadership and Ethical Action
MGMT 5931	Research Topics in Management
MGMT 6237	Comparative Leadership
EMGT 5430	Professional Project Management

### **Sustainability**

The concentration in sustainability is designed to connect graduate business students to the latest dialogue behind the pursuit of sustainability in today's economy, which is captured in the triple bottom line argument of organizations seeking to achieve economic, social and environmental goals. The coursework includes key models and theories as well as research and application projects that tackle issues of sustainable communities, environmental management, and strategic management. The program seeks to integrate the perspectives of multiple stakeholders and actors impacted by the pursuit for sustainable economies, while integrating the associated business managerial challenges and opportunities.

For the graduate environmental management students, this new concentration deals with the sustainability aspects of environmental protection and resilience. This includes aspects of environmental regulations, processes, and components (air, water, waste, resources, etc.). It is designed for graduate students seeking to practice a career in environmental consultancy or environmental compliance responsibility.

**For the concentration in Sustainability, students will be required to complete 12 hours as follows:**

ENVR 5141 Foundations in Sustainability

MGMT 6742 Sustainability and Strategic Advantage (previously MGMT 5931 Sustainability and Strategic Advantage)

ENVR 5331 Environmental Economics

### ***Choice of 3 hours from the below list***

ENVR 5332 Environmental Law

MGMT 5439 Positive Leadership & Ethical Action

MGMT 5234 Leading Non-Profit Institutions

MGMT 5434 Negotiation Skills & Strategies

EMGT 5430 Professional Project Management

ENVR 6742 Coastal Resilience

MGMT 5931 Alternative Dispute Resolution

## FINANCE M.S.

The degree requirements for the Master of Science degree in Finance will include 30 hours of course work, including 24 hours of required courses and 6 hours of electives.

### Requirements

#### Graduate Electives for MS Finance (6 hours) from the list below:

FINC 5134	Real Estate Investment Analysis and Financing
FINC 5931	Research Topics in Finance
FINC 6233	Options and Futures
FINC 6234	Portfolio Management
FINC 6739	Internship in Finance

#### Required Graduate Courses for MS Finance: 24 hours

FINC 5131	The Financial System
FINC 5133	Financial Policy
FINC 5231	Quantitative Methods in Finance
FINC 5332	Financial Statement Analysis
FINC 6131	Commercial Banking
FINC 6231	Investment Management
FINC 6531	International Finance
FINC 6731	Seminar in Finance

## MS Finance Concentration in Healthcare Administration

Students may complete a 12-hour concentration in healthcare administration within MS in Finance. Students choosing this option will have a 36-hour program of study. In the graduate course work listed above, the 6 hours of MS Finance electives will not be required. Listed below are the Healthcare Administration courses for the concentration (all 4 must be completed to fulfill the requirements for the concentration):

#### Concentration requirements:

HADM 5233	Financial Management of Healthcare Organizations II
HADM 5331	Planning Healthcare Services
HADM 6132	Legal Aspects of Healthcare Systems

## HUMAN RESOURCE MANAGEMENT M.A.

This degree prepares students for careers in human resource management, personnel administration training and/or human resource planning. The core requirements provide exposure to workforce planning, quality of work life, human resource development and the legal environment of personnel. The degree requirements consist of a minimum of 36 hours, plus a maximum of 6 foundation hours.

### Major Requirements

#### Foundation Requirements:

DSCI 5031 Business Statistics for Decision Making

One of the following:

ACCT 5031 Accounting Concepts for Managers

MGMT 5032 Human Behavior in Organizations

MKTG 5031 Marketing Management

#### Elective Courses (6 hours) from the list below:

ACCT 5131	Accounting for Administrative Control
ACCT 5531	International Accounting
BAPA 5131	The Global Environment of Business
DSCI 5431	Advanced Data Analysis
HMRS 6739	Internship in Human Resources
INST 5333	Systematic Design of Technology-Based Instruction
INST 6337	Motivational Design of Instruction
MGMT 5332	Labor Relations
MGMT 5636	Management of Technology



MGMT 6332

International Management

## Human Resource Management Certificate Program

The Human Resource Management Graduate Certificate is designed for professionals who seek to enhance their human resource management credentials but cannot commit to a full master's degree program. This certificate is offered completely online.

Students earning certificates without being enrolled in a master's degree program may request permission to apply certificate courses to a degree program at a later date. Student's earning certificates must officially apply to receive their certificates through E-Services within the first three weeks of the semester in which they are enrolled in their final certificate course, but no later than the date specified in the academic calendar for applying for graduation.

All graduate grading standards apply to students enrolled in a certificate program.

### Required Courses for Certificate in Human Resource Management (12 hours):

HMRS 5131	Human Resource Management Processes
HMRS 5231	Legal Environment of Human Resource Management I
HMRS 5435	Employee Planning, Staffing and Selection

### Certificate in Human Resource Management Foundation Requirements (3 hours):

Students must complete one of the following courses:

MGMT 5032	Human Behavior in Organizations
MGMT 5133	Teamwork and Leadership Skills: Theory in Practice

This requirement can be waived for students who demonstrate previous completion of an approved upper-level course in (1) Management Theory and Practice, (2) Organization Behavior, (3) Public Administration, (4) Teamwork/Group Processes, or (5) Leadership.

### Choose 1 from the following list:

HMRS 5433	Compensation and Benefits
HMRS 5531	Training and Development
MGMT 5332	Labor Relations

## MANAGEMENT INFORMATION SYSTEMS M.S.

The Master of Science in Management Information Systems degree curriculum is designed to prepare students for careers in the information systems field such as system analyst, business applications developer, computer networks designer and administrator, database applications developer and administrator, systems administrator, and web applications developer. The degree coursework is comprised of courses in areas that include web applications design and development; database design, development and administration; computer networks design and administration; computer networks security; wireless networking; Windows administration; data warehousing and mining; project management; and business applications programming. The students also complete a number of IT industry-recognized certifications as part of the coursework.

## Requirements

### Foundation Requirements:

ISAM 5030                      Fundamentals of Business Programming Applications  
Plus one Business Foundation (3 hours)

Business Foundation Options: ACCT 5031, DSCI 5031, ECON 5031, MGMT 5032, MKTG 5031.

### Major requirements consist of these courses (30 hours):

ISAM 5330	Management Information Systems
ISAM 5331	Fundamentals of Database Design and Development
ISAM 5337	Internet Applications Development
ISAM 5338	Advanced Internet Applications Development
ISAM 5339	Fundamentals of Computer Networking
ISAM 5632	Advanced Database Applications Development
ISAM 5635	Systems Analysis and Design

ISAM 5636	Advanced Computer Networking
ISAM 5638	Advanced Applications Programming With Java

### **Elective Requirements (6 hours)**

6-hour ISAM Elective

Excluding ISAM 5030

*Internship may satisfy 3 hours of an ISAM Elective. Only one internship opportunity is allowed to satisfy the ISAM elective hours.*

## **MANAGEMENT INFORMATION SYSTEMS CERTIFICATE**

Five certificate programs are available in Management Information Systems (MIS). These certificates are designed for professionals in the aerospace, IT and related industries, who want to (1) refine their IT skills, (2) expand their IT skills, (3) refine/enhance their skills but don't want to pursue a master's degree and (4) refine/expand their IT skills without going for another master's degree.

Students earning certificates prior to being enrolled in a master's degree may request permission to apply certificate courses to a degree program at a later date. Students earning certificates must officially apply to receive their certificates through E-Services within the first three weeks of the semester in which they are enrolled in their final certificate course, but no later than the date specified in the academic calendar for applying for graduation.

All graduate grading standards apply to students enrolled in certificate programs. Students without 6 hours of college level programming must take ISAM 5030 in addition to the requirements stated below.

### **Certificate Requirements**

#### **Business Applications Development**

Four of the following six courses (12 hours):

ISAM 5337	Internet Applications Development
ISAM 5338	Advanced Internet Applications Development
ISAM 5638	Advanced Applications Programming With Java
ISAM 5931	Research Topics in Management Information Systems

#### **Business Computer Networking and Security**

Four of the following five courses (12 hours):

ISAM 5339	Fundamentals of Computer Networking
ISAM 5437	Wireless Networks
ISAM 5439	Computer Network Security
ISAM 5636	Advanced Computer Networking
ISAM 5731	Information Systems Audit and Security
ISAM 5931	Research Topics in Management Information Systems

#### **Business Database Development and Administration**

Four of the following six courses (12 hours):

ISAM 5331	Fundamentals of Database Design and Development
ISAM 5332	Data Warehousing and Data Mining
ISAM 5632	Advanced Database Applications Development
ISAM 5633	Oracle Database Administration
ISAM 5639	SQL Server Database Administration
ISAM 5931	Research Topics in Management Information Systems

#### **Information Systems Management**

Four of the following six courses (12 hours):

ISAM 5329	Management of Information Technology
ISAM 5330	Management Information Systems
ISAM 5331	Fundamentals of Database Design and Development
ISAM 5635	Systems Analysis and Design
ISAM 5637	Information Systems Project Management
ISAM 5931	Research Topics in Management Information Systems

## Information Technology

Any four MIS required or elective courses as long as their pre-requisites are satisfied.

## MANAGEMENT OF TECHNOLOGY CERTIFICATE PROGRAM

The Management of Technology Graduate Certificate is designed for professionals who seek to enhance their technology management credentials but cannot commit to a full Master's Degree program.

Students earning certificates without being enrolled in a master's degree program may request permission to apply certificate courses to a degree program at a later date. Student's earning certificates must officially apply to receive their certificates through E-Services within the first three weeks of the semester in which they are enrolled in their final certificate course, but no later than the date specified in the academic calendar for applying for graduation.

All graduate grading standards apply to students enrolled in a certificate program.

### Required Courses for Certificate in Management of Technology (12 hours)

MGMT 5636 Management of Technology

MGMT 5638 Leading Technology

MGMT 5233 Entrepreneurship & Corporate Venturing

#### Choose 3 hours from the following list:

MGMT 5439 Positive Leadership & Ethical Action

MGMT 6237 Comparative Leadership

EMGT 5430 Professional Project Management

MGMT 5931 Research Topics in Management

MGMT 6742(Proposed) Sustainability and Competitive Advantage

*\*Additionally, students must complete ONE of the following courses:*

MGMT 5032: Human Behavior in Organizations

MGMT 5133 Teamwork & Leadership Skills

\*This requirement can be waived for students who demonstrate previous completion of an approved upper-level course in (1) Management Theory and Practice, (2) Organization Behavior, (3) Public Administration, (4) Teamwork Processes, or (5) Leadership

## HEALTHCARE ADMINISTRATION AND ENVIRONMENTAL MANAGEMENT

### General Degree Requirements

All graduate degrees require the completion of one of the Master's Options 1, 2, 3 or 4. In majors where Option 4: Extended Course Work is used, the required capstone course is designated in the plan listing.

The Master of Healthcare Administration and the Master of Science in Environmental Management degree requirements must contain no more than 50 percent of their course credit hours from the business fields of accounting, BAPA, decision sciences, economics, finance, management, management information systems, marketing and decision sciences. Under no circumstances may any

of the business foundation courses be used as electives or to satisfy the extended course work requirements under Master's Degree Option 4.

## Plan Grade Requirements

A minimum of a 3.000 cumulative grade point average on course work taken at UHCL is required for graduation. No grade lower than a "C" is acceptable toward a graduate degree; this includes foundation work as well as the plan requirements. Grades of "C-" or lower are not acceptable.

## ENVIRONMENTAL MANAGEMENT M.S.

This plan leads to the Master of Science in Environmental Management degree. The graduate degree in environmental management requires a minimum of 36 hours including the master's degree option. Depending on academic background, additional course work in economics, chemistry and statistics may be required.

### Requirements

#### Science Foundation Requirements (6 hours):

CHEM 1311

Choose one:

BIOL 1306

CHEM 1312

ENSC 1301

GEOL 1303

PHYS 1302

#### Foundation Requirements (or equivalent):

DSOI 5031	Business Statistics for Decision-Making
ECON 5031	Economic Principles

#### Major Requirements (12 hours):

ENVR 5332	Environmental Law
ENVR 5533	Pollution Control Technology
ENVR 6132	Environmental Impact Assessment

#### MGMT Elective Requirements (9 hours):

MGMT Elective options:

BAPA 5131	The Global Environment of Business
MGMT 5032	Human Behavior in Organizations
MGMT 5133	Teamwork and Leadership Skills: Theory in Practice
MGMT 5234	Leading Non-Profit Institutions
MGMT 5434	Negotiation Skills and Strategies
MGMT 5636	Management of Technology
MGMT 5638	Leading Technology
MGMT 6237	Comparative Leadership
MGMT 6331	Organizational Development
MGMT 6332	International Management

The remaining 18 hours of the degree requirements will be chosen in consultation with a faculty adviser to fit the career interests of the students. No more than two courses or 6 hours at the 33XX- or 43XX-level may be included, and any undergraduate elective must be approved by the faculty program coordinator. Courses from other disciplines must also be approved.

## ENVIRONMENTAL MANAGEMENT CERTIFICATE

The Certificate in Environmental Management is designed for professionals in the environmental management field who wish to update their skills without going for another master's degree.

Certificates can be earned as part of a master's degree or as a stand-alone certificate. Students earning certificates prior to being enrolled in a master's degree may request permission to apply certificate courses to a degree program at a later date. Students earning certificates must officially apply to receive their certificates through E-Services within the first three weeks of the semester in which they are enrolled in their final certificate course, but no later than the date specified in the academic calendar for applying for graduation.

**Program Requirements**

**Foundation Requirements**

MGMT 5032                      Human Behavior in Organizations  
This requirement may be waived for students who demonstrate previous completion off an approved upper-level course in (1) Management Theory & Practice, (2) Organizational Behavior, or (3) Public Administration.

**Required courses (12 hours):**

ENVR 5332                      Environmental Law  
9 hours from Three additional graduate level ENVR courses

**HEALTHCARE ADMINISTRATION M.H.A.**

This plan leads to the Master of Healthcare Administration degree. In addition to the grade point average and GMAT requirements, entrance into this plan also requires the submission of a résumé, three letters of recommendation, and a statement of career goals. All materials must be received by the application deadline so that the applicant can be considered for admission. Only completed applications will be considered. The résumé, three letters of recommendation, and statement of career goals should be sent to the Office of Admissions, University of Houston-Clear Lake, 2700 Bay Area Blvd., Houston, TX 77058-1098.

**Requirements**

**Foundation requirements:**

DSCI 5031                      Business Statistics for Decision-Making  
HADM 5032                      Foundations of Health Delivery Services  
MGMT 5032                      Human Behavior in Organizations

**Plan requirements consist of these courses:**

HADM 5131                      Healthcare Human Resources Management  
HADM 5132                      Managerial Epidemiology  
HADM 5232                      Financial Management of Healthcare Organizations I  
HADM 5233                      Financial Management of Healthcare Organizations II  
HADM 5331                      Planning Healthcare Services  
HADM 5431                      Healthcare Information Technology  
HADM 5731                      Healthcare Quality  
HADM 6132                      Legal Aspects of Healthcare Systems  
HADM 6738                      Seminar in Healthcare Policy and Leadership

Student can select either HADM 5531 Group Practice Management or HADM 6236 Hospital Operations.

**Electives:**

Option 1: 6 hours Residency  
Option 2: 6 hours HADM or BUS Electives  
6 hours of additional electives

No more than 3 hours of internship credit can be applied toward degree.

**HADM Electives:**

Choose one:  
HADM 6236                      Hospital Operations

## HEALTHCARE ADMINISTRATION/BUSINESS ADMINISTRATION M.H.A./M.B.A.

The joint degree in Healthcare Administration and Business Administration leads to the Master of Healthcare Administration/Master of Business Administration degree. In addition to the grade-point average and GMAT requirements, entrance into this plan also requires the submission of a résumé, three letters of recommendation, one writing sample, and a statement of career goals. All materials must be received by the application deadline so that the applicant can be considered for admission. Only completed applications will be considered. The résumé, three letters of recommendation, writing sample and statement of career goals should be sent to the Office of Admissions, University of Houston-Clear Lake, 2700 Bay Area Blvd, Houston, TX 77058-1098.

### Requirements

#### Foundation requirements (18 hours):

ACCT 5031	Accounting Concepts for Managers
DSOI 5031	Business Statistics for Decision-Making
ECON 5031	Economic Principles
HADM 5032	Foundations of Health Delivery Services
MGMT 5032	Human Behavior in Organizations
MKTG 5031	Marketing Management

#### M.H.A. degree requirements (33 hours):

HADM 5132	Managerial Epidemiology
HADM 5233	Financial Management of Healthcare Organizations II
HADM 5331	Planning Healthcare Services
HADM 5431	Healthcare Information Technology
HADM 6132	Legal Aspects of Healthcare Systems
HADM 6738	Seminar in Healthcare Policy and Leadership
HADM 5131	Healthcare Human Resources Management

#### HADM Electives:

Choose one:

HADM 6236	Hospital Operations
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#### M.H.A. Practicum Training (6 hours):

There are two options for the final six hours of degree requirements. Students are expected to fulfill Option 1. Option 2 allows an alternative for students who already have extensive administrative health care work experience. Approval of the Department Chair of Healthcare Administration is required. These options may be started after the completion of 15 hours of course work.

##### Option 1:

HADM 6519	Seminar in Healthcare Competencies
HADM 6539	Graduate Residency in Healthcare Administration
	Graduate Residency

HADM 6539 Graduate Residency (2 semesters)

##### Option 2:

HADM 6739

and Choose one from the list below:

HADM 5332	Evaluation of Health Services
HADM 5731	Healthcare Quality
HADM 6133	Healthcare Facility Planning, Design and Construction

#### M.B.A. plan requirements consist of these courses (24 hours):

ACCT 5131	Accounting for Administrative Control
BAPA 5131	The Global Environment of Business
DSOI 5531	Introduction to Supply Chain Management
ECON 5136	Managerial Economics
FINC 5133	Financial Policy
MGMT 5133	Teamwork and Leadership Skills: Theory in Practice

MGMT 6731 Strategic Management Seminar  
MKTG 5332 Executive Decisions in Marketing  
MGMT 6731: (Capstone course)

## **ACCT - ACCOUNTING COURSES**

### **ACCT 5031 - Accounting Concepts for Managers**

For students with no previous training in accounting. Accounting concepts and principles for interpreting and using financial information in business decision making. May not be taken as graduate elective credit by any BUS student.

### **ACCT 5131 - Accounting for Administrative Control**

Cost concepts and behavior, performance measurement and analytical uses of accounting data for administrative decisions in merchandising, manufacturing, and service organizations. May not be taken by accounting majors for graduate elective credit.

Prerequisite: ACCT 5031 or equivalent.

### **ACCT 5133 - Financial Accounting I**

An in-depth study of conceptual and technical aspects of financial accounting. Emphasis is placed on valuation and measurement problems associated with financial statement preparation. May not be taken by accounting majors for graduate elective credit.

Prerequisite: ACCT 5031 or equivalent.

### **ACCT 5134 - Financial Accounting II**

Continuation of Financial Accounting I. Emphasis is placed on valuation and measurement problems associated with financial statement preparation. May not be taken by accounting majors for graduate elective credit.

Prerequisite: ACCT 5133 or equivalent in-depth study of conceptual and technical aspects of financial accounting.

### **ACCT 5137 - Principles of Auditing**

A study of the auditor's attest function with emphasis on auditing theory and standards, legal and professional responsibilities, ethics, risks and planning considerations. May not be taken by accounting majors for graduate elective credit.

Prerequisite: Corequisite/ ACCT 5332 or equivalent.

### **ACCT 5231 - Individual Income Tax**

Principles of federal income tax as applied to individuals; tax consequences of business decisions and accounting procedures.

Prerequisite: Principles of Accounting or equivalent.

### **ACCT 5234 - Corporate and Pass Through Entity Taxation**

This course addresses entity level taxation including: corporations, partnerships, limited liability companies, limited liability partnerships, S corporations, and fiduciaries. The course examines the link between the accounting information reported for financial statement purposes and the information reported on business tax returns.

Prerequisite: ACCT 5231 or equivalent.

### **ACCT 5331 - Accounting Analysis for Management Decisions**

The role of cost systems in aiding short-run and strategic management decisions in manufacturing and service organizations.

Prerequisite: ACCT 5131 and DSCI 5031 or equivalents.

### **ACCT 5332 - Accounting Information Systems**

Course discusses the conceptual aspects of accounting systems and how they are used in the managerial decision-making process; includes discussion and applications of basic business processes and

documentation of those processes in the context of internal controls (e.g., identifying risks and controls in information systems). Course includes hands-on experience in flowcharting software, spreadsheets, accounting software, database software, and generalized auditing software (IDEA).

Prerequisite: ACCT 5031 and ISAM 5330 or equivalents.

### **ACCT 5333 - Fundamentals of Database Design and Development**

Prerequisite: ISAM 5030 or 6 hours of college-level programming courses. The topics covered include the following: database concepts such as database models, modeling techniques and normalization; design, development and maintenance of a relational database and formulation of commands to insert and update data, retrieve information and generate reports from a database. Includes numerous hands-on assignments. (Cross-listed with ISAM 5331.)

Prerequisite: ISAM 3034, or ISAM 5030, or 6 hours of college-level programming.

### **ACCT 5334 - Advanced Database Applications Development**

Prerequisite: ISAM 5030 or 6 hours of college-level programming courses and ACCT 5333 or equivalent. The course covers advanced commands and techniques to: design, develop and maintain a database; insert and update data in a database, retrieve information and generate reports and develop and implement database objects to manage, control and administer database processing. Includes numerous hands-on assignments. The coursework requirements also include Oracle SQL and Oracle PL/SQL certifications. (Cross-listed with ISAM 5632.)

Prerequisite: ISAM 5030 or 6 hours of college-level course work in computer programming, and ACCT 5333 or equivalent.

### **ACCT 5335 - Information Systems Audit and Security**

Discussion of the audit process, internal controls as they relate to technology, and business process documentation. Study of business processes, deployment and management of technology resources, risk assessment and change management, IT networks, and IT governance. Extensive hands-on experience detecting fraud using generalized audit software (IDEA). Discussion of computer forensics and other current topics related to IT security. Written communication skills are emphasized through the preparation of audit reports based on findings from fraud detection assignments. Covers topics tested in the Certified Information Systems Auditor (CISA) exam. (Cross listed with ISAM 5731.)

Prerequisite: ISAM 5330 or equivalent.

### **ACCT 5336 - Systems Analysis and Design**

Prerequisites: ISAM 5330 and ACCT 5333 or equivalent. This course provides a step-by-step approach to developing computer-based information systems. It covers topics such as: systems development life cycle; systems development methodologies; system requirements determination and analysis; user-interface design; programs design and system architecture. The course includes a comprehensive group project. (Cross-listed with ISAM 5635.)

Prerequisite: ISAM 3034, ISAM 5030, or 6 hours of programming courses and ACCT 5333 or equivalent.

### **ACCT 5431 - Advanced Accounting**

Accounting and reporting of domestic and foreign consolidated corporations and branches, governmental and other not-for-profit entities.

Prerequisite: ACCT 5134 or equivalent.

### **ACCT 5432 - Acct for Government and Not-For-Profit Organizations**

The course covers the governmental and not-for-profit environment, fund accounting, budgeting, revenue and expenditure recognition, financial reporting requirements, and current issues.

Prerequisite: ACCT 5134 or equivalent.

### **ACCT 5436 - Principles of Internal Auditing**

This course is meant to provide students with an introduction to the internal auditing process and profession. Topics include definitions, frameworks, risk identification/analysis, governance/control issues, and conducting internal audit engagements (to include writing audit reports).



Prerequisite: ACCT-3432 Intermediate Accounting II or equivalent

Prerequisite: ACCT 5134 or equivalent.

**ACCT 5437 - Principles of Business Evaluation**

Principles of Business Valuation teaches the theory and methods in evaluating the value of a closely held business or ownership interest. The course will teach the theories and standards in business valuation, analysis of financial statements to estimate future income and cash flows, and all of the three commonly used approaches of business valuation. Through this course, students will acquire the basic skills and work on real world style projects in valuing private businesses and equity investments.

Prerequisite: ACCT 5134 or equivalent

**ACCT 5531 - International Accounting**

This course addresses the current status of the international financial reporting standards (IFRS) and is designed to examine both managerial and financial reporting issues that arise when multinational enterprises report under IFRS or other national financial reporting regimes. The approach is from the user's perspective. Multinational challenges encountered in analyzing financial statements, such as currency translation issues, are addressed.

Prerequisite: ACCT 5031 or equivalent.

**ACCT 5931 - Research Topics in Accounting**

Identified by specific title each time course is offered.

**ACCT 5939 - Independent Studies in Accounting**

Independent directed study in Accounting.

Prerequisite: Approval of Instructor, Faculty Chair and Associate Dean required.

**ACCT 6731 - Seminar in Financial Statement and Accounting Information Quality Analysis**

The course is designed to provide students with a theoretical and practical framework to analyze financial accounting information provided by management and to understand how various financial reporting strategies affect the quality of accounting information and the value of firms using a variety of analytical tools.

Prerequisite: ACCT 5134 or equivalent.

**ACCT 6732 - Seminar in Fraud Examination and Audit Risk**

Principles, analysis, and application of concepts related to fraud examination, fraud detection, and fraud deterrence. Current issues related to audit risk assessment and planning are also included.

Prerequisite: ACCT 5137 or equivalent, or permission of the instructor.

**ACCT 6735 - Oil and Gas Accounting**

Accounting for the exploration and production activities of a petroleum company. Major topics include industry background, successful efforts accounting, full cost accounting, tax accounting and required disclosures.

Prerequisite: ACCT 5133 or permission from instructor.

**ACCT 6739 - Internship in Accounting**

Supervised work experience each week in an approved accounting firm, governmental agency, or business. Written work as required by sponsoring faculty member.

Prerequisite: Master's degree candidacy, approval of Associate Dean and Department Chair, and sponsoring faculty member.

**ACCT 6939 - Master's Thesis Research**

Prerequisite: Master's degree candidacy and approval of adviser and dean.

**ACCT 6969 - Master's Thesis Research**

## **BAPA - BUSINESS AND PUBLIC ADMINISTRATION COURSES**

**BAPA 5131 - The Global Environment of Business**

Explores theories, institutions, and tools relevant to understanding and coping with globalization. Topics covered include technological change, national differences in political economy, cultural and ethical issues, trade policy, international capital flows, and the strategy of international business

Prerequisite: ECON 5031 or equivalent.

**BAPA 5636 - Entrepreneurship and Small Business Consulting**

Application of classroom concepts, theories and principles, from all business disciplines to active operating small businesses or new business ventures. This course will qualify as a business elective.

Prerequisite: ACCT 5031, FINC 5031, MGMT 5032, MKTG 5031 or equivalent.

**BAPA 5915 - Co-op Education in Business**

Educational paid work assignment by a student in the field of his or her career interest and course of study. A technical report will be required at the end of the semester. Qualifies as a BUS elective.

Prerequisite: Approved Candidate Plan of Study, completed cooperative education file and approval of the Director of Cooperative Education.

**BAPA 5935 - Co-op Education in Business**

Educational paid work assignment by a student in the field of his or her career interest and course of study. A technical report will be required at the end of the semester. Qualifies as a BUS elective.

Prerequisite: Prerequisite: Approved Candidate Plan of Study, completed cooperative education file and approval of the Director of Cooperative Education.

## **DSCI - DECISION SCIENCES COURSES**

**DSCI 5030 - Business Calculus**

Concepts of derivatives and integrals with applications to business problems. Specific topics to be covered include limits and continuity, logarithmic and exponential functions, differentiation; finding maxima and minima; integration; the definite and indefinite integral. May not be taken as graduate elective credit by any BUS student.

Prerequisite: College algebra or permission of instructor.

**DSCI 5031 - Business Statistics for Decision-Making**

An introduction to business statistics including sampling, data measurements, descriptive statistics, probability, probability distributions, confidence intervals, hypotheses testing, correlation, simple and multiple regression, ANOVA, forecasting, and statistical process control. May not be taken as graduate elective credit by any BUS student.

Prerequisite: College algebra or equivalent.

**DSCI 5131 - Advanced Data Analysis**

Additional topics in the analysis of variance and uses of statistical inference; alternative nonparametric tests; testing of assumptions and applications of correlational techniques.

Prerequisite: DSCI 5031 or equivalent.

**DSCI 5431 - Advanced Data Analysis**

The scientific approach to managerial decision making. An applied management science course with applications in production/operations management. The topics covered include: decision analysis; inventory, scheduling and production models; computer simulation; queuing; linear programming; project management (PERT, CPM), and forecasting.

Prerequisite: DSCI 5031 or equivalent.

### **DSCI 5531 - Introduction to Supply Chain Management**

This course provides an integrated view of procurement, operations, and logistics management. Students will learn how to manage the flow of products through the supply chain - from sourcing and acquisition through delivery to the customer. Processes from each functional area are integrated into one operation to satisfy the needs of the customers.

Prerequisite: DSCI 5031 and ACCT 5031, or equivalents.

### **DSCI 5931 - Research Topics in Decision Sciences**

Identified by specific title each time course is offered.

### **DSCI 5939 - Independent Studies in Decision Science**

Independent directed study in Decision Sciences.

Prerequisite: Approval of instructor, Faculty Chair and Associate Dean required.

## **ECON - ECONOMICS COURSES**

### **ECON 5031 - Economic Principles**

The study of human behavior from an economic perspective. Principles and analysis of microeconomic and macroeconomic issues and concepts as applied in a domestic and global setting. May not be taken as graduate elective credit by any BUS student.

### **ECON 5136 - Managerial Economics**

Application of microeconomics theory to managerial decision making. Topics may include demand analysis, cost analysis, market structure and their relation to pricing, product choice, resource allocation and industrial organization.

Prerequisite: ECON 5031 or equivalent.

### **ECON 5137 - Economics of Energy**

Economic analysis of national and international energy markets, including coal, oil, natural gas and alternatives. Scope includes energy market evolution and current market structures, pricing, capital requirements, consumption and production spillovers and regulation.

Prerequisite: ECON 5031 or equivalent.

## **ENVR - ENVIRONMENTAL MANAGEMENT COURSES**

### **ENVR 5131 - Foundations in Sustainability**

This seminar will survey some of the latest topics in sustainability and business management. Each week, we will read about

and discuss different topics in the world of sustainability. The course will feature a number of guest speakers who will give us a

real-world perspective on how different kinds of organizations view and management issues of sustainability specific to

their corporate missions.

Prerequisite: No prerequisites

### **ENVR 5134 - Oil & Hazardous Materials Spills**

Regulations, contingency planning and spill prevention in the handling of petroleum and hazardous materials.

### **ENVR 5331 - Environmental Economics**

Interaction of environmental problems and the American economy; compatibility of economic progress with programs of environmental control.

Prerequisite: ECON 5031 or equivalent.

### **ENVR 5332 - Environmental Law**

Federal and state environmental legislation and case law; concepts of regulation and their application to management decisions.

### **ENVR 5333 - Air Quality Management**

Standards for air quality; governmental policies and industrial practices in preventing and controlling atmospheric pollution.

Prerequisite: DSCI 5031 or equivalent.

### **ENVR 5336 - Solid Waste Management**

Analysis of waste from commercial, institutional and residential sources; emphasis on resource recovery, control and disposal methods.

### **ENVR 5437 - Managing Environmental and Ethical Issues**

This course addresses a variety of issues related to ethical and environmental matters, and approaches for managing them. It will include an introduction to environmental ethics, and also examine several cases where ethical and/or environmental issues were managed both poorly and well.

### **ENVR 5532 - Water Management**

Development and utilization of water resources; effects of ecological change and public policies on the management of water quantity and quality.

### **ENVR 5533 - Pollution Control Technology**

Applied processes in pollution control; emphasis on process selection factors including efficiency, cost, manpower, energy usage and practical utility.

Prerequisite: Introductory chemistry.

### **ENVR 5534 - Permits and Procedures**

Requirements for air, water, solid and hazardous waste and other environmental permits; federal, state and local administrative procedures for obtaining and keeping permits.

### **ENVR 5537 - Managing Contaminated Sites**

This course covers topics related to cleaning up environmental contamination, including: pollution prevention; emergency response and reporting; spill containment and cleanup; site assessment; remedial design; working with the public; contractor management; project management and budget; cleanup technologies; and closure and monitoring requirements.

### **ENVR 5931 - Research Topics in Environmental Management**

Identified by specific title each time course is offered.

### **ENVR 5939 - Independent Studies in Environmental Management**

Independent directed study in Environmental Management.

Prerequisite: Approval of instructor, Faculty Chair and Associate Dean required.

### **ENVR 6132 - Environmental Impact Assessment**

Practice in and analysis of environmental impact assessment, environmental auditing and other planning and decision tools.

Prerequisite: ENVR 5332 and one of ENVR 5333, 5337, 5532, or permission of the instructor.

### **ENVR 6133 - Environmental Risk Management**

A broad approach to risk management, incorporating risk assessment and communication and concentrating on case studies.

### **ENVR 6332 - Ecological Issues for the Future**

The relationship between man and environment in the future; limits to the exploitation of natural resources.

**ENVR 6732 - Environmental Management Practices**

The use of case studies, problems and field work to analyze current practices and situations in environmental management.

Prerequisite: Approval of instructor and adviser.

**ENVR 6739 - Internship in Environmental Management**

Supervised internship with a public or private environmental agency; written and oral reports required.

Prerequisite: Master's degree candidacy and approval of adviser and dean.

**ENVR 6832 - Coastal Resilience**

This course introduced the concepts of coastal resilience, including concepts of and management for: coastal geomorphology and sea level rise, coastal erosion, coastal storms, population growth, corporate sustainability, land management, community response and recovery, resilient growth patterns, and long-term community planning. This course features a number of guest speakers from local organizations, communities, and businesses (NASA, Galveston Parks Board, City of Shoreacres, Texas Center for Beaches and Shores/Institute for Resilient Coastal Communities at TAMUG, Texas Coastal Watership Programs, Landry's and others) who bring their perspectives on how coastal change influences their particular organizations, and how they are responding to those changes.

Prerequisite: Master's degree candidacy and approval of adviser and dean.

**ENVR 6939 - Master's Thesis Research**

Prerequisite: Master's degree candidacy and approval of adviser and dean.

## **FINC - FINANCE COURSES**

**FINC 5031 - Financial Analysis & Markets**

An introduction to and overview of the world of finance. Study of the analytical skills and quantitative techniques useful in reaching financial decisions. May not be taken as graduate elective credit by any BUS student. Prerequisites: ACCT 5031 and DSCI 5031 or equivalents.

Prerequisite: ACCT 5031 and DSCI 5031 or equivalents.

**FINC 5131 - The Financial System**

The role of money and banking system in the economy; the implications for policy by the central monetary authority; and the role of financial markets and institutions.

Prerequisite: None.

**FINC 5133 - Financial Policy**

Develop understanding of the decisions made by financial managers. These decisions are valuation of assets, measuring risk and return, choosing among investment alternatives, financing of operations, capital structure decisions, dividend policy, merger and acquisition decisions, and others.

Prerequisite: None.

**FINC 5134 - Real Estate Investment Analysis and Financing**

Analytical techniques of evaluating real estate investments and exploration of the methods of financing such investments.

Prerequisite: None.

**FINC 5231 - Quantitative Methods in Finance**

Quantitative methods necessary for the investment generalist which include discounted cash flow analysis, statistics and probability, sampling and hypothesis testing, correlation, and regression analysis.

**FINC 5331 - Treasury Management Practices**

An examination of the general principles and practices used to manage firm liquidity, capital and risk management functions. Prerequisite: FINC 5031 or equivalent.

**FINC 5332 - Financial Statement Analysis**

Analyzing, interpreting and forecasting financial statements for credit, investment and internal planning decisions.

Prerequisite: None.

**FINC 5333 - Personal Wealth Management**

A broad approach to major personal finance topics, including investments, insurance, income taxation and auto purchases, retirement and estate planning. Topics will be examined separately and as they relate to one another in financial planning.

**FINC 5532 - Budget and Control-Government/Service Organizations**

Principles and practices of effective budgeting and management control in Government and Service Organizations are presented. Among the topics covered in this course are the budget cycle, alternative budgeting frameworks, designing management control structures, cost-benefit analysis, reporting and measurement, and designing management control systems.

**FINC 5733 - Retirement and Benefits Planning**

An examination of the various retirement vehicles, group life and health programs, and government required benefits. Integration into an overall financial planning process is emphasized.

Prerequisite: Managerial Finance or equivalent.

**FINC 5931 - Research Topics in Finance**

Identified by specific title each time course is offered.

**FINC 5939 - Independent Studies in Finance**

Independent directed study in Finance.

Prerequisite: Approval of instructor, Faculty Chair and Associate Dean required.

**FINC 6131 - Commercial Banking**

Structure, management and regulation of the US banking industry from its origins to the present day, present day, including performance measurement, risk management and lending analysis.

Prerequisite: FINC 5133 or equivalent

**FINC 6231 - Investment Management**

Evaluation of capital market theory and rigorous treatment of securities evaluation to determine the probability distribution of expected returns.

Prerequisite: Prerequisite: FINC 5133 or equivalent.

**FINC 6233 - Options and Futures**

Study of the principles governing the use and valuation of options, swaps and financial futures. Emphasis will be placed on using these derivative securities for hedging.

Prerequisite: FINC 5133 or equivalent.

**FINC 6234 - Portfolio Management**

Selection of stock portfolios, measuring returns and performance. Application of concepts acquired in security analysis.

Prerequisite: FINC 6231 or equivalent.

**FINC 6531 - International Finance**

International financial operations, including foreign trade financing, risk and credit evaluation, letters of credit and bankers' acceptances; role of political and social pressures.

Prerequisite: FINC 5133 or equivalent.

**FINC 6533 - Seminar in International Finance**

Meetings in the field are conducted with the chief financial officers of both financial and non-financial corporations operating in other countries. Discussions will concern long and short-term financial planning, including the impact of exchange rate fluctuations on planning operations.

**FINC 6731 - Seminar in Finance**

Investment and financing decisions of individuals and businesses in the presence of taxes and uncertainty-a microeconomic approach.

Prerequisite: FINC 5133 or equivalent.

**FINC 6739 - Internship in Finance**

Six hours of supervised work experience each week in an approved financial institution or firm.

Prerequisite: Master's degree candidacy, approval of associate dean, faculty chair, and sponsoring faculty member.

**FINC 6939 - Master's Thesis Research**

Prerequisite: Master's degree candidacy and approval of Department Chair and Dean.

## **HADM - HEALTHCARE ADMINISTRATION COURSES**

**HADM 5032 - Foundations of Health Delivery Services**

To provide the student with an understanding of the leadership, organization and financing of health services in the United States, to help the student begin to become a healthcare leader, and to identify and discuss current trends in health care delivery, management and operation of hospitals, physician practices, and managed care companies.

**HADM 5033 - Leadership of Organizations in Healthcare Administration**

Prerequisites: HADM 5032 or equivalent. Development of leadership potential by strengthening abilities in visioning, interpersonal team skills, negotiation, decision analysis and conflict management. Use of self-assessments and group projects with outside clients. Application of organization theory and concepts to health services organizations. Topics include systems thinking, organization structure and design, organizational effectiveness and change management.

**HADM 5334 - Marketing Healthcare Services**

Prerequisites: HADM 5032 or equivalent. This course will provide students with the knowledge and skills needed to effectively market health care products and services. The course will focus on analyzing the health care marketing and management environment, identifying the primary marketing problems facing health care organizations and developing compelling and creative strategies for solving these problems. Fundamental concepts of marketing such as segmentation, targeting, positioning, customer satisfaction and perceived value will be reviewed in the context of health care marketing. Specific health care marketing tools will be presented to help in identifying problems and developing strategies.

**HADM 5131 - Healthcare Human Resources Management**

To acquaint the student with concepts and methods needed to plan and forecast, recruit, train, develop and evaluate health manpower. Also to provide an understanding of the impact of licensing, regulation and labor relations activities on health care institutions.

Prerequisite: HADM 5032 or equivalent.

**HADM 5132 - Managerial Epidemiology**

Prerequisites: DSCI 5031 or equivalent. Introduction to the concepts of public and personal health and disease. Problems in the measurement, analysis, organization and administration of intervention programs will be highlighted. An analysis of individual, community and institutional health efforts will be conducted.

**HADM 5133 - Health Policy**

Analysis of health policymaking, health policy and contemporary issues in health policy with emphasis on the U.S.

**HADM 5232 - Financial Management of Healthcare Organizations I**

This course is designed for students with no accounting training. Topic areas covered are accounting concepts and principles, financial statements, financial statement analysis, forms of business

organizations, budgeting, cost analysis, activity based accounting, and accounting for financial decisions. This course cannot be taken by accounting majors or MBA students.

### **HADM 5233 - Financial Management of Healthcare Organizations II**

Emphasis is placed on financial concepts and practices specific to the healthcare industry, ratio analysis payment methodologies, bundled pricing, Healthcare budgeting, Cost Volume Profit, Variance Analysis, capital financing in the healthcare industry.

Prerequisites: HADM 5032 and either HADM 5232 or FINC 5031 or equivalents.

Prerequisite: HADM 5032 and either HADM 5232 or FINC 5031 or equivalents.

### **HADM 5234 - Healthcare Ethics, Values, and Social Responsibilities**

Emphasis is placed on resolving ethical issues in healthcare as well as business ethics, biomedical and research ethical issues, services to be offered, distribution of resources and developing a personal value system, and relating that system to the needs of the community.

Prerequisite: HADM 5032 and 5132, or equivalents.

### **HADM 5331 - Planning Healthcare Services**

Prerequisites: HADM 5334: Marketing Healthcare Services and HADM 5232 or FINC 5031. Analysis of the requisites, demands, processes and methods of planning health services. Community planning, program evaluation, setting objectives for health service and business planning are examined.

Prerequisite: HADM 5032 and 5132, or equivalents.

### **HADM 5332 - Evaluation of Health Services**

Analysis of the methods and techniques of evaluating the performance of health services and programs, including the qualitative and quantitative study of program options.

### **HADM 5333 - Healthcare Economics**

Students will apply the basic tools of microeconomics to issues in healthcare policy and management. Economic concepts relevant to healthcare managers will be examined such as analyses of the demand and supply of healthcare goods and services, the role of health insurance and healthcare financing, marketing failure and the need for government intervention in healthcare markets, and new initiatives to improve population health.

### **HADM 5431 - Healthcare Information Technology**

Provides the student with knowledge and skills needed to successfully perform in a leadership role in the current information systems dependent environment. Prepares the student for management oversight; administrative design; acquisition, installation, and implementation; and operation of healthcare management information systems.

### **HADM 5433 - Introduction to Public Health**

Provides the student a comprehensive introduction to the essential concepts, values, principles, and practice of public health and the relationship of public health to the complex US health care delivery system. Familiarizes the student with public health practice in a number of settings including government, private sector, and community organizations. Addresses important health issues and problems facing the US public health system.

### **HADM 5531 - Group Practice Management**

Prerequisites: HADM 5032 or equivalent. Introduces the student to the concepts of physician practice management including procedure coding, diagnosis coding, insurance billing and documentation, personnel management, marketing, patient relations, financial management, venture planning, risk management, physician agreements, legal/tax/professional liability patient centered medical home, and physician pay for performance.

### **HADM 5731 - Healthcare Quality**

Provides the student with knowledge and skills in organization development and change in healthcare facilities as well as total quality management and quality improvement in healthcare organizations. Prepares student for productivity improvement efforts, organization redesign and reengineering in



healthcare. Also prepares student for developing and strengthening or redesigning quality improvement programs. Provides coverage of case management and care pathways.

### **HADM 5911 - Special Topics in Healthcare Management**

One-hour credit special topics in healthcare management to be identified each time the course is offered.

### **HADM 5931 - Research Topics in Healthcare Administration**

Identified by specific title each time course is offered.

### **HADM 5939 - Independent Studies in Healthcare Administration**

Independent directed study in Healthcare Administration.

Prerequisite: Approval of instructor, Faculty Chair and Associate Dean required.

### **HADM 6132 - Legal Aspects of Healthcare Systems**

To acquaint the student with the legal issues in health services administration by study of the legal system, licensing, liability and professional ethics.

### **HADM 6133 - Healthcare Facility Planning, Design and Construction**

Designed to introduce the student to concepts of health facility planning, design and construction and an understanding of the vocabulary and process employed by planners, architects and consultants.

Prerequisite: HADM 5032.

### **HADM 6136 - Emerging Issues in Healthcare**

Acquaints the student with emerging issues in healthcare relating to the organization, financing, and delivery of healthcare services.

### **HADM 6235 - Managed Care**

Acquaints the student with managed care terminology, contracting for providers and payors, ACOs, Shared Risk contracting, Value Based Purchasing, Clinical Integration, government programs, legal issues and provider reimbursement. Prerequisite: HADM 5032 or equivalent.

### **HADM 6236 - Hospital Operations**

Management, clinical professional and supporting staff must recognize their core competency is providing a specific portfolio of healthcare services to a set of managers of patient populations. The learning objectives for the course include strategies for: repositioning medical services for managed care; expanding market programs to meet target customers' needs and reporting outcomes to prove the organization's value to its customers; operations strategies for managed care; and performance measures information management.

Prerequisite: HADM 5032 and one other HADM course, or permission of the HADM Director.

### **HADM 6237 - Healthcare Consulting and Entrepreneurship**

Application of all academic business and healthcare concepts, theories and principles to consulting and new business ventures. Topics will include economic feasibility studies, business plan writing, practice valuations, practice evaluations, operations assessments, reengineering studies and other consulting and business startup projects. The course will utilize healthcare consultants, public accounting firm partners, turnaround consultants and other practitioners.

Prerequisite: HADM 5132, HADM 5233 and HADM 6132.

### **HADM 6519 - Seminar in Healthcare Competencies**

This course is designed to introduce students to the professional requirements necessary for success in the healthcare field. Students will be familiarized with the professional competencies, including skills and behaviors required of the healthcare executive. Focus is on healthcare executive leadership development and personal effectiveness relating to the external environment of healthcare organizations. Emphasizes relationships with physicians, governing boards, regulatory bodies, donors, and other key stakeholders.

Prerequisite: Permission of program director and instructor.

**HADM 6539 - Graduate Residency in Healthcare Administration**

Permission of instructor dependent upon language requirement, Oral TOFEL (if student does not hold a bachelor's degree from a U.S. institution), minimum GPA of 3.3, current MHA or MHA/MBA student, one semester of Internship or healthcare work experience, and other criteria (see HADM program list). Supervised residency with an approved health agency or organization: written and oral reports required.

Prerequisite: Master's degree candidacy, HADM 6519, approval of dean and approval of instructor.

**HADM 6738 - Seminar in Healthcare Policy and Leadership**

Prerequisite: Must be taken in the last 15 hours of degree plan. Designed to provide the student with an opportunity to apply and integrate previous courses, readings and research in a problem-solving environment. By the use of case studies, problems, field work, case presentations and simulation students will analyze situations and present their findings orally and in written form.

Prerequisite: All other degree requirements prior to the residency.

**HADM 6739 - Internship in Healthcare Administration**

Must have completed at least one semester in the program. Supervised internship with position or project in a healthcare facility. Written and oral reports required. No more than 3 hours of internship credit can be applied toward degree.

Prerequisite: Master's degree candidacy and approval of adviser and dean.

**HADM 6939 - Master's Thesis Research**

Prerequisite: Master's degree candidacy and approval of adviser and dean.

**HADM 6969 - Master's Thesis Research**

Prerequisite: Master's degree candidacy and approval of adviser and dean.

## **HMRS - HUMAN RESOURCE MANAGEMENT COURSES**

**HMRS 5131 - Human Resource Management Processes**

Theory and processes of effective development and management of human resources in organization.

**HMRS 5231 - Legal Environment of Human Resource Management I**

The constitutional and procedural aspect of the employee/employer relationship with special reference to discrimination, wages and hours, pensions, unemployment insurance, health and safety and workers' compensation.

**HMRS 5235 - Project Management for HMRS**

This course provides students with the tools for planning, setting budgets, tracking progress, and assessing the results of a human resource management project, including organizing project teams and using human resource metrics. This course has been designed to prepare students to introduce new HR initiatives, implement new development programs, "sell" new HR requirements, and institute new systems. Through basic Project Management skills, students will be able to create a sustained desired change, to learn and apply Intentional Change Theory, and to implement communication strategies developed through an understanding of multi-level complex systems.

**HMRS 5433 - Compensation and Benefits**

Review and analysis of traditional and nontraditional compensation benefit systems.

**HMRS 5435 - Employee Planning, Staffing and Selection**

Techniques for planning and recruiting human resource needs in the context of organizational requirements. Staffing and selection techniques and practice relative to organizational strategy, legal concerns, and labor market considerations.

Prerequisite: HMRS 5131.

**HMRS 5437 - Human Resource Information Systems**

Principles and procedures used in the development of information systems to aid human resource decision making.

**HMRS 5531 - Training and Development**

An overview of personnel training and development in organizations to include program development.

**HMRS 5533 - HR Metrics and Performance Management**

This course will provide the HR professional with the tools to become a true strategic partner with upper management. Students will learn how to use quantitative measures and performance management techniques to increase productivity, address problems and opportunities, and have a strategic impact on the organization. Prerequisite: HMRS 5131.

**HMRS 5931 - Research Topics in Human Resources**

Identified by specific title each time course is offered.

**HMRS 5939 - Independent Studies in Human Resources**

Independent directed study in Human Resources.

Prerequisite: Approval of instructor, Faculty Chair and Associate Dean required.

**HMRS 6735 - Seminar in Human Resource Management**

The concepts and practices of strategic human resource management including the development of frameworks to integrate human resource functions and the relationship between human resource strategies and business strategy with a focus on ethical and international issues.

Prerequisite: Last Semester.

**HMRS 6739 - Internship in Human Resources**

Supervised internship with a public or private agency; written and oral reports required.

Prerequisite: Master's degree candidacy and approval of adviser and dean.

**HMRS 6839 - Master's Project Research**

Prerequisite: Master's degree candidacy and approval of adviser and dean.

**HMRS 6939 - Master's Thesis Research**

Prerequisite: Master's degree candidacy and approval of adviser and dean.

## **ISAM - INFORMATION SYSTEMS ADMINISTRATION AND MANAGEMENT COURSES**

**ISAM 5030 - Fundamentals of Business Programming Applications**

This course introduces fundamental principles in business applications programming using a high-level, business-oriented language. It includes topics in programming logic, design methodologies, graphical user interface programming and handling files. It also covers an introduction to object-oriented programming concepts. Includes numerous hands-on assignments.

**ISAM 5329 - Management of Information Technology**

Prerequisite: Graduate Standing. The course examines the key principles of managing an IT organization with the focus on increasing its efficiency and effectiveness. Course includes process based IT management approaches of ISO 20000 standard and IT Infrastructure Library (ITIL) framework. Students study fundamental IT Management concepts such as Service Desk support as well as some key areas of IT Service Support such as IT incident management, problem management, configuration, and change and release management. Course will also cover business related aspects of IT Management which will include financial management, availability management and IT service continuity management. The coursework requirements include ITIL foundation certification.

**ISAM 5330 - Management Information Systems**

Principles and procedures used in the development of information systems. The course includes a survey of hardware, software, network, database, e-commerce, functional information systems, organizational concepts, system analysis techniques and the system development life cycle. Includes a group project. (Previously ISAM 5631.)

**ISAM 5331 - Fundamentals of Database Design and Development**

The topics covered include the following: database concepts such as database models, modeling techniques and normalization; design, development, and maintenance of a relational database; and formulation of commands to insert and update data, retrieve information, and generate reports from a database. Includes numerous hands-on assignments. (Cross-listed with ACCT 5333)

Prerequisite: ISAM 5030 or 6 hours of college-level coursework in programming.

**ISAM 5332 - Data Warehousing and Data Mining**

The course provides the knowledge and skills to design and develop a data warehouse as well as extract strategic business intelligence through the application of data mining tools and techniques. It examines phases of the data warehouse design process, and data aggregation. Includes numerous hands-on assignments.

Prerequisite: ISAM 5330 and 5331 or equivalent.

**ISAM 5335 - Advanced Applications Development with Visual Basic**

The course covers concepts, tools and techniques used in developing Windows-based applications. It also presents structured programming, object-oriented programming and the use of graphical user interfaces. Includes numerous programming assignments. The coursework requirements also include a VB-based Microsoft professional certification.

Prerequisite: ISAM 5030 or 6 hours of college-level programming courses.

**ISAM 5337 - Internet Applications Development**

Design and development of business-oriented web applications using modern web technology standards, languages, and tools. Topics include markup languages, style, client-side scripts and site design techniques. Includes numerous hands-on assignments.

**ISAM 5338 - Advanced Internet Applications Development**

An advanced-level course on the design and development of client-server web applications using current web technology standards, languages, and tools. Topics include: client-side scripts, server-side processing, web form processing, authentication and security, and the use of databases. Includes numerous hands-on assignments. Completion of a professional certification exam is a required part of the course. Prerequisites: ISAM 5331 and ISAM 5337 or equivalents.

Prerequisite: ISAM 5331 and ISAM 5337, or equivalents.

**ISAM 5339 - Fundamentals of Computer Networking**

The course introduces OSI and TCP/IP layered architectures and provides a detailed coverage of protocols in data link, network, transport and application layers. It gives a thorough coverage of addressing concepts and methodologies in computer networks, provides a detailed discussion of switched Ethernet networks, VLANs and the Spanning Tree Protocol. Includes numerous laboratory experiments using state-of-the-art computer networking equipment.

Prerequisite: ISAM 5030 or 6 hours of college-level course work in computer programming.

**ISAM 5430 - Advanced Application Development with C#**

This course covers the following topics: application design and development using object-oriented techniques, the management of data, memory and other application resources, application communication and presentation concepts, and deployment, security and networking issues in applications. Completion of a professional certification exam is a required part of the course. (Formerly ISAM 5334 and ISAM 5340: credit will be given for only one of the courses: ISAM 5334, ISAM 5340 or ISAM 5430.)

Prerequisite: ISAM 5030 or 6 hours of college-level course work in computer programming.

**ISAM 5431 - ERP System Concepts and Practices**

This course examines the integrated nature of business processes and how ERP systems can be configured to handle those processes. Students receive hands-on experience using SAP's current enterprise software.

Prerequisite: ISAM 5330 and 5331 or equivalent.

**ISAM 5437 - Wireless Networks**

This course covers wireless network technologies used in computer networking. The topics covered includes wireless standards, radio frequency fundamentals, antennas, wireless encoding techniques, wireless LAN topologies, wireless MAC architecture, design, troubleshooting and security of wireless networks. The course includes numerous hands-on experiments using state-of-the-art equipment. The course requires the completion of professional certification.

Prerequisite: ISAM 5339 or equivalent.

**ISAM 5439 - Computer Network Security**

The course covers security threats to computers and computer networks and methods to counter security threats including network firewalls; and designing, deploying and administering firewalls in IT organizations. Various firewall concepts such as VPNs, DMZs, NAT and intrusion detection methods are also explained. Includes numerous hands-on laboratory experiments using state-of-the-art firewall systems.

Prerequisite: ISAM 5339.

**ISAM 5531 - Client/Server System Administration**

The course covers key concepts of client-server technologies and their applications. It includes skills to deploy and administer client-server systems, installation and configuration of UNIX based server systems, user administration, file systems, and network administration. Includes numerous hands-on experiments using UNIX based servers.

Prerequisite: ISAM 5339 or equivalent.

**ISAM 5632 - Advanced Database Applications Development**

The course covers advanced commands and techniques to: design, develop and maintain a database; insert and update data in a database; retrieve information and generate reports; and develop and implement database objects to manage, control and administer database processing. Includes numerous hands-on assignments. The coursework requirements also include Oracle SQL and Oracle PL/SQL certification.

Prerequisite: ISAM 5030 or 6 hours of college-level course work in computer programming, and ISAM 5331 or equivalent.

**ISAM 5633 - Oracle Database Administration**

This course introduces students to Oracle Database Administration. The topics covered include architecture of an Oracle database, installing Oracle database management system, creating a database, creating and managing database users and roles, database backup and recovery, database performance tuning and database administration. Includes numerous hands-on assignments.

Prerequisite: ISAM 5632 or equivalent.

**ISAM 5635 - Systems Analysis and Design**

Prerequisites: ISAM 5330, 5331 or equivalents. This course provides a step-by-step approach to developing computer-based information systems. It covers topics such as systems development life cycle; systems development methodologies; system requirements determination and analysis; user-interface design; programs design; and system architecture. The course includes a comprehensive group project. It should be taken during the final semester of MS/MIS degree curriculum.

Prerequisite: ISAM 5330, ISAM 5331 or equivalents.

**ISAM 5636 - Advanced Computer Networking**

The course covers skills to design and administer computer networks. It includes network routing protocols, packet filtering concepts, network and port address translation methods, wireless networks,

new generation IP addressing, and wide area network protocols. Includes numerous hands-on lab experiments using state-of-the-art equipment. The course requirements include CCNA certification.

Prerequisite: ISAM 5339 or equivalent.

### **ISAM 5637 - Information Systems Project Management**

This course covers the concepts, tools and techniques used in managing information systems projects. It includes project integration, scope, time, cost, quality, human resources, communication, risk and procurement management. Includes a comprehensive group project using current information systems software tools. Prerequisites: ISAM 5330 or equivalent.

Prerequisite: ISAM 5330 or equivalent

### **ISAM 5638 - Advanced Applications Programming With Java**

This course covers object-oriented programming using the Java programming language. It presents topics such as design methodologies, graphical user interface programming, applets, handling exceptions and I/O streams. Includes numerous hands-on programming assignments.

Prerequisite: ISAM 5030 or at least 6 hours of programming courses.

### **ISAM 5639 - SQL Server Database Administration**

This course covers the architecture of a SQL Server database management system, creating a database, creating and managing database users and roles, database backup and recovery, database performance tuning and database administration. Includes numerous hands-on assignments.

Prerequisite: ISAM 5331 or equivalent.

### **ISAM 5731 - Information Systems Audit and Security**

Discussion of the audit process, internal controls as they relate to technology, and business process documentation. Study of business processes, deployment and management of technology resources, risk assessment and change management, IT networks, and IT governance. Extensive hands-on experience detecting fraud using generalized audit software (IDEA). Discussion of computer forensics and other current topics related to IT security. Written communication skills are emphasized through the preparation of audit reports based on findings from fraud detection assignments. Covers topics tested in the Certified Information Systems Auditor (CISA) exam. (Cross-listed with ACCT 5335)

Prerequisite: ISAM 5330 or equivalent.

### **ISAM 5732 - Fundamentals of Windows Administration**

This course covers Windows server administration tasks such as user, file and printer administration. The course explains integrating server and client platforms to build domains. It also includes domain design, trees, forests, registry management and performance management. Includes numerous hands-on lab experiments using Windows-based platforms.

Prerequisite: ISAM 5339 or equivalent.

### **ISAM 5733 - Advanced Windows Administration**

The course focuses on building and deploying application servers using Windows client-server technologies. It includes Windows server maintenance and tuning concepts, active directory design and operation, and deploying Windows-based servers such as DHCP, DNS, email, web, and FTP servers. Includes numerous hands-on lab assignments.

Prerequisite: ISAM 5732 or equivalent.

### **ISAM 5931 - Research Topics in Management Information Systems**

Identified by specific title each time course is offered.

### **ISAM 5939 - Independent Studies in Management Information Systems**

Independent directed study in Management Information Systems. Prerequisite: Approval of instructor, faculty chair and associate dean required.

Prerequisite: Approval of instructor, Faculty Chair and Associate Dean required.

**ISAM 6739 - Internship in Management Information Systems**

Supervised work experience related to management information systems with an approved business, industrial firm, or governmental agency. Written and oral reports as required. Prerequisite: Master's degree candidacy, completion of at least 18 hours of MS in MIS required computing courses, and approval of academic adviser, faculty chair and associate dean.

Prerequisite: Master's degree candidacy, completion of foundation courses and at least 18 hours of MS in MIS required courses, and approval of academic adviser, faculty chair and associate dean.

**LEGL - LEGAL STUDIES COURSES****LEGL 5131 - Legal Concepts for the Business Professional**

This course examines the legal implications of business transactions and will be of particular value to students seeking degrees in accounting, finance and business. Explores legal issues emphasized by the AICPA and other national professional organizations.

**LEGL 5931 - Research Topics in Legal Studies**

Identified by specific title each time course is offered.

**MGMT - MANAGEMENT COURSES****MGMT 5032 - Human Behavior in Organizations**

Behavioral problems associated with innovation, resistance to change and the development of complex organizations and administrative processes. Formerly MGMT 5132; Credit may not be received for both MGMT 5132 and MGMT 5032. May not be taken as graduate elective credit by any BUS student.

**MGMT 5131 - Business and Society**

Role of the firm in society; business responsibilities to society from ethical, political, economic and societal points of view.

Prerequisite: MGMT 5032 or equivalent.

**MGMT 5133 - Teamwork and Leadership Skills: Theory in Practice**

Focus on knowledge-based skill and competency development in effective teamwork, teambuilding, and leadership as well as diagnosing and intervening effectively in problematic team situations. Formerly MGMT 5031; Credit may not be received for both MGMT 5031 and MGMT 5133. Recommended that it be taken early in the MBA program.

**MGMT 5135 - Organizational Transformation, Learning, and Design**

Seminar in contemporary research and theory applicable to structure and design of organizations, with emphasis upon institutional development, design science, and organizational learning.

Prerequisite: MGMT 5032 or equivalent.

**MGMT 5233 - Entrepreneurship & Corporate Venturing**

This capstone course is based on the premise that new ventures are a continuous source of radical or disruptive innovations in the United States. Technology entrepreneurship, whether in a start-up or established company, involves identifying high-growth potential, technology-intensive commercial opportunities, acquiring human and financial resources, and navigating uncertainty. This course offers students two entrepreneurial perspectives: new firm and intra-preneurship (e.g., corporate venturing). From the new firm perspective, students will examine how to identify and evaluate technological opportunities, form new ventures, and manage them. From the corporate venturing perspective, students will learn opportunity and feasibility analyses, how to structure the new venture, and manage high-growth projects. The goal of this course is to provide students with the tools to develop a successful business plan, build a start-up team, finance the venture, and lead the process of turning the opportunity into a reality.

**MGMT 5234 - Leading Non-Profit Institutions**

This course will cover leadership in non-profit organizations. Topics include transformational leadership, communicating vision, enrollment, attentive listening, evaluating programs, and acknowledgement and appreciation.

**MGMT 5238 - Gender and Diversity Issues in Leadership**

This course responds to recent demographic changes and opportunities presented by a diverse workforce. The challenges faced by organizational leaders on how to effectively manage a workforce that is increasingly diverse along the lines of race, ethnicity, gender, physical ability, cultural background, and age will be emphasized.

**MGMT 5331 - Personnel Management**

The employment, understanding and management of people, aspects of employee morale and productivity.

Prerequisite: MGMT 5032 or equivalent.

**MGMT 5332 - Labor Relations**

Relationships between unions and management and the structure of industrial bargaining; legal dimensions of employee relations, strikes and settlements.

Prerequisite: MGMT 5032 or equivalent.

**MGMT 5434 - Negotiation Skills and Strategies**

This course provides a basic foundation in negotiation theory and practice. Analytical and interpersonal competencies are honed in the context of negotiation simulations and discussions using a variety of settings and media while reflecting on the global context of negotiations that routinely take place within (and between) organizations. Includes the development of a "Negotiation Dossier" that students would routinely compile in preparation for a typical negotiation in their chosen field.

**MGMT 5437 - International Leadership and Influence**

This course will focus on the similarities and differences in leadership processes as a function of national origin, language, and dimensions of culture as inhibitors and driving forces of effective leadership in global organizations.

**MGMT 5439 - Positive Leadership and Ethical Action**

This course explores the impact of emerging areas of positive psychology, positive organizational behavior, and positive organizational scholarship on the field of leadership, and how attributes of positive leadership influence leaders' ethical actions and decision-making.

Prerequisite: MGMT 5032.

**MGMT 5636 - Management of Technology**

This course is designed to introduce a broad range of topics and issues related to the management of technology and technological innovation. The course includes discussions of technology development in industry, academia and government; the process of innovation; the drivers of innovation in a global environment; organizing and leading innovation; and incorporating technology change into company structure and strategy.

Prerequisite: MGMT 5032 or equivalent.

**MGMT 5638 - Leading Technology**

This course will focus on the necessary leadership requirements and strategies to lead scientific and commercial projects. It focuses upon leadership capacities in the selection, development, and the effective management of scientists, engineers, biomedical personnel, and technical professionals. Topics will include leading change, top level project leadership, and organizational behavior and enterprise management principles applicable to science and technology.

Prerequisite: MGMT 5032 or equivalent.

**MGMT 5931 - Research Topics in Management**

Identified by specific title each time course is offered.



**MGMT 5939 - Independent Studies in Management**

Independent directed study in Management.

Prerequisite: Approval of instructor, Faculty Chair and Associate Dean required.

**MGMT 6237 - Comparative Leadership**

The course will examine and focus on proven executive leadership best practices across a range of complex organizations.

**MGMT 6331 - Organizational Development**

Measures for guiding change in the industrial setting; impacts on the labor force and the production process. Change models, diagnostic techniques, intervention strategies and the ethics of change agent client system relationship.

Prerequisite: MGMT 5032 or equivalent.

**MGMT 6332 - International Management**

The course focuses on the challenges of international management including topics of global strategy, organizational design, cross-cultural communication, and human resources.

Prerequisite: MGMT 5032 and BAPA 5131, or equivalents.

**MGMT 6333 - Seminar in International Management**

Meetings in the field are conducted with the officers of companies operating in other countries. Sessions will be concerned with cultural and legal considerations that make labor relations, resource coordination and other management considerations different from the American experience.

**MGMT 6731 - Strategic Management Seminar**

Introduction to corporate-level and business-level strategy. Study of the strategic management process and factors necessary for competitive success in industries.

Prerequisite: Other degree requirements and LAST SEMESTER.

**MGMT 6739 - Internship in Management**

Supervised internship with an approved firm or with an industrial or governmental agency; written and oral reports required.

Prerequisite: Master's degree candidacy and approval of adviser and dean.

**MGMT 6832 - Sustainability and Strategic Advantage**

Prerequisite ENVR 5131 Foundations in Sustainability

This course provides a basic understanding of the strategic implications and applications related to business and institutional sustainability. Particular focus is provided involving the use of a strategic lens as related to social responsibility, environmental management, and community and economic development.

Prerequisite: Master's degree candidacy and approval of adviser and dean.

## **MKTG - MARKETING COURSES**

**MKTG 5031 - Marketing Management**

Explores how product, distribution, promotion and pricing strategies are determined in a dynamic environment to create customer value. May not be taken as graduate elective credit by any BUS student.

**MKTG 5332 - Executive Decisions in Marketing**

Making information-based strategic and tactical marketing decisions related to target market selection, product, price, distribution and promotion that increase the probability of success in a competitive marketplace.

Prerequisite: ACCT 5031, MGMT 5133, and MKTG 5031, or equivalents.

**MKTG 5333 - Entrepreneurship and Small Business Consulting**

Application of classroom concepts, theories and principles from all business disciplines to active operations of small businesses or new business ventures.

Prerequisite: ACCT 5031, FINC 5031, MGMT 5032 and MKTG 5031, or equivalents.

**MKTG 5334 - Strategic Brand Management**

Building and effectively maintaining brand equity is among the top priorities of high performing companies. Effective brand-building and strategic brand management drives customer loyalty and superior long term performance. Strategic Brand Management is a graduate course that explores why brands are important, what they represent to consumers, and what firms should do to manage them effectively.

Prerequisite: ACCT 5031, FINC 5031, MGMT 5032 and MKTG 5031, or equivalents.

**MKTG 5435 - E-Marketing Management**

An investigation of the strategic role of the Internet in an organization's marketing plan, with an emphasis on the various business models that firms may choose for improving corporate profitability and communicating with stakeholders.

**MKTG 5532 - International Marketing Strategy**

Begins with a discussion of incentives for and barriers to international trade, and foreign market selection and entry strategies. Then examines product, price, distribution, and promotion decisions in an international context. Involves secondary marketing research and developing a marketing plan for product introduction into a foreign market.

Prerequisite: MKTG 5031 or equivalent, and BAPA 5131.

**MKTG 5533 - Seminar in International Marketing**

Meetings with the chief marketing people at major firms in several countries are conducted. Sessions will concentrate on their approaches to market development and analysis. Emphasis will be placed on problems and on solutions to those problems that are peculiar to other cultures.

**MKTG 5534 - Advanced Professional Services Marketing**

Central issues involved in planning, implementing and controlling professional services marketing strategies. Examines positioning and use of information technology as a means of achieving differential.

Prerequisite: MKTG 5031 or equivalent.

**MKTG 5931 - Research Topics in Marketing**

Identified by specific title each time course is offered.

**MKTG 5939 - Independent Studies in Marketing**

Independent directed study in Marketing.

Prerequisite: Approval of instructor, Faculty Chair and Associate Dean required.

**MKTG 6739 - Internship in Marketing**

Supervised work experience in an approved business, non-profit or governmental agency. Written work is required by sponsoring faculty member.

Prerequisite: Master's degree candidacy and approval of sponsoring faculty member, Faculty Chair and Associate Dean.

## COLLEGE OF EDUCATION

Building on a solid base of liberal arts and general studies, the College of Education (COE) seeks to produce thoughtful, skilled and humane educators. Numerous plans are available to help students develop into highly qualified professionals.

The COE offers an extensive choice of certification plans in graduate specializations. Many alumni find employment in a variety of educational settings, while others pursue careers in industry, government, independent practice or consulting. Plans in the COE are fully approved by the State Board for

Educator Certification (SBEC)/Texas Education Agency (TEA), and the University of Houston-Clear Lake (UHCL) is accredited by the Council for the Accreditation of Educator Preparation (CAEP).

	Office	Phone
College of Education (COE)	Bayou 1231	281-283-3600
Center for Professional Development of Teachers (CPDT)	Bayou 1231	281-283-3612
Center for Educational Programs (CEP)	Arbor 1300	281-283-3530
Office of Academic Advising	Bayou 1231	281-283-3615
Office of Educator Certification	Bayou 1231	281-283-3618
Office of State Assessments	Bayou 1231	281-283-3609
Research Center for Language and Culture	Bayou 1325	281-283-3580
Learning Resources Review Center	Bayou 3402	281-283-3900
Office of the Associate Dean	Bayou 1231	281-283-3620
Office of the Dean	Bayou 1237	281-283-3501
COE Website	<a href="http://www.uhcl.edu/soe">www.uhcl.edu/soe</a>	
Council for the Accreditation of Educator Preparation (CAEP)	<a href="http://www.caepnet.org">www.caepnet.org</a>	
New Teachers Online (NTOL)	<a href="http://www.uhcl.edu/soe/ntol">www.uhcl.edu/soe/ntol</a>	
COE E-mail address	<a href="mailto:education@uhcl.edu">education@uhcl.edu</a>	

The COE believes that teaching, learning and educational leadership should be learner-centered. Whether we are referring to university pre-service teachers, public school administrators, others in professional educator roles, or the learners influenced by these educators, the focus of teaching and learning should be on the learner. This conceptual framework guides the way in which the COE structures its courses and degree plans. This is reflected in the COE Mission Statement quoted below. It is also the central theme reinforced in classes. The vision of the COE is a learner-centered community in which success for all students is paramount.

The mission of the COE is to prepare outstanding educators and leaders in education through achievement of the highest standards of knowledge, skills, and dispositions to assist all students in learning. The mission is accomplished by promoting:

1. Excellence and innovation in learner-centered teaching and learning for all.
2. The value and understanding of all types of diversity.
3. Professional and personal integrity.
4. Effective use of technologies.
5. Partnerships with and service to the community.
6. Ongoing assessment for both candidate and program improvement.

## 7. Research to expand the knowledge base for teaching and learning.

Although each of these is critically central to the goals and directions of the COE at UHCL, the first, "...promoting excellence and innovation in learner-centered teaching and learning for all...", is the most succinct statement of what the faculty within the COE value.

# ACCOUNTABILITY AND ACCREDITATION

University of Houston-Clear Lake (UHCL) is accredited by the Southern Association of Colleges and Schools (SACS). Unique to education itself are other accrediting and accountability bodies with strict guidelines and standards that must be met in order for the College of Education (COE) at UHCL to recommend educators for teaching certificates, supplemental certificates, master teacher certificates, and certificates requiring a master's degree. Below is a brief description of the accountability and accreditation measures of the U.S. Department of Education (USDoe), the Council for the Accreditation of Educator Preparation (CAEP), and the State Board for Educator Certification (SBEC)/Texas Education Agency (TEA), as well as an explanation of how the university measures up to those criteria and standards.

## DEPARTMENT OF EDUCATION ACCOUNTABILITY

The Higher Education Opportunity Act (Public Law 110-315) (HEOA) was enacted on August 14, 2008, and reauthorizes the Higher Education Act of 1965, as amended. The Act established a reporting system for the U.S. Department of Education (USDoe) to collect information annually on the quality of the teacher training programs of states and institutions of higher education. Within Title II, the USDoe mandates federal accountability measures to determine how well all higher education institutions prepare teachers, what states require of individuals before they are allowed to teach, and how institutions and states are raising their standards to provide "highly qualified" educators. The USDoe administers Title II and gathers information from all the states each October for distribution in April of the following year. Institutions are ranked on aggregate and summary pass rates. The rankings show the percentages of program completers who demonstrated subject-matter competency by passing a required state assessment.

The pass rates for those who completed their teacher certifications at UHCL during the 2014-2015 academic year were evaluated and compared to the pass rates of the state and national groups of program completers. At UHCL, our students from the 2014-2015 cohort had an overall passing rate of 100% on all of their state assessments.

For a complete summary of all pass rates, see the federal Title II reporting Web site at <https://title2.ed.gov/default.asp>.

## CAEP ACCREDITATION

The Council for the Accreditation of Educator Preparation (CAEP) is the largest and most recognized accrediting body for teacher education in the United States. University of Houston-Clear Lake (UHCL) is one of only 15 Texas higher education institutions to be accredited by CAEP. CAEP has rigorous academic guidelines for initial and advanced levels of educator certification. CAEP site visitors conducted a review of COE's initial and advanced-level programs in spring 2014 and found no areas for improvement.

## SBEC/TEA ACCREDITATION

University of Houston-Clear Lake (UHCL) is one of 150 educator preparation programs in the State of Texas that are accredited to recommend educators for certificates. The State Board for Educator Certification (SBEC)/Texas Education Agency (TEA) implements stringent guidelines and standards for initial and advanced levels of educator certification. TEA accreditation for 2014-2015 was based on candidate pass rate performance on state assessments. TEA's last announcement of UHCL's overall final pass rate on all state assessments was 100%. For 2015-2016, programs were evaluated on pass rates, principal appraisals of beginning teachers and on the field supervision support given to beginning

teachers. For 2016-2017, programs will additionally be evaluated for accreditation on the improvement in achievement made by the students of UHCL's beginning teachers.

The administrative functions for the certification process are conducted by the Educator Leadership & Quality Division of the TEA. Licensing authority remains with the SBEC/TEA.

## **POLICY ON PROFESSIONAL DISPOSITIONS**

Students who are seeking teacher certification or who are enrolled in the College of Education (COE) are required to read "The Statement on Professional Dispositions," which defines the behavioral standards the COE expects of its students. Just as students may be withdrawn from their program for not meeting the academic requirements, they may also be withdrawn for not meeting the professional disposition standards. The Statement on Professional Dispositions is found at [http://prtl.uhcl.edu/portal/page/portal/SOE/Forms/form\\_files/DISPOSITIONS.pdf](http://prtl.uhcl.edu/portal/page/portal/SOE/Forms/form_files/DISPOSITIONS.pdf).

## **FIELD EXPERIENCE COURSES**

In the College of Education (COE) Course Roster, there are many courses which have descriptions ending with "Field experiences required." Students in these courses are required to spend part of their time off campus, in most cases in school classrooms. The State of Texas requires each of these students to pass a criminal background check before being allowed in the classroom for the field experience.

## **CRIMINAL BACKGROUND CHECKS**

As required by Texas Senate Bill 9, the district will conduct a criminal background check on each student before the student is allowed in the school for a field experience. In order for the criminal background check to be conducted, each student must complete all required documentation. Part of the documentation will require that each student provide his/her social security number and driver's license number. If a student does not have a driver's license, then, at the discretion of the school district, other official numbers (visa, passport, etc.) may be required. The criminal background check is conducted for each field-experience course each semester and for each district in which the student is completing a field experience. If a student is denied access to a district based on the criminal background check, the student cannot get credit for the course. The student will not be able to register for any further field-experience courses until the situation has been corrected. For information on the Code of Ethics for Texas educators, refer to the Texas Administrative Code Web site:

[http://tea.texas.gov/index2.aspx?ekfxmen\\_noscript=1&cid=2147501244&menu\\_id=771&menu\\_id2=794&ekfxmensele=e9edebdf8\\_771\\_780](http://tea.texas.gov/index2.aspx?ekfxmen_noscript=1&cid=2147501244&menu_id=771&menu_id2=794&ekfxmensele=e9edebdf8_771_780)

The Texas Education Agency (TEA) offers Preliminary Criminal History Reviews for Educator Certification Candidates for a non-refundable fee of \$50.00. This service allows those individuals who are contemplating obtaining a Texas teacher certificate the opportunity to have a review of an existing criminal history performed by agency staff. The review is based solely on information provided by the candidate and will result in a non-binding opinion issued by the agency as to whether or not the candidate would be eligible for Texas teacher certification at the time of the evaluation. The process does not preclude a candidate from being required to submit to a national criminal history review as required by statute at the time of application for educator credentials. For more detailed information for the service, including all necessary forms and instructions, visit the link for Frequently Asked Questions on the TEA Web site at

[http://tea.texas.gov/Texas\\_Educators/Investigations/Preliminary\\_Criminal\\_History\\_Evaluation-FAQs/](http://tea.texas.gov/Texas_Educators/Investigations/Preliminary_Criminal_History_Evaluation-FAQs/).

## **CENTERS AND OFFICES**

### **CENTER FOR PROFESSIONAL DEVELOPMENT OF TEACHERS (CPDT)**

The College of Education (COE) has been designated as a Center for Professional Development of Teachers (CPDT). The teacher preparation plan has been restructured to provide extensive school-based experiences for prospective educators. These expanded experiences include a two-semester internship/student teaching, field-based courses and close cooperation with a number of schools which have been designated as Professional Development School (PDS) sites. These sites operate under the philosophy that every staff member is a mentor, providing a rich and supportive environment for the preparation of professional educators. The CPDT coordinates field experiences and collaborates with the Center for Educational Programs (CEP) in providing a wide array of professional development opportunities. The CPDT also provides technological support and professional development.

Field-based experiences, graduate internships, and practicums take place in a variety of settings in 22 local area school districts. Fifty-five schools have been designated as PDSs and provide pre-service internships and professional mentoring. In addition, the COE has an additional 124 contracts with other businesses and other school districts to provide both graduate internship/practicum placement and field experiences. All placement sites must have an approved UHCL Agreement of Affiliation on record with the Center for the Professional Development of Teachers office prior to beginning the practicum.

### **CENTER FOR EDUCATIONAL PROGRAMS (CEP)**

The Center for Educational Programs (CEP) provides academic and outreach services to students, faculty, schools, school districts, other educational entities, and members of the community. The CEP coordinates the College of Education's (COE's) clinical services, provides facilities and coordination for laboratory experiences, supports a broad range of programs for children and youth, offers non-credit courses for area educators, assists local schools and school districts in emerging and ongoing professional development activities, and promotes and supports various projects of the COE.

### **OFFICE OF ACADEMIC ADVISING**

This office provides information about the College of Education (COE) degree requirements, advises all post-degree teacher certification students seeking initial teaching certificates, analyzes transcripts, performs student audits prior to admission to Pre-Service Internship I and the Alternative Certification Program (ACP), and prepares students' degree and certification plans. The office also advises prospective graduate students in the various COE plans and assigns them faculty advisers.

### **OFFICE OF EDUCATOR CERTIFICATION**

Questions about state educator certification policies and regulations should be directed to this office. It maintains all official certification records for the College of Education (COE). This office also approves applications for admission to the Teacher Education Program (TEP), completes audits for the Master's Comprehensive examination and graduation, recommends students for educator certificates, prepares deficiency plans, and tracks data for Title II and the Accountability Standards for Educator Preparation (ASEP-TEA Accreditation).

### **OFFICE OF STATE ASSESSMENTS**

The Office of State Assessments advises and disseminates information to students about the state exams, which are called Texas Examinations of Educator Standards (TExES). Students must pass their required TExES and complete all required coursework in order to be recommended for certification. The Office of State Assessments approves eligible students for test registration and keeps a record of students' exam scores. It also distributes literature pertaining to state assessments, such as registration instructions,

practice test information, and notification of any changes or updates from the Texas Education Agency (TEA) regarding the TExES. The office offers opportunities for UHCL students and alumni to take practice tests to help prepare them for their actual exam(s). The College of Education (COE) State Assessments Coordinator networks with UHCL faculty and staff, as well as Educational Testing Services (ETS) and TEA, to ensure testing procedures and requirements.

## **RESEARCH CENTER FOR LANGUAGE AND CULTURE**

This center supports initiatives in the research and development of educational programs for candidates working with English learners and their families. Funded projects have included teacher training, bilingual counselor training, and bilingual administrator training.

## **LEARNING RESOURCES REVIEW CENTER**

This center is jointly sponsored by the Alfred R. Neumann Library and the College of Education (COE) and houses current children's books furnished through the generosity of publishers and producers of books and materials. The primary function of the center is to encourage review activities.

## **CERTIFICATION**

### **ALTERNATIVE CERTIFICATION PROGRAM (ACP)**

The University of Houston-Clear Lake (UHCL) College of Education (COE) Alternative Certification Program (ACP), in cooperation with UHCL member school districts, is a training program that provides the opportunity for initial teacher certification for students who have earned a bachelor's degree to be employed as full-time teachers while they complete their certifications. The length of the program may be from one to three years depending on a student's qualifications. The ACP meets the requirements of the U.S. Department of Education's (USDoe) definition of "highly qualified" under the No Child Left Behind (NCLB) law. According to the USDoe and NCLB, each school district must ensure that all teachers hired who teach core academic subjects funded by Title I funds are "highly qualified." An uncertified educator is able to meet this "highly qualified" definition by:

- holding a bachelor's degree or higher from an approved institution,
- being admitted to a State Board for Educator Certification (SBEC)-approved ACP, and
- passing the content state assessments required for the certification area being sought.

### ***ADMISSION REQUIREMENTS***

1. Degree--Must have an earned bachelor's degree or higher from an approved accredited institution. Must be conferred by May for fall entry and August for spring entry into the program.
2. State Assessments--Must pass all state assessments.
3. University of Houston-Clear Lake (UHCL) Enrollment--Must be admitted to UHCL by the Office of Admissions before the Alternative Certification Program (ACP) application deadline in order for the College of Education (COE) Office of Academic Advising to obtain transcripts from the Office of Admissions to calculate the grade point average (GPA). Enroll as either a graduate or post-baccalaureate teacher certification student.
4. Teacher Education Program (TEP) Admission--Must be formally admitted by letter to the COE TEP prior to enrollment in the ACP. See a COE Academic Adviser for the most current list of updated TEP admission requirements. Educator candidates who were educated in countries where English is not the native language must demonstrate English proficiency by passing the TOEFL iBT test with a score of 26 on the speaking portion. No other tests are accepted by TEA. Submit the TEP application form and all supporting documentation to the COE Certification Office in B1231. Admission to TEP is required before a position with a school district can be accepted.
5. Students must have thirty documented clock hours of K-12 observation.

6. GPA--Must have at least a 2.750 overall GPA. This overall GPA includes all coursework from all collegiate institutions attended, not just UHCL. If students do not have at least a 2.750 overall GPA, then at least a 2.750 GPA in the last 60 hours of coursework may be accepted (includes all coursework in the semester of the 60th hour).
7. Application--Must complete the ACP application (available at individual informational meetings with Academic Advising or in the office of the Center for Professional Development of Teachers [CPDT], B1231-4). Application must be submitted to the CPDT by the deadline posted on the ACP application. The deadline is January 1 for the spring semester and August 1 for the fall semester.
8. Fees--A non-refundable \$60 ACP fee is paid to the CPDT office and is valid for 12 months from the date of application. A \$131 state assessment fee is paid to Educational Testing Service (ETS) during online exam registration. Partial refunds will be made for state assessments cancelled during regular or late registration periods. No refunds will be made for cancellations after the late registration period.
9. Acceptance Letter--A letter of acceptance sent by the CPDT confirming the student has met the above requirements for entry into the UHCL ACP.

The teaching position must be with one of the UHCL CPDT Teacher Center Board member districts. The following is a list of member districts:

Alvin	Angleton	Brazosport	Channelview
Clear Creek	Columbia-Brazoria	Danbury	Deer Park
Dickinson	Friendswood	Galena Park	Galveston
Goose Creek	Hitchcock	Houston	La Marque
La Porte	Pasadena	Pearland	Santa Fe
Sheldon	Texas City		

### ***QUALIFIED ALTERNATIVE CERTIFICATION PROGRAM (ACP) STUDENTS***

Upon acceptance, qualified students will complete the following steps:

1. Probationary Certificate – Students must apply online for a probationary certificate issued by the Texas Education Agency (TEA) at [www.tea.state.tx.us](http://www.tea.state.tx.us) under "Educator Login" and "Applications and Probationary Certification." There is a \$52 fee for the certificate and a \$39.50 fee for fingerprinting and a background check, both of which are paid online at the TEA Web site. Students must have a professional fingerprinting service digitally scan their prints and send them to the TEA. The TEA will conduct its criminal background check using these scans by running them through the Federal Bureau of Investigation (FBI) and the Department of Public Safety (DPS) databases. A maximum of three probationary certificates may be issued by the TEA per student (one per academic year), and students must reapply for them each year. The TEA may or may not issue a probationary certificate to anyone formerly on an emergency permit or other permit. Students should have the school district contact the TEA if the district has a concern with this issue.
2. Alternative Certification Program (ACP) Fee –A non-refundable fee of \$3,000 (subject to change) will be deducted from each ACP student's annual salary by the school district. This fee supports the administration of the program, the university supervisor, the public school mentor, and the student's release-time classroom substitute. Students who require a second or third year to complete the program will have a fee of \$900/\$1800 yearly deducted from their salary each semester for the same reasons stated above. *Three years is the maximum allowed time to complete the program.* Students will register for the ACP Internship course every semester once hired in addition to any



remaining courses required for completion of their certification. TCED 4678 will be taken during the first UHCL semester of employment. TCED 4679 will be taken during the second UHCL semester of employment. TCED 4079 will be taken each UHCL semester during the second and third year of employment until the student has completed the program requirements and is eligible for recommendation for certification.

3. Certification Plan - Students' transcripts will be analyzed during the first semester at University of Houston-Clear Lake (UHCL). The College of Education's (COE) Office of Academic Advising will create a Candidate Plan of Study (CPS) for all students. (Deficiency plans are not used by the ACP.) Students will receive an e-mail from the College of Education with instructions to come to B1231 to sign the plan. See Graduate Teacher Certification or Post-Baccalaureate Teacher Certification sections of catalog, and the COE Web site for additional details on the COE plans.
4. Plan Completion - Students will assume all tuition, fees, and other costs for required university coursework and complete all the requirements listed on the plan. Students must then apply for the Standard Classroom Teaching certificate online and pay the TEA a \$78 fee. UHCL then recommends students for the certificates online.

## GENERAL CERTIFICATION INFORMATION

In accordance with the rules of the State Board of Education, students applying for a teaching certificate in the state of Texas must meet the requirements for a bachelor's degree with an academic major (other than education) or an interdisciplinary academic major. The major must be related to the public school curriculum as defined by Chapter 74 of the Texas Administrative Code. Professional certificates for Principal, Reading Specialist, School Counselor, School Librarian and Superintendent require a master's degree.

Students seeking a teaching certificate recommendation must have at least a 3.000 overall grade point average (GPA) in pedagogy coursework and at least a 2.500 overall GPA in the content area for which the recommendation is sought. Grades of "C-" or better are necessary for all University of Houston-Clear Lake (UHCL) teacher education course requirements. Pre-Service Internship I requires a grade of "B-" or better. Graduate students must maintain a cumulative GPA of 3.000 or better in coursework. Graduate courses require a "C" or better. Some courses require a "B-" or better.

A State Board for Educator Certification (SBEC) rule (Title 19, Part 7, Chapter 249) gives the board the authority to suspend or revoke an educator certificate or refuse to issue an educator certificate to a person who has been convicted of a felony or misdemeanor which directly relates to the duties and responsibilities of the educator profession. For additional actions that may be taken by the board, see Rule 249.

SBEC and TEA require all educator preparation students, faculty, staff, field supervisors and advisory committee (Teacher Certification Council) members to be trained in and adhere to the Texas Educators' Code of Ethics. See Texas Administrative Code, Title 19, Part 7, Chapter 228.50. Training may be provided online or in a classroom setting. Candidates will receive training prior to student teaching, internship, or practicum.

## STATE ASSESSMENTS INFORMATION

Graduate students seeking Principal, Superintendent, Reading Specialist, School Librarian, and/or School Counselor certifications must pass their respective state exams (TExES) in order to be recommended for certification. Their degree or certification plan must match the state assessments for which they are registering.

Registration for the TExES is done online at [www.ets.texas.org](http://www.ets.texas.org), unless the test taker has no way of paying the test fee electronically, in which case registration may be done by telephone at 1-800-205-2626. After setting up a personal account with the ETS, students should follow the directions for registering for an exam.

Graduate certification candidates must pass their respective TExES to be eligible for practica/internships.

The ETS provides preparation materials for every certification at <http://www.texas.ets.org/prepMaterials/>. The State Assessments Coordinator administers paper-based practice tests, several times a month, for the following graduate-level certifications: Principal, School Librarian, School Counselor, and Superintendent. Please check the COE Web site at [www.uhcl.edu/soe](http://www.uhcl.edu/soe) or call 281-283-3609 for practice test dates. Computer-administered practice exams are available in the open computer lab, Bayou 3608, for Principal, Reading Specialist, School Counselor, Superintendent, and Master Reading Teacher certification candidates during normal computer lab hours.

## **TEXAS EDUCATION AGENCY (TEA)**

For additional information on state certification, contact the Texas Education Agency (TEA) through its Web site at [www.tea.texas.gov](http://www.tea.texas.gov) or its Information and Support Center number at 1-512-936-8400. Any changes made by the state and University of Houston-Clear Lake (UHCL) in interpreting the rulings on educator certification plans in Texas may supersede the requirements of existing certification plans, degree plans, alternative certification plans, or deficiency plans.

## **APPLYING FOR CERTIFICATION**

All students completing requirements for certificates must apply for certification and pay the required fee through the "Educator Certification Online System" Web site at [www.tea.state.tx.us](http://www.tea.state.tx.us). Verification of certification will automatically be issued electronically by the Texas Education Agency (TEA) as soon as all requirements have been completed by an educator.

## **COMPLAINT RESOLUTION PROCEDURES**

For issues or complaints, contact the College of Education Office of Academic Advising by email, [education@uhcl.edu](mailto:education@uhcl.edu), or phone, 281-283-3600. If the issue is not resolved, contact the College of Education Associate Dean.

For further issues or complaints about this educator preparation program, see the UHCL COE "Complaint Procedures", under General Information, at [http://prtl.uhcl.edu/portal/page/portal/SOE/Forms/form\\_files/UHCL\\_EPP\\_Complaint\\_Procedures.pdf](http://prtl.uhcl.edu/portal/page/portal/SOE/Forms/form_files/UHCL_EPP_Complaint_Procedures.pdf)

For steps to follow in contacting the Texas Education Agency with a complaint about this EPP, see [http://tea.texas.gov/About\\_TEA/Contact\\_Us/Complaints/Complaints/](http://tea.texas.gov/About_TEA/Contact_Us/Complaints/Complaints/).

## **POST-DEGREE TEACHER CERTIFICATION PLANS**

Students seeking initial teacher certification who hold at least a bachelor's degree from an accredited university may choose from two sets of programs. Students wishing to combine their pursuits of initial teacher certification with the pursuit of a master's degree can follow a graduate teacher certification program. Students who do not wish to pursue a master's degree can follow a post-baccalaureate teacher certification program (see undergraduate catalog). Students pursuing a second bachelor's degree are also considered to be post-baccalaureate teacher certification program students and should consult the University of Houston-Clear Lake (UHCL) Undergraduate Catalog.

## **GRADUATE TEACHER CERTIFICATION PLANS**

To be eligible for admission to a graduate teacher certification program, students must have a bachelor's degree from an accredited university and also be pursuing a master's degree at University of Houston-Clear Lake (UHCL). Students must meet the graduate admissions requirements for both the university and the College of Education (COE). These requirements are described in Graduate Plans. (p. 175)

Graduate teacher certification students are considered graduate students; therefore, they must maintain graduate academic standards and pay graduate tuition rates. Some courses listed on the graduate teacher certification plans can also be applied to the pursuit of a master's degree.

At UHCL, graduate students may pursue the following graduate teacher certificates:

1. Core Subjects EC-6
2. Core Subjects EC-6 with Bilingual Education Supplemental
3. Core Subjects EC-6 with ESL Supplemental
4. Core Subjects EC-6 with Special Education EC-12
5. English Language Arts and Reading 4-8
6. English Language Arts and Reading/Social Studies 4-8
7. Core Subjects 4-8
8. Mathematics 4-8
9. Science 4-8
10. Social Studies 4-8
11. English Language Arts and Reading 7-12
12. History 7-12
13. Life Sciences 7-12
14. Social Studies 7-12
15. Mathematics 7-12

## GRADUATE TEACHER CERTIFICATION PLAN CORE SUBJECTS EC-6

This certification may also be combined with a master's degree in Early Childhood Education. Please refer to master's degree plans.

Check prerequisites before enrolling in any courses.

### Certification Plan Requirements

#### Required Courses:

ECED 5031	Teaching Young Children
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#### One of the following:

ECED 5132	Literacy Development in Early Childhood
ECED 4311	Reading Development in Young Children

#### One of the following:

ECED 5033	Guidance and Classroom Management for EC-6
TCED 4303	Creating Positive Learning Environments in EC-6

#### One of the following:

ECED 5331	Evaluation of Development of Young Children
ECED 4314	Observational/Developmental Assessment of Young Children

#### One of the following:

ECED 5131	Curriculum Development for Young Children
ECED 4302	Developing Competence in Young Children

#### One of the following:

ECED 5335	Children, Family and Society
ECED 1303	Children and Families

#### Prerequisite Courses for Admission to Teacher Education Program (TEP):

EDUC 4310	Theories of Educational Psychology
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#### One of the following:

SILC 6030	Foundations of Multicultural Education
SILC 4315	Theories of American Pluralism

**One of the following:**

TCED 6031	Application of Technology in the Classroom
INST 3313	Survey of Instructional Technologies

**Pedagogy Courses:****One of the following:**

TCED 5231	Teaching Social Studies in the Elementary School
TCED 4321	Social Studies Methods for EC-6

**One of the following:**

TCED 5232	Teaching Science in the EC-6 Classroom
TCED 4322	Science Methods for EC-6

**One of the following:**

TCED 5233	Teaching Mathematics in the EC-6 Classroom
TCED 4323	Mathematics Methods for EC-6

**One of the following options:****Option 1:**

TCED 4378	Pre-Service Internship I
TCED 4978	Pre-Service Internship II/Student Teaching

**Option 2:**

TCED 4678	Post-Degree Internship I
TCED 4679	Post-Degree Internship II/Student Teaching

**Other required courses:**

TCED 4100	Core Subjects Teacher Seminar
ARTS 2379	Arts and the Child
HLTH 3302	Health and Physical Education - EC-6 Survey

**One of the following:**

LLS 5131	Integrating the Language Arts
LLS 4344	Reading & Writing for EC-6

**One of the following:**

LLS 5533	Selecting Literature and Materials for Children
LLS 4345	Survey of Children's Literature

**One of the following:**

SPED 5030	Survey of Individual Differences
SPED 4300	Survey of Exceptionalities

## GRADUATE TEACHER CERTIFICATION PLAN CORE SUBJECTS EC-6 WITH BILINGUAL EDUCATION SUPPLEMENTAL CERTIFICATION

Check prerequisites before enrolling in any courses.

### Certification Plan Requirements

**Required Courses:**

SILC 4301	Spanish for Bilingual Teachers
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**One of the following:**

SILC 5032	Applied Linguistics for Bilingual Education/ESL
SILC 4313	Language Learning

**One of the following:**

SILC 5130	Theory and Research in Bilingual and ESL Education
SILC 4310	Foundations of Bilingual and ESL Education

**One of the following:**

SILC 5031	Curriculum Issues in Educating the Bilingual Student
SILC 4316	Bilingual Curriculum in the Content Areas

**One of the following:**

SILC 5531	Literacy for Spanish-Speaking Students
SILC 4351	Development of Biliteracy

**Prerequisite Courses for Admission to Teacher Education Program (TEP):**

EDUC 4310	Theories of Educational Psychology
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**One of the following:**

SILC 6030	Foundations of Multicultural Education
SILC 4315	Theories of American Pluralism

**One of the following:**

TCED 6031	Application of Technology in the Classroom
INST 3313	Survey of Instructional Technologies

**Pedagogy Courses:**

**One of the following:**

TCED 5231	Teaching Social Studies in the Elementary School
TCED 4321	Social Studies Methods for EC-6

**One of the following:**

TCED 5232	Teaching Science in the EC-6 Classroom
TCED 4322	Science Methods for EC-6

**One of the following:**

TCED 5233	Teaching Mathematics in the EC-6 Classroom
TCED 4323	Mathematics Methods for EC-6

**One of the following options:**

**Option 1:**

TCED 4378	Pre-Service Internship I
TCED 4978	Pre-Service Internship II/Student Teaching

**Option 2:**

TCED 4678	Post-Degree Internship I
TCED 4679	Post-Degree Internship II/Student Teaching

**Other required courses:**

**One of the following:**

TCED 4303	Creating Positive Learning Environments in EC-6
TCED 4100	Core Subjects Teacher Seminar
ARTS 2379	Arts and the Child
HLTH 3302	Health and Physical Education - EC-6 Survey

**One of the following:**

LLLS 5131	Integrating the Language Arts
LLLS 4344	Reading & Writing for EC-6

**One of the following:**

SPED 5030	Survey of Individual Differences
SPED 4300	Survey of Exceptionalities

# GRADUATE TEACHER CERTIFICATION PLAN CORE SUBJECTS EC-6 WITH ESL SUPPLEMENTAL CERTIFICATION

Check prerequisites before enrolling in any courses.

## Certification Plan Requirements

### Required Courses:

#### One of the following:

SILC 5032	Applied Linguistics for Bilingual Education/ESL
SILC 4313	Language Learning

#### One of the following:

SILC 5033	Cross-Curricular Literacy for Second Language Learners
SILC 4312	Content-Based ESL

#### One of the following:

SILC 5130	Theory and Research in Bilingual and ESL Education
SILC 4310	Foundations of Bilingual and ESL Education

#### One of the following:

SILC 5134	Second Language Teaching
SILC 4311	ESL Methods

#### One of the following:

SILC 6032	Models of Language
SILC 4302	Introduction to the Study of Languages

### Prerequisite Courses for Admission to Teacher Education Program (TEP):

EDUC 4310	Theories of Educational Psychology
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#### One of the following:

SILC 6030	Foundations of Multicultural Education
SILC 4315	Theories of American Pluralism

#### One of the following:

TCED 6031	Application of Technology in the Classroom
INST 3313	Survey of Instructional Technologies

### Pedagogy Courses:

#### One of the following:

TCED 5231	Teaching Social Studies in the Elementary School
TCED 4321	Social Studies Methods for EC-6

#### One of the following:

TCED 5232	Teaching Science in the EC-6 Classroom
TCED 4322	Science Methods for EC-6

#### One of the following:

TCED 5233	Teaching Mathematics in the EC-6 Classroom
TCED 4323	Mathematics Methods for EC-6

### One of the following options:

#### Option 1:

TCED 4378	Pre-Service Internship I
TCED 4978	Pre-Service Internship II/Student Teaching

#### Option 2:

TCED 4678	Post-Degree Internship I
TCED 4679	Post-Degree Internship II/Student Teaching

### Other required courses:

#### One of the following:

TCED 4303	Creating Positive Learning Environments in EC-6
TCED 4100	Core Subjects Teacher Seminar
ARTS 2379	Arts and the Child
HLTH 3302	Health and Physical Education - EC-6 Survey

**One of the following:**

LLLS 5131	Integrating the Language Arts
LLLS 4344	Reading & Writing for EC-6

**One of the following:**

SPED 5030	Survey of Individual Differences
SPED 4300	Survey of Exceptionalities

## **GRADUATE TEACHER CERTIFICATION PLAN CORE SUBJECTS EC-6 WITH EC-12 SPECIAL EDUCATION**

Check prerequisites before enrolling in any courses.

### **Certification Plan Requirements**

**Required Courses:**

**One of the following:**

SPED 5133	Practicum in Inclusive Education
SPED 4313	Individualizing Instruction for Students With Disabilities

**One of the following:**

SPED 5233	Providing Positive Behavioral Support
SPED 4321	Implementing Positive Behavior Supports

**One of the following:**

SPED 5030	Survey of Individual Differences
SPED 4300	Survey of Exceptionalities

**One of the following:**

SPED 5332	Exceptionalities in Infants and Young Children
SPED 4332	Early Childhood Special Education

**One of the following:**

SPED 5131	Educational Assessment of Exceptionalities
SPED 4311	Assessment in Special Education

**One of the following:**

SPED 5132	Curricular Approaches to Learning Difficulties
SPED 4312	Diagnostic Instruction for Learners With Special Needs

### **Prerequisite Courses for Admission to Teacher Education Program (TEP):**

EDUC 4310	Theories of Educational Psychology
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**One of the following:**

TCED 6031	Application of Technology in the Classroom
INST 3313	Survey of Instructional Technologies

**One of the following:**

SILC 6030	Foundations of Multicultural Education
SILC 4315	Theories of American Pluralism

**Pedagogy Courses:**

**One of the following:**

TCED 5233	Teaching Mathematics in the EC-6 Classroom
TCED 4323	Mathematics Methods for EC-6

**One of the following:**

TCED 5232	Teaching Science in the EC-6 Classroom
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TCED 4322                      Science Methods for EC-6

**One of the following:**

TCED 5231                      Teaching Social Studies in the Elementary School  
TCED 4321                      Social Studies Methods for EC-6

**One of the following options:**

**Option 1:**

TCED 4378                      Pre-Service Internship I  
TCED 4978                      Pre-Service Internship II/Student Teaching

**Option 2:**

TCED 4678                      Post-Degree Internship I  
TCED 4679                      Post-Degree Internship II/Student Teaching

**Other required courses:**

ARTS 2379                      Arts and the Child  
HLTH 3302                      Health and Physical Education - EC-6 Survey  
TCED 4100                      Core Subjects Teacher Seminar  
TCED 4303                      Creating Positive Learning Environments in EC-6

**One of the following:**

LLS 5533                      Selecting Literature and Materials for Children  
LLS 4345                      Survey of Children's Literature

**One of the following:**

LLS 5131                      Integrating the Language Arts  
LLS 4344                      Reading & Writing for EC-6

## GRADUATE TEACHER CERTIFICATION PLAN ENGLISH LANGUAGE ARTS AND READING 4-8

Check prerequisites before enrolling in any courses.

This plan has a content waiver option based on passing the content state assessment on the first attempt. See a College of Education (COE) adviser for details.

### Certification Plan Requirements

**Required Courses:**

LITR 3361                      Shakespeare  
LITR 3302                      Principles of Composition  
LLS 4346                      Teaching Language Arts in the 4-8 Classroom

**One of the following:**

LLS 5135                      Developmental Reading Programs for Secondary Schools  
LLS 4311                      Survey of Reading

**One of the following:**

LLS 5531                      Critical Reading and Thinking  
LLS 4351                      Reading in Content Subjects

**One of the following:**

LLS 5533                      Selecting Literature and Materials for Children  
LLS 4345                      Survey of Children's Literature

**Choose two courses from:**

LITR 3371                      Creative Writing  
LITR 4320                      The Romantic Movement in British Literature  
LITR 4336                      Contemporary American Literature  
LITR 4340                      American Immigrant Literature  
LITR 4356                      Modern American and British Poetry  
LITR 4368                      Literature of the Future

### Prerequisite Courses for Admission to Teacher Education Program (TEP):

EDUC 4310                      Theories of Educational Psychology



**One of the following:**

SILC 6030	Foundations of Multicultural Education
SILC 4315	Theories of American Pluralism

**One of the following:**

TCED 6031	Application of Technology in the Classroom
INST 3313	Survey of Instructional Technologies

**Pedagogy Courses:****One of the following options:****Option 1:**

TCED 4378	Pre-Service Internship I
TCED 4978	Pre-Service Internship II/Student Teaching

**Option 2:**

TCED 4678	Post-Degree Internship I
TCED 4679	Post-Degree Internship II/Student Teaching

**Other required courses:**

TCED 4102	Secondary (4-8 & 7-12) Content Teacher Seminar
TCED 4304	Creating Positive Learning Environments in 4-8

**One of the following:**

SPED 5030	Survey of Individual Differences
SPED 4300	Survey of Exceptionalities

**Notes Regarding the No Child Left Behind (NCLB) Highly Qualified Teacher Requirements:**

To be "Highly Qualified" to teach at the elementary level (Grades EC-6), teacher candidates must pass a Core Subjects EC-6 or Core Subjects 4-8 Texas Examinations of Educator Standards (TExES) exam. Candidates may take a TExES core subjects exam after completing an initial certification program. Fully certified teachers may register for the additional TExES as "By Exam Only" at the Educational Testing Service (ETS) test registration Web site. They may then apply at the State Board for Educator Certification (SBEC)/Texas Education Agency (TEA) Web site as "Certification by Examination" to add the Core Subjects certificate. Contact TEA's NCLB office for further information at 1-512-463-9374 or

[http://tea.texas.gov/About\\_TEA/Laws\\_and\\_Rules/NCLB\\_and\\_ESEA/No\\_Child\\_Left\\_Behind\\_and\\_Elementary\\_and\\_Secondary\\_Education\\_Act/](http://tea.texas.gov/About_TEA/Laws_and_Rules/NCLB_and_ESEA/No_Child_Left_Behind_and_Elementary_and_Secondary_Education_Act/). See the section called "Highly Qualified Teachers."

## GRADUATE TEACHER CERTIFICATION PLAN ENGLISH LANGUAGE ARTS, READING AND SOCIAL STUDIES 4-8

This plan has a content waiver option based on passing the content state assessments on the first attempt. See a College of Education (COE) adviser for details.

Check prerequisites before enrolling in any courses.

**Certification Plan Requirements****Required Courses:**

GEOG 1303	World Regional Geography
GEOG 4314	Teaching Geography
HIST 2301	Texas History
LITR 3302	Principles of Composition
LITR 3361	Shakespeare
LLS 4346	Teaching Language Arts in the 4-8 Classroom

**One of the following:**

LLS 5135	Developmental Reading Programs for Secondary Schools
LLS 4311	Survey of Reading

**One of the following:**

LLS 5531	Critical Reading and Thinking
LLS 4351	Reading in Content Subjects

**Choose two courses from:**

LITR 3371	Creative Writing
LITR 4320	The Romantic Movement in British Literature
LITR 4336	Contemporary American Literature
LITR 4340	American Immigrant Literature
LITR 4356	Modern American and British Poetry
LITR 4368	Literature of the Future

**Choose one courses from:**

HIST 3325	Colonial America
HIST 3327	The New American Nation
HIST 3330	Civil War and Reconstruction

**Prerequisite Courses for Admission to Teacher Education Program (TEP):**

EDUC 4310	Theories of Educational Psychology
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**One of the following:**

SILC 6030	Foundations of Multicultural Education
SILC 4315	Theories of American Pluralism

**One of the following:**

TCED 6031	Application of Technology in the Classroom
INST 3313	Survey of Instructional Technologies

**Pedagogy Courses:**

TCED 4331	Social Studies Methods for Grades 4-8
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**One of the following options:****Option 1:**

TCED 4378	Pre-Service Internship I
TCED 4978	Pre-Service Internship II/Student Teaching

**Option 2:**

TCED 4678	Post-Degree Internship I
TCED 4679	Post-Degree Internship II/Student Teaching

**Other required courses:**

TCED 4102	Secondary (4-8 & 7-12) Content Teacher Seminar
TCED 4304	Creating Positive Learning Environments in 4-8

**One of the following:**

SPED 5030	Survey of Individual Differences
SPED 4300	Survey of Exceptionalities

**Notes Regarding the No Child Left Behind (NCLB) Highly Qualified Teacher Requirements:**

To be "Highly Qualified" to teach at the elementary level (Grades EC-6), teacher candidates must pass a Core Subjects EC-6 or Core Subjects 4-8 Texas Examinations of Educator Standards (TExES) exam. Candidates may take a TExES core subjects exam after completing an initial certification program. Fully certified teachers may register for the additional TExES as "By Exam Only" at the Educational Testing Service (ETS) test registration Web site. They may then apply at the State Board for Educator Certification (SBEC)/Texas Education Agency (TEA) Web site as "Certification by Examination" to add the Core Subjects certificate. Contact TEA's NCLB office for further information at 1-512-463-9374 or

[http://tea.texas.gov/About\\_TEA/Laws\\_and\\_Rules/NCLB\\_and\\_ESEA/No\\_Child\\_Left\\_Behind\\_and\\_Elementary\\_and\\_Secondary\\_Education\\_Act/](http://tea.texas.gov/About_TEA/Laws_and_Rules/NCLB_and_ESEA/No_Child_Left_Behind_and_Elementary_and_Secondary_Education_Act/). See the section called "Highly Qualified Teachers."

## GRADUATE TEACHER CERTIFICATION PLAN CORE SUBJECTS 4-8

This plan has a content waiver option based on passing the content state assessments on the first attempt. See a College of Education (COE) adviser for details.

Check prerequisites before enrolling in any courses.

### Certification Plan Requirements

#### Required Courses:

MATH 1351                      Fundamentals of Math II

#### One of the following:

LLS 5531                      Critical Reading and Thinking  
LLS 4351                      Reading in Content Subjects

#### One of the following:

LLS 5533                      Selecting Literature and Materials for Children  
LLS 4345                      Survey of Children's Literature

#### Choose one course from:

LITR 3302                      Principles of Composition  
WRIT 3304                      Writing for Education  
WRIT 3307                      Advanced Writing

#### Choose one course from:

GEOG 1303                      World Regional Geography  
GEOG 4314                      Teaching Geography

#### Choose one course from:

HIST 2301                      Texas History  
HIST 3325                      Colonial America  
HIST 3327                      The New American Nation  
HIST 3330                      Civil War and Reconstruction

#### Choose one course from:

LITR 3371                      Creative Writing  
LITR 4320                      The Romantic Movement in British Literature  
LITR 4336                      Contemporary American Literature  
LITR 4340                      American Immigrant Literature  
LITR 4356                      Modern American and British Poetry  
LITR 4368                      Literature of the Future

Choose one Biology course

Choose one Geology course

Choose one Physics, Chemistry, or Astronomy course

#### Prerequisite Courses for Admission to Teacher Education Program (TEP):

EDUC 4310                      Theories of Educational Psychology

#### One of the following:

SILC 6030                      Foundations of Multicultural Education  
SILC 4315                      Theories of American Pluralism

#### One of the following:

TCED 6031                      Application of Technology in the Classroom  
INST 3313                      Survey of Instructional Technologies

#### Pedagogy Courses:

TCED 4331                      Social Studies Methods for Grades 4-8

#### One of the following:

TCED 5332                      Teaching Science in the 4-8 Classroom  
TCED 4332                      Science Methods for Grades 4-8

#### One of the following:

TCED 5333                      Teaching Mathematics in the 4-8 Classroom

TCED 4333                      Mathematics Methods for Grades 4-8

**One of the following options:**

**Option 1:**

TCED 4378                      Pre-Service Internship I  
TCED 4978                      Pre-Service Internship II/Student Teaching

**Option 2:**

TCED 4678                      Post-Degree Internship I  
TCED 4679                      Post-Degree Internship II/Student Teaching

**Other required courses:**

TCED 4100                      Core Subjects Teacher Seminar  
TCED 4304                      Creating Positive Learning Environments in 4-8

**One of the following:**

SPED 5030                      Survey of Individual Differences  
SPED 4300                      Survey of Exceptionalities

## GRADUATE TEACHER CERTIFICATION PLAN MATHEMATICS 4-8

This plan has a content waiver option based on passing the content state assessment on the first attempt. See a College of Education (COE) adviser for details.

Check prerequisites before enrolling in any courses.

### Certification Plan Requirements

**Required Courses:**

MATH 2413                      Calculus I  
MATH 2414                      Calculus II  
MATH 2318                      Linear Algebra  
MATH 3300                      Introduction to Modern Algebra and Number Theory  
MATH 3304                      Algebra Through Technology  
MATH 4344                      Introduction to Probability

**Choose four courses from:**

MATH 4315                      Numerical Analysis and its Applications  
MATH 4316                      Mathematic Software Applications  
MATH 4321                      Predicate Logic  
MATH 4322                      Introduction to Abstract Algebra  
MATH 4325                      Theory of Models and Applications  
MATH 4345                      Introduction to Statistics

**Prerequisite Courses for Admission to Teacher Education Program (TEP):**

EDUC 4310                      Theories of Educational Psychology

**One of the following:**

SILC 6030                      Foundations of Multicultural Education  
SILC 4315                      Theories of American Pluralism

**One of the following:**

TCED 6031                      Application of Technology in the Classroom  
INST 3313                      Survey of Instructional Technologies

**Pedagogy Courses:**

**One of the following:**

TCED 5333                      Teaching Mathematics in the 4-8 Classroom  
TCED 4333                      Mathematics Methods for Grades 4-8

**One of the following options:**

**Option 1:**

TCED 4378                      Pre-Service Internship I

TCED 4978	Pre-Service Internship II/Student Teaching
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**Option 2:**

TCED 4678	Post-Degree Internship I
TCED 4679	Post-Degree Internship II/Student Teaching

**Other required courses:**

TCED 4102	Secondary (4-8 & 7-12) Content Teacher Seminar
TCED 4304	Creating Positive Learning Environments in 4-8

**One of the following:**

LLS 5531	Critical Reading and Thinking
LLS 4351	Reading in Content Subjects

**One of the following:**

LLS 5533	Selecting Literature and Materials for Children
LLS 4345	Survey of Children's Literature

**One of the following:**

SPED 5030	Survey of Individual Differences
SPED 4300	Survey of Exceptionalities

**Notes Regarding the No Child Left Behind (NCLB) Highly Qualified Teacher Requirements:**

To be "Highly Qualified" to teach at the elementary level (Grades EC-6), teacher candidates must pass a Core Subjects EC-6 or Core Subjects 4-8 Texas Examinations of Educator Standards (TExES) exam. Candidates may take a TExES core subjects exam after completing an initial certification program. Fully certified teachers may register for the additional TExES as "By Exam Only" at the Educational Testing Service (ETS) test registration Web site. They may then apply at the State Board for Educator Certification (SBEC)/Texas Education Agency (TEA) Web site as "Certification by Examination" to add the Core Subjects certificate. Contact TEA's NCLB office for further information at 1-512-463-9374 or [http://tea.texas.gov/About\\_TEA/Laws\\_and\\_Rules/NCLB\\_and\\_ESEA/No\\_Child\\_Left\\_Behind\\_and\\_Elementary\\_and\\_Secondary\\_Education\\_Act/](http://tea.texas.gov/About_TEA/Laws_and_Rules/NCLB_and_ESEA/No_Child_Left_Behind_and_Elementary_and_Secondary_Education_Act/). See the sections called "Highly Qualified Teachers."

**GRADUATE TEACHER CERTIFICATION PLAN SCIENCE 4-8**

Check prerequisites before enrolling in any courses.

This plan has a content waiver option based on passing the content state assessment on the first attempt. See a College of Education (COE) adviser for details.

**Certification Plan Requirements****Required Courses:**

BIOL 1106	Laboratory for Biology for Science Majors I
BIOL 1107	Laboratory for Biology for Science Majors II
BIOL 1306	Biology for Science Majors I
BIOL 1307	Biology for Science Majors II
CHEM 1111	Laboratory for General Chemistry I
CHEM 1311	General Chemistry I
ENSC 1101	Laboratory for Environmental Science I
ENSC 1301	Environmental Science I
GEOL 1103	Laboratory for Physical Geology
GEOL 1303	Physical Geology
PHYS 1101	Laboratory for College Physics I
PHYS 1301	College Physics I

**Prerequisite Courses for Admission to Teacher Education Program (TEP):**

EDUC 4310	Theories of Educational Psychology
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**One of the following:**

SILC 6030	Foundations of Multicultural Education
SILC 4315	Theories of American Pluralism

**One of the following:**

TCED 6031	Application of Technology in the Classroom
INST 3313	Survey of Instructional Technologies

**Pedagogy Courses:****One of the following:**

TCED 5332	Teaching Science in the 4-8 Classroom
TCED 4332	Science Methods for Grades 4-8

**One of the following options:****Option 1:**

TCED 4378	Pre-Service Internship I
TCED 4978	Pre-Service Internship II/Student Teaching

**Option 2:**

TCED 4678	Post-Degree Internship I
TCED 4679	Post-Degree Internship II/Student Teaching

**Other required courses:**

TCED 4102	Secondary (4-8 & 7-12) Content Teacher Seminar
TCED 4304	Creating Positive Learning Environments in 4-8

**One of the following:**

LLS 5531	Critical Reading and Thinking
LLS 4351	Reading in Content Subjects

**One of the following:**

LLS 5533	Selecting Literature and Materials for Children
LLS 4345	Survey of Children's Literature

**One of the following:**

SPED 5030	Survey of Individual Differences
SPED 4300	Survey of Exceptionalities

**Notes Regarding the No Child Left Behind (NCLB) Highly Qualified Teacher Requirements:**

To be "Highly Qualified" to teach at the elementary level (Grades EC-6), teacher candidates must pass a Core Subjects EC-6 or Core Subjects 4-8 Texas Examinations of Educator Standards (TExES) exam. Candidates may take a TExES core subjects exam after completing an initial certification program. Fully certified teachers may register for the additional TExES as "By Exam Only" at the Educational Testing Service (ETS) test registration Web site. They may then apply at the State Board for Educator Certification (SBEC)/Texas Education Agency (TEA) Web site as "Certification by Examination" to add the Core Subjects certificate. Contact TEA's NCLB office for further information at 1-512-463-9374 or

[http://tea.texas.gov/About\\_TEA/Laws\\_and\\_Rules/NCLB\\_and\\_ESEA/No\\_Child\\_Left\\_Behind\\_and\\_Elementary\\_and\\_Secondary\\_Education\\_Act/](http://tea.texas.gov/About_TEA/Laws_and_Rules/NCLB_and_ESEA/No_Child_Left_Behind_and_Elementary_and_Secondary_Education_Act/). See the sections called "Highly Qualified Teachers."

**GRADUATE TEACHER CERTIFICATION PLAN SOCIAL STUDIES 4-8**

This plan has a content waiver option based on passing the content state assessment on the first attempt. See a College of Education (COE) adviser for details.

Check prerequisites before enrolling in any courses.

**Certification Plan Requirements****Required Courses:**

GEOG 1303	World Regional Geography
GEOG 4314	Teaching Geography
HIST 2301	Texas History

**Choose one course from:**

GEOG 1301	Modern Physical Geography
GEOG 1302	Global Geography

**Choose one course from:**

HIST 3325	Colonial America
HIST 3327	The New American Nation
HIST 3330	Civil War and Reconstruction

**Prerequisite Courses for Admission to Teacher Education Program (TEP):**

EDUC 4310	Theories of Educational Psychology
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**One of the following:**

SILC 6030	Foundations of Multicultural Education
SILC 4315	Theories of American Pluralism

**One of the following:**

TCED 6031	Application of Technology in the Classroom
INST 3313	Survey of Instructional Technologies

**Pedagogy Courses:**

TCED 4331	Social Studies Methods for Grades 4-8
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**One of the following options:****Option 1:**

TCED 4378	Pre-Service Internship I
TCED 4978	Pre-Service Internship II/Student Teaching

**Option 2:**

TCED 4678	Post-Degree Internship I
TCED 4679	Post-Degree Internship II/Student Teaching

**Other required courses:**

TCED 4102	Secondary (4-8 & 7-12) Content Teacher Seminar
TCED 4304	Creating Positive Learning Environments in 4-8

**One of the following:**

LLS 5531	Critical Reading and Thinking
LLS 4351	Reading in Content Subjects

**One of the following:**

LLS 5533	Selecting Literature and Materials for Children
LLS 4345	Survey of Children's Literature

**One of the following:**

SPED 5030	Survey of Individual Differences
SPED 4300	Survey of Exceptionalities

**Notes Regarding the No Child Left Behind (NCLB) Highly Qualified Teacher Requirements:**

To be "Highly Qualified" to teach at the elementary level (Grades EC-6), teacher candidates must pass a Core Subjects EC-6 or Core Subjects 4-8 Texas Examinations of Educator Standards (TExES) exam. Candidates may take a TExES core subjects exam after completing an initial certification program. Fully certified teachers may register for the additional TExES as "By Exam Only" at the Educational Testing Service (ETS) test registration Web site. They may then apply at the State Board for Educator Certification (SBEC)/Texas Education Agency (TEA) Web site as "Certification by Examination" to add the Core Subjects certificate. Contact TEA's NCLB office for further information at 1-512-463-9374 or

[http://tea.texas.gov/About\\_TEA/Laws\\_and\\_Rules/NCLB\\_and\\_ESEA/No\\_Child\\_Left\\_Behind\\_and\\_Elementary\\_and\\_Secondary\\_Education\\_Act/](http://tea.texas.gov/About_TEA/Laws_and_Rules/NCLB_and_ESEA/No_Child_Left_Behind_and_Elementary_and_Secondary_Education_Act/). See the sections called "Highly Qualified Teachers."

# GRADUATE TEACHER CERTIFICATION PLAN ENGLISH LANGUAGE ARTS AND READING 7-12

Check prerequisites before enrolling in any courses.

This plan has a content waiver option based on passing the content state assessment on the first attempt. See a College of Education (COE) adviser for details.

## Certification Plan Requirements

### Required Courses:

LITR 3361	Shakespeare
LITR 3302	Principles of Composition

### One of the following:

LLS 5531	Critical Reading and Thinking
LLS 4351	Reading in Content Subjects

### One of the following:

LLS 5135	Developmental Reading Programs for Secondary Schools
LLS 4311	Survey of Reading

### One of the following:

LLS 5532	Selecting Literature and Materials for Young Adults
LLS 4352	Young Adult Literature and Reading

### Choose two courses from:

LITR 3334	Mythology
LITR 3371	Creative Writing
LITR 4304	Workshop in Poetics
LITR 4360	Film as Literature
LITR 4301	Literary Theory
LITR 4356	Modern American and British Poetry
LITR 4342	Modern and Contemporary Drama
LITR 4344	The Modern Novel
LITR 4324	Rise and Development of the British Novel
LITR 4358	Contemporary Poetry
LITR 4370	Tragedy
LITR 4371	Comedy
LITR 4362	The Literature of Adolescence
LITR 4364	Women in Literature
LITR 4368	Literature of the Future

### Prerequisite Courses for Admission to Teacher Education Program (TEP):

EDUC 4310	Theories of Educational Psychology
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### One of the following:

SILC 6030	Foundations of Multicultural Education
SILC 4315	Theories of American Pluralism

### One of the following:

TCED 6031	Application of Technology in the Classroom
INST 3313	Survey of Instructional Technologies

### Pedagogy Courses:

### One of the following:

LLS 5634	Teaching Methods for English/Reading Language Arts Grades 7-12
LLS 4364	Methods in Secondary English/Language Arts

### One of the following options:

#### Option 1:

TCED 4378	Pre-Service Internship I
TCED 4978	Pre-Service Internship II/Student Teaching

#### Option 2:



TCED 4678	Post-Degree Internship I
TCED 4679	Post-Degree Internship II/Student Teaching

**Other required courses:**

TCED 4102	Secondary (4-8 & 7-12) Content Teacher Seminar
TCED 4306	Creating Positive Learning Environments in 7-12

**One of the following:**

SPED 5030	Survey of Individual Differences
SPED 4300	Survey of Exceptionalities

**GRADUATE TEACHER CERTIFICATION PLAN HISTORY 7-12**

This plan has a content waiver option based on passing the content state assessment on the first attempt. See a College of Education (COE) adviser for details.

Check prerequisites before enrolling in any courses.

**Certification Plan Requirements****Required Courses:**

GEOG 1303	World Regional Geography
HIST 3325	Colonial America
HIST 3330	Civil War and Reconstruction
HIST 4325	Studies in Middle Eastern History

Choose two courses from History electives: Please see COE academic adviser.

**Prerequisite Courses for Admission to Teacher Education Program (TEP):**

EDUC 4310	Theories of Educational Psychology
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**One of the following:**

SILC 6030	Foundations of Multicultural Education
SILC 4315	Theories of American Pluralism

**One of the following:**

TCED 6031	Application of Technology in the Classroom
INST 3313	Survey of Instructional Technologies

**Pedagogy Courses:****One of the following:**

TCED 5234	Social Studies Methods for the Secondary Grades
TCED 4361	Methods in Secondary Social Studies

**One of the following options:****Option 1:**

TCED 4378	Pre-Service Internship I
TCED 4978	Pre-Service Internship II/Student Teaching

**Option 2:**

TCED 4678	Post-Degree Internship I
TCED 4679	Post-Degree Internship II/Student Teaching

**Other required courses:**

TCED 4102	Secondary (4-8 & 7-12) Content Teacher Seminar
TCED 4306	Creating Positive Learning Environments in 7-12

**One of the following:**

LLS 5135	Developmental Reading Programs for Secondary Schools
LLS 4311	Survey of Reading

**One of the following:**

LLS 5531	Critical Reading and Thinking
LLS 4351	Reading in Content Subjects

**One of the following:**

SPED 5030	Survey of Individual Differences
SPED 4300	Survey of Exceptionalities

**GRADUATE TEACHER CERTIFICATION PLAN LIFE SCIENCES 7-12**

This plan has a content waiver option based on passing the content state assessment on the first attempt. See a College of Education (COE) adviser for details.

Check prerequisites before enrolling in any courses.

**Certification Plan Requirements****Required Courses:**

BIOL 1106	Laboratory for Biology for Science Majors I
BIOL 1107	Laboratory for Biology for Science Majors II
BIOL 1306	Biology for Science Majors I
BIOL 1307	Biology for Science Majors II
BIOL 3341	Molecular Genetics
CHEM 1111	Laboratory for General Chemistry I
CHEM 1112	Laboratory for General Chemistry II
CHEM 1311	General Chemistry I
CHEM 1312	General Chemistry II

**Choose one course from:**

BIOL 4343	Plant Physiology
BIOL 4344	Comparative Animal Physiology
BIOL 4345	Human Physiology

**Choose one course from:**

BIOL 3311	Marine Biology
BIOL 3333	Environmental Biology
BIOL 4305	Ecology of the Amazon

**Prerequisite Courses for Admission to Teacher Education Program (TEP):**

EDUC 4310	Theories of Educational Psychology
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**One of the following:**

SILC 6030	Foundations of Multicultural Education
SILC 4315	Theories of American Pluralism

**One of the following:**

TCED 6031	Application of Technology in the Classroom
INST 3313	Survey of Instructional Technologies

**Pedagogy Courses:****One of the following options:****Option 1:**

TCED 4378	Pre-Service Internship I
TCED 4978	Pre-Service Internship II/Student Teaching

**Option 2:**

TCED 4678	Post-Degree Internship I
TCED 4679	Post-Degree Internship II/Student Teaching

**One of the following:**

TCED 5235	Science Methods for the Secondary Grades
TCED 4362	Methods in Secondary Science

**Other required courses:**

TCED 4102	Secondary (4-8 & 7-12) Content Teacher Seminar
TCED 4306	Creating Positive Learning Environments in 7-12

**One of the following:**

LLLS 5135	Developmental Reading Programs for Secondary Schools
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LLS 4311                      Survey of Reading

### One of the following

LLS 5531                      Critical Reading and Thinking  
LLS 4351                      Reading in Content Subjects

### One of the following:

SPED 5030                      Survey of Individual Differences  
SPED 4300                      Survey of Exceptionalities

## GRADUATE TEACHER CERTIFICATION PLAN MATHEMATICS 7-12

This plan has a content waiver option based on passing the content state assessment on the first attempt. See a College of Education (COE) adviser for details.

Check prerequisites before enrolling in any courses.

## Certification Requirements

### Required Courses:

MATH 2318                      Linear Algebra  
MATH 2413                      Calculus I  
MATH 2414                      Calculus II  
MATH 3304                      Algebra Through Technology  
MATH 3305                      Euclidian and Non-Euclidian Geometry  
STAT 4344                      Introduction to Probability

### Choose five courses from:

MATH 2315                      Calculus III  
MATH 2320                      Differential Equations  
MATH 3300                      Introduction to Modern Algebra and Number Theory  
MATH 3301                      History of Mathematical Sciences  
MATH 4315                      Numerical Analysis and its Applications  
MATH 4316                      Mathematic Software Applications  
MATH 4321                      Predicate Logic  
MATH 4322                      Introduction to Abstract Algebra  
MATH 4325                      Theory of Models and Applications  
STAT 4345                      Introduction to Statistics

### Prerequisite Courses for Admission to Teacher Education Program (TEP):

EDUC 4310                      Theories of Educational Psychology

### One of the following:

SILC 6030                      Foundations of Multicultural Education  
SILC 4315                      Theories of American Pluralism

### One of the following:

TCED 6031                      Application of Technology in the Classroom  
INST 3313                      Survey of Instructional Technologies

### Pedagogy Courses:

### One of the following options:

#### Option 1:

TCED 4378                      Pre-Service Internship I  
TCED 4978                      Pre-Service Internship II/Student Teaching

#### Option 2:

TCED 4678                      Post-Degree Internship I  
TCED 4679                      Post-Degree Internship II/Student Teaching

### One of the following:

TCED 5236                      Mathematics Methods for the Secondary Grades  
TCED 4363                      Methods in Secondary Mathematics

### Other required courses:

TCED 4102                      Secondary (4-8 & 7-12) Content Teacher Seminar

TCED 4306                      Creating Positive Learning Environments in 7-12  
                                          Three hours of scientific programming language

Scientific Programming Language: (C++, C, Java, Visual BASIC, BASIC, Fortran or Pascal)

**One of the following:**

LLS 5135                      Developmental Reading Programs for Secondary Schools  
 LLS 4312                      Literacy Issues of Secondary Students

**One of the following:**

LLS 5531                      Critical Reading and Thinking  
 LLS 4351                      Reading in Content Subjects

**One of the following:**

SPED 5030                    Survey of Individual Differences  
 SPED 4300                    Survey of Exceptionalities

## GRADUATE TEACHER CERTIFICATION PLAN SOCIAL STUDIES 7-12

This plan has a content waiver option based on passing the content state assessment on the first attempt. See a College of Education (COE) adviser for details.

Check prerequisites before enrolling in any courses.

### Certification Plan Requirements

**Required Courses:**

GEOG 1301                    Modern Physical Geography  
 GEOG 1303                    World Regional Geography  
 GEOG 4314                    Teaching Geography  
 HIST 2301                    Texas History  
 HIST 3325                    Colonial America  
 HIST 3330                    Civil War and Reconstruction

**Prerequisite Courses for Admission to Teacher Education Program (TEP):**

EDUC 4310                    Theories of Educational Psychology

**One of the following:**

SILC 6030                    Foundations of Multicultural Education  
 SILC 4315                    Theories of American Pluralism

**One of the following:**

TCED 6031                    Application of Technology in the Classroom  
 INST 3313                    Survey of Instructional Technologies

**Pedagogy Courses:**

**One of the following options:**

**Option 1:**

TCED 4378                    Pre-Service Internship I  
 TCED 4978                    Pre-Service Internship II/Student Teaching

**Option 2:**

TCED 4678                    Post-Degree Internship I  
 TCED 4679                    Post-Degree Internship II/Student Teaching

**One of the following:**

TCED 5234                    Social Studies Methods for the Secondary Grades  
 TCED 4361                    Methods in Secondary Social Studies

**Other required courses:**

TCED 4102                    Secondary (4-8 & 7-12) Content Teacher Seminar  
 TCED 4306                    Creating Positive Learning Environments in 7-12

**One of the following:**

LLS 5135	Developmental Reading Programs for Secondary Schools
LLS 4311	Survey of Reading

**One of the following:**

LLS 5531	Critical Reading and Thinking
LLS 4351	Reading in Content Subjects

**One of the following:**

SPED 5030	Survey of Individual Differences
SPED 4300	Survey of Exceptionalities

**No Child Left Behind (NCLB) Highly Qualified Teacher Requirements**

To be "Highly Qualified" for employment with a Special Education EC-12 teaching certificate to teach at the elementary level (Grades EC-6), teachers must also earn a Core Subjects EC-6, a Core Subjects 4-8 or a 4-8 content-specific teaching certificate. The University of Houston-Clear Lake (UHCL) undergraduate program includes the Core Subjects EC-6 certification. Those following a post-degree teacher certification plan will need to earn an additional certification by taking the appropriate Texas Examinations of Educator Standards (TExES) after having completed the UHCL Special Education EC-12 program. Fully certified teachers can register for the additional TExES as "By Exam Only."

To be "Highly Qualified" for employment with a Special Education EC-12 teaching certificate to teach at the secondary level (grades 6-12), teachers must also earn the Core Subjects 4-8, a 4-8 content-specific or a 7-12 content-specific teaching certification. Fully certified teachers can register for the additional TExES as "By Exam Only."

For secondary teachers, the federal government is allowing use of passing an additional content test or holding an additional academic major, graduate degree or hours of coursework to be considered "Highly Qualified." For information pertinent to a special education job within a specific school district, contact the Texas Education Agency's (TEA's) NCLB representative at 1-512-463-9374 or view its Web site [http://tea.texas.gov/About\\_TEA/Laws\\_and\\_Rules/NCLB\\_and\\_ESEA/No\\_Child\\_Left\\_Behind\\_and\\_Elementary\\_and\\_Secondary\\_Education\\_Act/](http://tea.texas.gov/About_TEA/Laws_and_Rules/NCLB_and_ESEA/No_Child_Left_Behind_and_Elementary_and_Secondary_Education_Act/). See the sections called "Highly Qualified Teachers."

**ADMISSION TO PRE-SERVICE INTERNSHIPS I AND II FOR GRADUATE STUDENTS**

TCED 4378, Pre-Service Internship I, and TCED 4978, Pre-Service Internship II (or TCED 4668, Pre-Service Internship II/ Student Teaching-Generalist) are the capstone experiences for the University of Houston-Clear Lake (UHCL)-approved Teacher Education Program (TEP), and students must enroll in consecutive long semesters (fall/spring or spring/fall) to complete these two experiences. The rules governing TCED 4378, TCED 4978, and TCED 4668 are identical. Pre-Service Internship I is every Wednesday of the public school semester. Pre-Service Internship II/Student Teaching is every day of the public school semester. Enrollment in Pre-Service Internship I should not be considered until almost all courses have been successfully completed, since the number of semester hours in the Pre-Service Internship II/Student Teaching semester is restricted to 15 hours. Specific requirements for Pre-Service Internships I and II are listed below.

Students must apply for Pre-Service Internship I through the Center for Professional Development of Teachers (CPDT). Applications for Pre-Service Internship I must be received in the CPDT by March 1 for fall internship and by October 1 for spring internship. Pre-Service Internships I and II are not offered during the summer.

Current Internship I candidates do not need to apply for Internship II/Student Teaching. The COE advising staff will automatically conduct an audit of all Internship I candidates' academic records at the end of each semester to determine candidates' eligibility for Internship II.

Informational meetings are held in early September and February each year. Dates and times are posted on the bulletin board outside Suite B1231 as well as on the CPDT website. COE advisers also send students notification of the informational meetings via UHCL e-mail. Pre-Service Internship I applications are available at the informational meeting.

Pedagogy courses must be taken prior to or concurrently with Pre-Service Internship I. The Office of Academic Advising will perform audits to establish students' eligibility for these experiences. Audits are work copies only. The degree and/or certification Candidate Plan of Study (CPS) is the official documentation of requirements.

### ***PRE-SERVICE INTERNSHIP I (TCED 4378)***

All students must meet the following requirements for admission to Pre-Service Internship I:

1. Formal admission to Teacher Education Program (TEP) (see above).
2. Verification of written and spoken proficiency in English. Evidence of successful completion of a speech and composition course (if the course requires public speaking in English) will satisfy this requirement.
3. Pedagogy courses and LLS 5131/LLS 4344 must be satisfactorily completed prior to or taken concurrently with Pre-Service Internship I. Students are not allowed to take more than two courses which include field experience concurrently with Internship I. Courses offered before 7 p.m. on Wednesdays may not be taken during Internship I, as they may interfere with Internship I course requirements.
4. For certifications requiring TCED 4323 or TCED 4333, successful completion of MATH 1351 is a prerequisite. See catalog prerequisites for all pedagogy courses.
5. Applications for Pre-Service Internship I must be received in the Center for Professional Development of Teachers (CPDT) (B1231-4) before the close of business on March 1 for fall internship and on October 1 for spring internship. If the application deadline falls on a weekend or a university holiday, applications will be accepted before the close of business on the following working day.
6. Upon acceptance into TCED 4378, a student will be required to be placed on his/her assigned substitute list. As required by Texas Senate Bill 9, the district will conduct a criminal background check on each student. In order for the criminal background check to be conducted, each student will be required to complete all required documentation. Part of the documentation will require that each student provide his/her social security number and his/her driver's license number. If a student does not have a driver's license number, the state identification number must be provided.

Admission to Pre-Service Internship I is contingent upon eligibility for entering Pre-Service Internship II/Student Teaching the following consecutive long semester. In the event that the student has not passed the required state certification exams prior to the following consecutive long semester, the student will enter Internship II/Student Teaching the semester after the required state certification exams have been passed. Students will be informed of their public school internship assignments before Pre-Service Internship I begins.

Intern I participants must pass all Texas Examinations of Educator Standards (TExES) to be eligible for Internship II. Scores must be submitted by July 15 for fall intern II participants and January 15 for spring intern II/Student Teaching participants.

### ***PRE-SERVICE INTERNSHIP II (TCED 4798 OR TCED 4668)***

Students must meet the following requirements for admission to Pre-Service Internship II:

1. All Texas Examinations of Educator Standards (TExES) exams must be passed to be eligible for Internship II/Student Teaching. Scores must be submitted by July 15 for fall Intern II/Student Teaching II participants and by January 15 for spring Intern II/Student Teaching II participants.
2. Successful completion of Pre-Service Internship I with a grade of "B-" or better.

3. Successful completion of all field experiences courses.
4. A grade point average (GPA) of 3.000 or better in pedagogy courses, with a grade of "B-" or better in Pre-Service Internship I.
5. A GPA of 2.500 or better in content specialization courses, with grades of "C-" or better in each.
6. Grades of "C-" or better are required for all other coursework at University of Houston-Clear Lake (UHCL).
7. Successful completion of TCED 4100.
8. Ideally, Internship II/Student Teaching II should be taken alone in the final semester. No more than six additional semester hours may be taken during Pre-Service Internship II (TCED 4978). These additional courses must meet no earlier than 7 p.m. as they may interfere with Internship II/Student Teaching II course requirements. See adviser for acceptable coursework.

Students denied admission to Pre-Service Internships I or II may reapply but must do so by stated deadlines for subsequent semesters.

## ADMISSION TO THE TEACHER EDUCATION PROGRAM (TEP) FOR POST-DEGREE TEACHER CERTIFICATION STUDENTS

Students must be formally admitted to the Teacher Education Program (TEP) in order to enroll in pedagogy coursework. Enrollment in the College of Education (COE) TEP is contingent on the following:

1. Meeting basic skills in reading, mathematics & writing by completing one of the following:
  - a. Baccalaureate degree or higher--awarded by a regionally accredited U.S. institution of higher education.
  - b. Core Complete--completed the requirements of the Texas General Education Core Curriculum.
  - c. ACT college readiness scores--(within 5 years) Composite score: 23 minimum; English: 19 minimum; Math: 19 minimum.
  - d. SAT--(within 5 years) Cumulative score on Verbal/Math: 1070 minimum; Verbal: 500 minimum; Math: 500 minimum. Note: Verbal & Math must be from the same test date.
  - e. STAAR End of Course exams--(within 3 years) English III Reading score ("Postsecondary Readiness Performance Standard" is met), English III Writing score ("Postsecondary Readiness Performance Standard" is met), Algebra II score ("Postsecondary Readiness Performance Standard" is met).
  - f. TAKS--(within 3 years) English Language Arts: 2200 minimum; Essay: 3 minimum; Math: 2200 minimum.
2. Submitting the TEP application with all required documents to the Office of Educator Certification in B-1231. The application is available online at the UHCL website in the COE "Forms and Info" section.
3. Achieving grades of "C-" or better in prerequisite courses EDUC 4310, SILC 6030/4315, and TCED 6031/INST 3313.
4. Completing a college-level public speaking course with a grade of "C-" or better, or submitting a Speech Competency form signed by a University of Houston-Clear Lake (UHCL) instructor who has observed the English public speaking skills of the student.
5. Achieving a grade point average (GPA) of  $\geq 2.750$  overall or in the last 60 semester credit hours. The GPA will be calculated by the COE after the application is submitted.
6. Completing a minimum of 12 semester credit hours in the subject-specific content area for the certificate being pursued. This requirement may be waived by achieving a passing score on a Texas

Education Agency (TEA)-approved content exam. Those pursuing math or science certificates must have 15 semester credit hours completed in the content area.

7. Being evaluated for certificate appropriateness by completing a written instrument of why the student wants to teach in this area of certification and what makes the student a good candidate.
8. Educator candidates who were educated in countries where English is not the native language must demonstrate English proficiency by passing the TOEFL-iBT test with a score of 26 on the Speaking portion. No other English proficiency tests are accepted by TEA. Transcripts must be evaluated course-by-course by a TEA approved foreign credential service.
9. Verify that you have read and understand the handout, "7 Things to Know Before Becoming a Teacher", at web page [http://prtl.uhcl.edu/portal/page/portal/SOE/Forms/form\\_files/7\\_Things\\_to\\_Know\\_Becoming\\_Teacher.pdf](http://prtl.uhcl.edu/portal/page/portal/SOE/Forms/form_files/7_Things_to_Know_Becoming_Teacher.pdf)
10. Receiving formal approval of the application for admission to the TEP. Candidate must "accept" admission to the program.

Upon acceptance to the TEP, the COE will establish an initial profile for each student with the TEA. All educator candidates in Texas are required to open a TEA account upon entering a program. Students will receive an e-mail message from the TEA prompting them to activate their accounts and complete their profiles.

The final authority for admission and retention in the TEP resides with the dean of the COE.

## CONTENT COURSES WAIVED FOR POST-DEGREE TEACHER CERTIFICATES

Post-degree teacher certification students who pass the required academic specialization state assessment (TExES) on the first attempt while approved by University of Houston-Clear Lake (UHCL) may have all of their respective academic specialization coursework waived by UHCL if they are pursuing one of the following certificates:

1. English Language Arts and Reading 4-8
2. English Language Arts and Reading/Social Studies 4-8
3. Mathematics 4-8
4. Science 4-8
5. Social Studies 4-8
6. English Language Arts and Reading 7-12
7. History 7-12
8. Life Sciences 7-12
9. Mathematics 7-12
10. Social Studies 7-12

### Important Points to Know:

If a student does not pass the content area state assessment specified on the plan on the first attempt, then all the academic specialization courses will remain on the plan and must be completed before certification recommendation will be made by UHCL.

- The following teaching certificate programs are NOT included in the course waiver policy: Core Subjects EC-6, Core Subjects EC-6 with Bilingual Education Supplemental, Core Subjects EC-6 with ESL Supplemental, and Core Subjects EC-6 with Special Education EC-12.
- For the Core Subjects 4-8 program only: For each subject area test passed by the students on the first attempt of the Core Subjects 4-8 state assessment, the respective content courses (English, Mathematics, Science, and Social Studies) will be waived.



## SUPPLEMENTAL CERTIFICATES

A supplemental certificate is an area of concentration added to an existing certificate. A supplemental certificate gives educators the ability to teach the supplemental subject only at the grade level and in the area of their already existing teaching certificates. University of Houston-Clear Lake (UHCL) offers the following supplemental certificates:

- Bilingual Education
- English as a Second Language
- Gifted and Talented
- Special Education

### BILINGUAL EDUCATION SUPPLEMENTAL CERTIFICATE (15 Hours)

#### Certificate Requirements

**Students seeking the Bilingual Education Supplemental certificate must hold a valid Texas teaching certificate and must complete the following required courses:**

SILC 5010	Professional Preparation Seminar for Educators of English Language Learners
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SILC 5010: Students not passing the Bilingual Education Supplemental state assessment by the final semester of this plan must also enroll in and successfully complete this course.

#### One of the following:

SILC 5031	Curriculum Issues in Educating the Bilingual Student
SILC 4316	Bilingual Curriculum in the Content Areas

#### One of the following:

SILC 5032	Applied Linguistics for Bilingual Education/ESL
SILC 4313	Language Learning

#### One of the following:

SILC 5130	Theory and Research in Bilingual and ESL Education
SILC 4310	Foundations of Bilingual and ESL Education

#### One of the following:

SILC 5134	Second Language Teaching
SILC 4301	Spanish for Bilingual Teachers

#### One of the following:

SILC 5531	Literacy for Spanish-Speaking Students
SILC 4351	Development of Bilingual Literacy

Students must pass the following state assessments: Bilingual Education Supplemental-Spanish Texas Examinations of Educator Standards (TExES) and the Bilingual Target Language Proficiency Test (BTLPT)-Spanish.

### ESL SUPPLEMENTAL CERTIFICATE (15 Hours)

#### Certificate Requirements

**Students seeking the English as a Second Language (ESL) Supplemental certificate must hold a valid Texas teaching certificate and must complete the following required courses:**

SILC 5010	Professional Preparation Seminar for Educators of English Language Learners
-----------	-----------------------------------------------------------------------------

SILC 5010: Students not passing the ESL Supplemental state assessment by the final semester of this plan must also enroll in and successfully complete this course.

**One of the following:**

SILC 5032	Applied Linguistics for Bilingual Education/ESL
SILC 4313	Language Learning

**One of the following:**

SILC 5033	Cross-Curricular Literacy for Second Language Learners
SILC 4312	Content-Based ESL

**One of the following:**

SILC 5130	Theory and Research in Bilingual and ESL Education
SILC 4310	Foundations of Bilingual and ESL Education

**One of the following:**

SILC 5134	Second Language Teaching
SILC 4311	ESL Methods

**One of the following:**

SILC 6032	Models of Language
SILC 4302	Introduction to the Study of Languages

Students must pass the ESL Supplemental Texas Examinations of Educator Standards (TExES).

## **GIFTED AND TALENTED SUPPLEMENTAL CERTIFICATE**

### **(9-12 Hours)**

**Certificate Requirements**

**Students seeking the Gifted and Talented Supplemental certificate must hold a valid Texas teaching certificate and complete the following required courses:**

TCED 5010	Professional Preparation Seminar
TCED 5630	Educating the Gifted and Talented Learner
TCED 5632	Growth and Development of the Gifted Learner
TCED 5634	Curriculum Development for Gifted and Talented Learners
TCED 5637	Practicum in Gifted and Talented Education

TCED 5010: Students not passing the Gifted and Talented state assessment by the final semester of this plan must also enroll in and successfully complete this course.

TCED 5637: This course is required unless two years of full-time experience teaching Gifted and Talented students can be verified.

Students must pass the Gifted and Talented Supplemental Texas Examinations of Educator Standards (TExES).

## **SPECIAL EDUCATION SUPPLEMENTAL CERTIFICATE**

### **(19 Hours)**

**Certificate Requirements**

**Students seeking the Special Education Supplemental certificate must hold a valid Texas teaching certificate and must complete the following required courses:**

SPED 5030	Survey of Individual Differences
SPED 5131	Educational Assessment of Exceptionalities
SPED 5132	Curricular Approaches to Learning Difficulties
SPED 5133	Practicum in Inclusive Education
SPED 5233	Providing Positive Behavioral Support
SPED 5332	Exceptionalities in Infants and Young Children
SPED 5010	Professional Preparation Seminar for Special Educators

SPED 5132, SPED 5010: Students not passing the Special Education Supplemental state assessment by the final semester of this plan must also enroll in and successfully complete these courses.

Students must pass the Special Education Supplemental Texas Examinations of Educator Standards (TExES).

## MASTER TEACHER PLANS

A Master Teacher certificate added to an existing Texas teaching certificate designates the educator as having mastery of a particular subject area. It is the intent that the master teacher will serve as a resource to fellow teachers. University of Houston-Clear Lake (UHCL) offers the following Master Teacher certificate plans:

- Master Mathematics Teacher
- Master Reading Teacher
- Master Technology Teacher

## MASTER MATHEMATICS TEACHER CERTIFICATE (22 Hours)

The Master Mathematics Teacher certificate program provides 22 credit hours of graduate courses, which is equivalent to 288 hours of continuing education units. Successful completion of coursework related to the appropriate grade level will prepare students to pass the corresponding Master Mathematics Teacher state assessment, serve in a mentoring role, and serve as a resource for other teachers.

### Certificate Requirements

Each student's academic record will be audited to determine if any of the listed courses can be waived. Courses include:

#### EC-6 Level

MATH 3304	Algebra Through Technology
STAT 3308	Computational Statistics
MATH 5031	Problem-Solving Strategies
	Or
MATH 3306	Problem Solving
TCED 5010	Professional Preparation Seminar
TCED 5014	Mentoring and Cognitive Coaching
TCED 5233	Teaching Mathematics in the EC-6 Classroom
TCED 6739	Curriculum and Instruction Practicum

TCED 5010: Students not passing the corresponding Master Mathematics Teacher state assessment by the final semester of this plan must enroll in and successfully complete this course.

#### 4-8 Level

MATH 3304	Algebra Through Technology
MATH 3305	Euclidian and Non-Euclidian Geometry
STAT 3308	Computational Statistics
MATH 5031	Problem-Solving Strategies
	Or
MATH 3306	Problem Solving
TCED 5010	Professional Preparation Seminar
TCED 5014	Mentoring and Cognitive Coaching
TCED 5333	Teaching Mathematics in the 4-8 Classroom
TCED 6739	Curriculum and Instruction Practicum

TCED 5010: Students not passing the corresponding Master Mathematics Teacher state assessment by the final semester of this plan must enroll in and successfully complete this course.

#### 8-12 Level

MATH 4344	Introduction to Probability
MATH 5031	Problem-Solving Strategies
MATH 5033	Instructional Applications of Algebra
MATH 5034	Geometry Seminar
TCED 5010	Professional Preparation Seminar
TCED 5014	Mentoring and Cognitive Coaching

TCED 5236 Mathematics Methods for the Secondary Grades  
 TCED 6739 Curriculum and Instruction Practicum

TCED 5010: Students not passing the corresponding Master Mathematics Teacher state assessment by the final semester of this plan must enroll in and successfully complete this course.

To be recommended for this certificate, educators must successfully complete the required courses, pass the Master Mathematics Teacher state assessment, provide a copy of a valid Texas teacher certificate, and provide proof of three years of full-time teaching as Teacher of Record in a Texas Education Agency (TEA) approved or out-of-state approved school.

## **MASTER READING TEACHER CERTIFICATE FOR TEACHERS** **(16 Hours)**

### **Certificate Requirements**

The Master Reading Teacher certificate for Teachers program provides 16 credit hours of graduate courses, which is equivalent to 198 hours of continuing education units.

#### **Courses include:**

LLS 5534	Foundations in Secondary Literacy
LLS 5738	Foundations of Early Literacy
LLS 6331	Sociolinguistic Applications to Reading
LLS 6732	Assessment and Remediation of Reading and Language Arts Literacy
LLS 6739	School Library Practicum
TCED 5010	Professional Preparation Seminar
TCED 5014	Mentoring and Cognitive Coaching

TCED 5010: Students not passing the Master Reading Teacher state assessment by the final semester of this plan must also enroll in and successfully complete this course.

To be recommended for this certificate, educators must successfully complete the above courses, pass the Master Reading Teacher state assessment, provide a copy of a valid Texas teacher certificate and provide proof of two years of full-time teaching as Teacher of Record in a Texas Education Agency (TEA) approved or out-of-state approved school.

## **MASTER READING TEACHER CERTIFICATE FOR READING SPECIALISTS** **(1 Hour)**

The Master Reading Teacher Certificate for Reading Specialists program provides a one credit-hour graduate course, which is equivalent to 15 hours of continuing education units. It is designed for educators who already hold a Reading Specialist certificate.

### **Requirement**

#### **Course**

TCED 5014 Mentoring and Cognitive Coaching

To be recommended for this certificate, educators must successfully complete the above course and provide a copy of a valid Texas teacher certificate showing proof of a Reading Specialist certificate.

## **MASTER TECHNOLOGY TEACHER CERTIFICATE (10-11 HOURS)**

The Master Technology Teacher certificate program provides 10-11 credit hours of graduate courses that are equivalent to 150 - 165 hours of continuing education credits. Successful completion of coursework will prepare students to pass the Master Technology Teacher state assessment, to serve in a mentoring role, and to support technology integration.

## Certificate Requirements

### Courses include:

Check prerequisites before enrolling in any courses.

INST 5011	Assistive-Adaptive Computer Applications
INST 5130	Learning Theory and Instruction
INST 5333	Systematic Design of Technology-Based Instruction
INST 6037	Advanced Technology Applications
TCED 5010	Professional Preparation Seminar

TCED 5010; Students not passing the Master Technology Teacher state assessment by the final semester of this plan must also enroll in and successfully complete this course.

To be recommended for the certificate, the educators must successfully complete the required courses, pass the Master Technology Teacher state assessment, hold a valid Texas teaching certificate and verify a minimum of three years of successful full-time teaching experience in a public or accredited private school by submitting Verification of Educator Experience Form to suite B-1231, or hold a valid Texas Technology Applications or Technology Education teaching certificate.

## UHCL CERTIFICATES (NOT STATE CERTIFICATES)

### UHCL BILINGUAL COUNSELOR CERTIFICATE

#### (6 Hours)

Successful completion of this specialized certification will prepare students to work with English Language Learners (ELLs). This program will follow the standard school counseling sequence plus an additional six hours. Individuals who complete this program will be eligible to apply for school counseling certification from the State Board for Educator Certification (SBEC) and receive a University of Houston-Clear Lake (UHCL) Bilingual Counselor certificate. The UHCL Bilingual Counselor certificate is not a state certificate.

Check prerequisites before enrolling in any courses.

### Requirements

#### Prerequisites:

- Acceptance into the Counseling Program
- Proof of fluency in English and a language other than English

#### Required Courses:

COUN 6537	Bilingual Counseling
COUN 6538	Social Justice Counseling

### UHCL DISTANCE EDUCATION CERTIFICATE

#### (9 Hours)

Successful completion of the three-course sequence (plus prerequisites, if required) will prepare students to systematically design, develop and deliver online courses and training programs. This certificate is offered through University of Houston-Clear Lake (UHCL). It is not a state certificate.

Check prerequisites before enrolling in any courses.

### Requirements

#### Required Courses (3 hours):

INST 6437	Interactive Distance Education
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#### Choose 6 hours from the following:

INST 5135	Multimedia Design Applications
INST 5835	Digital Video Production for Educators and Trainers

INST 6137

Technology and e-Learning

## UHCL TECHNOLOGY APPLICATIONS (EC-8) PROFESSIONAL DEVELOPMENT CERTIFICATE

**(3 Hours)**

Successful completion of one of the following courses will prepare students for the technology portion of the Pedagogy and Professional Responsibilities Texas Examinations of Educator Standards (TExES) state assessment which is required of all teachers. This certificate is offered through University of Houston-Clear Lake (UHCL). It is not a state certificate.

Check prerequisites before enrolling in any courses.

### Requirements

#### Required Courses (3 hours):

One of the following:

TCED 6031  
INST 6031

Application of Technology in the Classroom  
Applications of Technology

## UHCL PERFORMANCE TECHNOLOGY PROFESSIONAL DEVELOPMENT CERTIFICATE

**(12 Hours)**

Successful completion of the four-course sequence (plus prerequisites, if required) will prepare students to apply human performance improvement tools and techniques to identify performance problems and select potential solutions. The certificate is offered through University of Houston-Clear Lake (UHCL). It is not a state certificate.

Check prerequisites before enrolling in any courses.

### Requirements

#### Required Courses (12 hours):

INST 5130  
INST 5233  
INST 5333  
INST 5433

Learning Theory and Instruction  
Performance Technology  
Systematic Design of Technology-Based Instruction  
Instructional Design, Project Management and Grant Writing

Or  
INST 5131

Trends and Issues in Instructional Design and Technology

## UHCL PROGRAM EVALUATION PROFESSIONAL DEVELOPMENT CERTIFICATE

**(15 Hours)**

Successful completion of the five-course sequence will prepare students to conduct external program evaluations for a school district, evaluate state and federal grants, or be employed in a district research department. The certificate is offered through University of Houston-Clear Lake (UHCL). It is not a state certificate.

Check prerequisites before enrolling in any courses.

### Requirements

#### Required Courses (12 hours)

EDLS 7031  
EDLS 7032  
EDLS 7033  
EDLS 7130

Quantitative Research I  
Quantitative Research II  
Qualitative Research  
Program Evaluation

**Choose one**

EDLS 7331	Advanced Qualitative Methods
EDLS 7330	Advanced Statistical Analysis

## **UHCL RESEARCH FOR ADMINISTRATORS PROFESSIONAL DEVELOPMENT CERTIFICATE**

### **(15 Hours)**

Successful completion of the five-course sequence will prepare students to work as administrators in departments participating in data collection/analysis and/or overseeing external program evaluations in either higher education or PK-12 school districts. The certificate is offered through University of Houston-Clear Lake (UHCL). It is not a state certificate.

Check prerequisites before enrolling in any courses.

### **Requirements**

#### **Required Courses (18 hours)**

EDLS 7031	Quantitative Research I
EDLS 7032	Quantitative Research II
EDLS 7033	Qualitative Research
EDLS 7130	Program Evaluation
EDLS 7330	Advanced Statistical Analysis

## **UHCL TEACHING RESEARCH AND STATISTICS PROFESSIONAL DEVELOPMENT CERTIFICATE**

### **(18 Hours)**

Successful completion of the six-course sequence will prepare students to teach research and statistics at a college or university. The certificate is offered through University of Houston-Clear Lake (UHCL). It is not a state certificate.

Check prerequisites before enrolling in any courses.

### **Requirements**

#### **Required Courses (18 hours)**

EDUC 6032	Applied Statistics
EDUC 6033	Research Design and Analysis
EDLS 7031	Quantitative Research I
EDLS 7032	Quantitative Research II
EDLS 7033	Qualitative Research
EDLS 7330	Advanced Statistical Analysis

## **"ADD-ON" CERTIFICATES**

These state technology certificates have been approved by the Texas Higher Education Coordinating Board (THECB) and are available to students who already hold a Texas teaching certificate.

## **TECHNOLOGY APPLICATIONS EC-12 CERTIFICATE**

### **(12 Hours)**

This program prepares students for the Technology Applications EC-12 Texas Examinations of Educator Standards (TExES) that will be required to teach technology application courses for grades EC-12.

Check prerequisites before enrolling in any courses.

# **Requirements**

## **Courses**

INST 5035	Creating Digital Resources
INST 5130	Learning Theory and Instruction
INST 6031	Applications of Technology
INST 6037	Advanced Technology Applications
TCED 5010	Professional Preparation Seminar

TCED 5010: Students not passing the state assessment by the final semester of this plan must also enroll in and successfully complete this course.

# **TECHNOLOGY APPLICATIONS 7-12 CERTIFICATE**

## **(9 Hours)**

This program prepares students for the Technology Applications 7-12 TExES that will be required to teach technology application courses for grades 7-12.

Check prerequisites before enrolling in any courses.

# **Requirements**

## **Courses**

INST 5035	Creating Digital Resources
INST 6031	Applications of Technology
INST 6037	Advanced Technology Applications
TCED 5010	Professional Preparation Seminar

TCED 5010: Students not passing the state assessment by the final semester of this plan must also enroll in and successfully complete this course.

# **GRADUATE PLANS**

Master's degree plans are offered in the areas listed below. In several instances, certification plans requiring a master's degree are combined with master's degrees so that requirements for both can be achieved within a coordinated plan of studies.

## **Master of Science (M.S.):**

1. Counseling
2. Curriculum and Instruction
3. Early Childhood Education
4. Educational Management
5. Instructional Design and Technology
6. Multicultural Studies in Education
7. Reading
8. School Library and Information Science

# **GENERAL REQUIREMENTS FOR GRADUATE STUDIES IN EDUCATION**

## ***GRADUATE ADMISSIONS REQUIREMENTS***

All students planning to pursue a master's degree or a certification plan which requires a master's degree must hold a bachelor's degree from an accredited university and have either an overall grade point average (GPA) of 3.000 or greater or a GPA of 3.000 or greater in their last 60 hours. The last 60



hours, listed chronologically, including the full semester in which the 60th hour appears, will be used to calculate the GPA for the last 60 hours.

Students who wish to be admitted to the Counseling program must complete a special admission process described under Master of Science in Counseling (p. 178) later in this section.

Students who wish to be admitted to the Curriculum and Instruction program must meet additional requirements described under Master of Science in Curriculum and Instruction (p. 181) later in this section.

Students who wish to be admitted to the Educational Management program must meet additional admissions requirements described under Master of Science in Educational Management with Principal Certification (p. 185) later in this section.

Students who wish to be admitted to the Reading program must meet additional requirements described under Master of Science in Reading with Reading Specialist Certification (p. 201) later in this section.

Students who wish to be admitted to the School Library and Information Science program must meet additional requirements described under Master of Science in School Library and Information Science with School Librarian Certification (p. 202) later in this section.

Students with an overall GPA of 2.500 or above but less than 3.000 in the last 60 hours, including those who already hold a master's or doctoral degree, may pursue a master's degree or certification plan requiring a master's degree by obtaining one of the following:

- A combined score of 294 or greater on the quantitative and verbal portions of the Graduate Record Examination (GRE) and a 3.5 or greater on the analytical writing portion of the GRE. (If the GRE was taken prior to August 2011, a combined score of 900 or greater on the quantitative and verbal portions of the GRE is required.)
- A score of 390 or greater (36 or greater on the old scale) on the Miller Analogies Test (MAT)

Students with less than an overall 2.500 GPA in the last 60 hours or a 2.500 to 3.000 GPA but not meeting the GRE or MAT requirements listed above will not be allowed to pursue a master's degree or a certification plan requiring a master's degree except by sponsored admissions. A full-time College of Education (COE) faculty member may sponsor four students a year for admission to a master's degree or a certification plan requiring a master's degree. To be considered for sponsored admission, students must have submitted a GRE or MAT score but no minimum score requirements are specified. The faculty member's recommendation for sponsorship will be based on consideration of the students' previous academic record, standardized test scores, leadership potential, professional experiences, and such other factors as the individual faculty member may deem predictive of potential success in a graduate plan at University of Houston-Clear Lake (UHCL). The "Request for Sponsorship" form is available in the COE Office of the Associate Dean. A sponsoring faculty member must complete and sign the form. In sponsoring students, faculty members agree to provide advisement support to enhance the likelihood of success in the students' academic plans. All requests for sponsored admission must be approved by the Associate Dean.

Educator candidates who were educated in countries where English is not the native language must demonstrate English proficiency by taking all four parts of the TOEFL-iBT test with a score of 26 on the Speaking portion. No other English proficiency tests are accepted by TEA. Transcripts must be evaluated by a TEA-approved foreign credential evaluation service.

Credits earned prior to formal admission to a master's degree or a certification plan requiring a master's degree as defined under this policy may not be credited toward that degree or certificate.

## ***GRADUATE CANDIDATE PLAN OF STUDY (CPS)***

Graduate degree-seeking students in the COE must have on file in the Office of Educator Certification an approved CPS, which will include a minimum of 36 hours of coursework. The CPS will be developed jointly by the students and their advisers and approved by the Associate Dean. These documents specify the coursework that must be completed in order to fulfill the requirements for the graduate degree or the certification plan requiring a master's degree.

## ***AGE OF COURSEWORK FOR GRADUATE DEGREES***

Coursework, whether transfer or resident, may not be used for degree purposes if it is more than five years old at the time the degree is to be conferred, unless prior approval is given by the associate dean.

## ***COURSE CREDIT AND RESIDENCY REQUIREMENTS***

A maximum of six hours of approved 4000-level courses may be used toward a 36-hour degree. The final 24 hours of coursework must be taken in residence at UHCL. A minimum of 30 hours must be taken from 5000- and 6000-level courses. Correspondence or extension credits may not be applied toward a graduate degree. EDUC 6032 is the prerequisite to EDUC 6033 and EDUC 6033 is to be completed before students register for Master's Options 1 or 2. Students must have an approved Master's Thesis/Project form on file with the COE Office of the Associate Dean prior to enrolling in either a master's project or master's thesis.

## ***TRANSFER OF CREDIT***

Only graduate courses in which grades of "B-" or better were earned may be considered for transfer credit toward a master's degree. Grades of "C+" or below or grades of "Satisfactory" ("S"), "Passing" ("P"), or "Credit" ("CR") will not be accepted toward meeting requirements for the master's degree. In most instances, the transfer of credit is limited to six hours of coursework but may not include more than 12 hours.

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

One of the following options must be selected for each plan leading to a master's degree (not all options apply to all master's degree plans):

- **Option 1, Master's Thesis**, requires continuous registration in the thesis research course, EDUC 6939, during each fall and spring semester until completion. Students must register for a minimum of six hours of thesis credit, and no more than six hours of thesis may apply as credit toward a degree. If continuous registration in the master's thesis course is not maintained during fall and spring semesters, previously accumulated master's thesis credits will not count toward the master's degree.
- **Option 2, Master's Project**, requires continuous registration in the project course, EDUC 6839, during each fall and spring semester until completion. Students must register for a minimum of six hours of project credit, and no more than six hours of project may apply as credit toward a degree. If continuous registration in the master's project course is not maintained during fall and spring semesters, previously accumulated master's project credits will not count toward the master's degree.
- **Option 3, Master's Internship/Practicum**, requires application for admission by June 8 for the fall semester, October 1 for the spring semester, and March 1 for the summer session. Candidates seeking professional certification as a superintendent, principal, school counselor, school librarian, or reading specialist participate in a practicum for a minimum of 160 clock-hours. All placement sites must have an approved UHCL Agreement of Affiliation on record with the Center for the Professional Development of Teacher's office prior to beginning the practicum.
- **Option 4, Extended Course option**, requires an additional six hours of coursework and successful completion of a comprehensive examination. The application to take the comprehensive examination must be submitted by August 10 for fall, February 10 for spring, and May 10 for summer.

Detailed requirements and procedures for satisfying the Master's Degree Options are contained in the Master's Options Guidelines booklet, which is available on the COE Web site.

## ***AGE OF STANDARD CERTIFICATION COURSEWORK FOR STUDENTS WHO HOLD A MASTER'S DEGREE***

All coursework, whether resident or transfer, may not exceed five years in age at the time of recommendation for a certificate requiring a master's degree.

***GRADE POINT REQUIREMENTS FOR STANDARD CERTIFICATES REQUIRING A MASTER'S DEGREE***

Students seeking a certificate requiring a master's degree must maintain at least a "B" (3.000) average in certification coursework to be recommended for any certification. Only grades of "C" or better are accepted for credit toward any professional certificate.

***TRANSFER CREDIT TOWARD A CERTIFICATE REQUIRING A MASTER'S DEGREE***

Only coursework in which a grade of "B-" or above was earned from an accredited institution may be considered for transfer credit. A maximum of twelve credit hours may be transferred toward the certificate plan. Any required practicum or internship experiences must be completed at UHCL in order to be recommended for that certificate by the COE.

***DEADLINES***

Applications for graduate practica and internships may be obtained from and returned to B1231. These applications must be received by June 8 for the fall semester, October 1 for the spring semester, and March 1 for the summer session. Students are authorized for enrollment in either the practicum or the internship as soon as possible after all requirements have been verified.

Students are referred to the Master's Option Guidelines booklet for specific information regarding theses, projects, internships/practica, and comprehensive examinations. This booklet is available in the Office of the Associate Dean. Completed theses and projects are due in that office by the posted deadlines.

**MASTER'S DEGREE PLANS****COUNSELING M.S.**

The graduate plan in Counseling leads to the Master of Science (M.S.) degree. Students seeking this degree may, depending on their career goals, select degree plans that meet the academic requirements for General Applied Techniques Concentration (Non-Licensure) (GATC), for the School Counselor standard certificate (EC-12) or for Clinical Mental Health Counseling Concentration (CMHC) in preparation for licensure as a Licensed Professional Counselor (LPC) in the state of Texas.

The master's degree for GATC (Non-Licensure) requires a plan of 30 hours with a comprehensive examination. The School Counselor Standard certificate plan requires a minimum of 42 hours. To be eligible at the time of certification recommendation, students must have a master's degree, a valid Texas teaching certificate, a passing score on the state assessment and two years of successful full-time approved classroom teaching experience.

Students who wish to pursue LPC licensure must complete CMHC master's degree plan with a minimum of 60 hours. To be eligible to receive the LPC, graduates must pass the state licensure examination, and document 3000 clock hours (within a minimum of 18 months and maximum of 5 years), of post-master's supervised counseling experience at a board approved site.

The opportunity to complete the academic requirements for the GATC, CMHC, or the School Counselor Standard certificate through the counseling plan is restricted to students admitted to the counseling program. Students who are not admitted to the counseling program may enroll in counseling courses only with prior approval of the program coordinator. In each case, students must meet the stated course prerequisites and space must be available in the course.

**Admission Requirements**

Students who meet the graduate admissions requirements to the College of Education (COE) (see Graduate Admissions Requirements) must meet additional requirements prior to applying for candidacy to the Counseling program. Counseling applications are available on the COE Web site at

<http://prtl.uhcl.edu/portal/page/portal/SOE/Forms>. Each application for candidacy must include the following:

1. completed application form;
2. brief essay (500-800 words) stating the student's career goals and reasons for application;
3. documentation of completion of the Graduate Record Examination (GRE);
4. official transcripts from all universities attended. The last 60 hours, including the full semester in which the 60th hour appears, will be used to calculate the grade point average (GPA);
5. students seeking School Counselor Certification must have a GPA of 2.750 over the last 60 hours;
6. three professional recommendation forms;
7. applicant self-rating sheet; and
8. current resume.

Applicants who submit properly completed applications may be invited to participate in a structured interview. The admissions process is conducted during the fall and spring semesters of each year. Application forms and instructions may be obtained in the COE Office of Academic Advising. Questions about the content of the application packet and process should be directed to the Office of Academic Advising. Applicants are solely responsible for ensuring that their packets containing the completed application forms, essays, supporting transcripts, documented GRE scores, letters of recommendation and self-rating sheet are received by the Office of Academic Advising on or before the deadline: November 1 for spring entry and June 1 for fall entry. If the application deadline falls on a weekend or a university holiday, applications will be accepted before the close of business on the following work day. Faxes and late applications will not be accepted.

Applicants will be contacted to schedule an interview with the admissions committee. Notification of conditional admissions decisions will be sent to applicants in December for spring entry and in August for fall entry. If conditionally admitted to the counseling program, students must attend a mandatory orientation.

Students who receive written notice that their applications are incomplete must write a letter requesting reactivation of their counseling application and submit the requested documentation to B1231 by the deadlines given above in order to be reconsidered for admission.

## **COUNSELING M.S. GENERAL APPLIED TECHNIQUES CONCENTRATION (NON-LICENSURE)**

### **Requirements**

Grades for all courses must be completed with a B or higher.

#### **Counseling Core Courses (30 hours):**

COUN 5131	Counseling for Lifespan Development
COUN 5231	Introduction to Counseling
COUN 5432	Theories of Counseling
COUN 5433	Counseling Ethics and Consultation
COUN 5931	Topics in Counseling
COUN 6030	Multicultural Foundations for Counselors
COUN 6032	Statistics and Measurement for Counselors
COUN 6033	Research Design and Analysis for Counselors
COUN 6334	Career Development and Counseling
COUN 6536	Substance Abuse Counseling

Capstone Experience Comprehensive Final Examination

## COUNSELING M.S. CLINICAL MENTAL HEALTH COUNSELING CONCENTRATION

To receive Licensed Professional Counselor (LPC) licensure, one must also complete all post-graduate criteria as outlined by the LPC board, obtain a passing score on the National Counselor Examination and licensure as a LPC Intern, 3000 hours of supervised post-master's internship (minimum 18 month requirement) and check prerequisites before enrolling in any courses.

### Requirements

Grades for all courses must be completed with a B or higher.

#### Required Courses (45 hours):

COUN 5131	Counseling for Lifespan Development
COUN 5231	Introduction to Counseling
COUN 5432	Theories of Counseling
COUN 5433	Counseling Ethics and Consultation
COUN 6030	Multicultural Foundations for Counselors
COUN 6032	Statistics and Measurement for Counselors
COUN 6033	Research Design and Analysis for Counselors
COUN 6232	Assessment Issues for Counselors
COUN 6334	Career Development and Counseling
COUN 6435	Pre-Practicum in Counseling
COUN 6531	Mental Health and Psychopathology
COUN 6532	Group Counseling
COUN 6533	Crisis Intervention
COUN 6535	Systems Counseling
COUN 6536	Substance Abuse Counseling

#### Electives (6 hours):

See Faculty Adviser to select electives.

#### Capstone experience (9 hours):

COUN 5739	Counseling Practicum I
COUN 6739	Counseling Practicum II
COUN 6839	Counseling Practicum III

All placement sites must have an approved UHCL Agreement of Affiliation on record with the Center for the Professional Development of Teachers office prior to beginning the practicum.

## COUNSELING M.S. WITH SCHOOL COUNSELOR CERTIFICATE

Check prerequisites before enrolling in any courses.

### Requirements

Grades for all courses must be completed with a B or higher.

#### Required Courses (36 hours):

COUN 5131	Counseling for Lifespan Development
COUN 5231	Introduction to Counseling
COUN 5432	Theories of Counseling
COUN 5433	Counseling Ethics and Consultation
COUN 6030	Multicultural Foundations for Counselors
COUN 6033	Research Design and Analysis for Counselors
COUN 6232	Assessment Issues for Counselors
COUN 6334	Career Development and Counseling
COUN 6435	Pre-Practicum in Counseling
COUN 6532	Group Counseling
COUN 6533	Crisis Intervention
COUN 6534	Developmental School Counseling Programs

#### Additional Required Course (1 hour)

COUN 5010	Professional Preparation Seminar
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Candidates not passing the School Counselor State Assessment by their final semesters must enroll in and successfully complete this course. Candidates passing the School Counselor State Assessment prior to the final semester of this plan will have this course waived.

**Capstone experience (6 hours):**

COUN 5739	Counseling Practicum I
COUN 6739	Counseling Practicum II

All placement sites must have an approved UHCL Agreement of Affiliation on record with the Center for the Professional Development of Teachers office prior to beginning the practicum.

**BILINGUAL COUNSELOR CERTIFICATE**

Although the State Board for Educator Certification (SBEC) does not have a separate specialized certification to prepare bilingual candidates to work with English Language Learners (ELLs), University of Houston-Clear Lake (UHCL) has developed a program tailored to train counselors who are bilingual to work with this population. For more information about this program, please see UHCL (p. 172) College of Education advising office.

**CURRICULUM AND INSTRUCTION M.S.**

The graduate plan in Curriculum and Instruction leads to the Master of Science (M.S.) degree. This degree consists of a minimum of 36 semester hours and is designed for practicing teachers whose career plans remain focused on classroom instruction. There are two tracks for this degree. The first track supports educators seeking to enhance their pedagogy as generalists and the second track supports educators seeking to enhance a content specialization area.

Potential candidates who meet the graduate admissions requirements to the College of Education (COE) (see Graduate Admissions Requirements (p. 175)) must meet additional requirements prior to being admitted to the Curriculum and Instruction program. Each applicant must provide:

- proof of a valid Texas teaching certificate; and
- proof of a minimum of one year of successful full-time classroom teaching experience in an accredited school.

Potential candidates with teaching certificates from other states or with non-public school teaching experiences may apply for conditional acceptance to the program by submitting:

- proof of a valid teaching certificate from another state (if applicable); and
- a letter requesting conditional acceptance, providing a thorough explanation of any related teaching experience, including the scope of experience and/or how a Master of Science in Curriculum and Instruction degree supports career goals

Upon review of these documents, faculty may request an interview with the potential candidate to further explore his/her eligibility for conditional acceptance into the program.

University of Houston-Clear Lake (UHCL) students who seek teaching certification dually with a graduate degree may be considered for conditional acceptance to the program through the following:

- 3.200 grade point average (GPA) of UHCL certification coursework
- completion of methods courses;
- recommendation from two UHCL faculty; and
- interview with program faculty.

Check prerequisites before enrolling in any courses.

**Requirements****Track A - Curriculum and Instruction M.S.****Professional Education Core (12 hours):**

EDUC 6032	Applied Statistics
EDUC 6033	Research Design and Analysis
SILC 6030	Foundations of Multicultural Education
TCED 6031	Application of Technology in the Classroom
	Or

INST 6031                      Applications of Technology

### **Curriculum and Instruction Core (12 hours):**

TCED 5030                      Models of Teaching  
 TCED 5031                      Curriculum Planning  
 TCED 5036                      Issues of Pedagogy  
 TCED 5037                      Assessment and Student Learning

Six elective hours from an area of specialization chosen in consultation with your assigned faculty adviser.

### **Master's Degree Options (6 hours):**

Select one option.

#### **Option 1:**

EDUC 6939                      Master's Thesis Research

#### **Option 2:**

EDUC 6839                      Master's Project Research

#### **Option 3:**

TCED 6739                      Curriculum and Instruction Practicum  
 TCED 5038                      Professional Development for Enhancing Teacher Leadership

All placement sites must have an approved UHCL Agreement of Affiliation on record with the Center for the Professional Development of Teachers office prior to beginning the practicum.

### **Track B - Curriculum and Instruction M.S. - Content Specialist**

#### **Professional Education Core (9 hours):**

EDUC 6032                      Applied Statistics  
 EDUC 6033                      Research Design and Analysis  
 SILC 6030                      Foundations of Multicultural Education  
 TCED 6031                      Application of Technology in the Classroom  
                                          Or  
 INST 6031                      Applications of Technology

#### **Content Specialization (15 hours):**

Fifteen hours from area of specialization courses chosen in consultation with faculty adviser.

### **Curriculum and Instruction Core (6 hours):**

TCED 5030                      Models of Teaching  
 TCED 5031                      Curriculum Planning

### **Master's Degree Options (6 hours):**

Select one option.

#### **Option 1:**

EDUC 6939                      Master's Thesis Research

#### **Option 2:**

EDUC 6839                      Master's Project Research

#### **Option 3:**

TCED 6739                      Curriculum and Instruction Practicum

All placement sites must have an approved UHCL Agreement of Affiliation on record with the Center for the Professional Development of Teachers office prior to beginning the practicum.

## **EARLY CHILDHOOD EDUCATION M.S.**

The graduate plan in Early Childhood Education leads to the Master of Science (M.S.) degree. Students may be subject to an interview with members of the Early Childhood Education program prior to admission. Students seeking this degree must complete at least 36 hours of credit. Within the degree, there are four tracks of Early Childhood Education: the master's degree, the master's degree focusing on young children with disabilities, the master's degree with focus on individuals with disabilities (EC-6), and the master's degree with EC-6 certification.

Check prerequisites before enrolling in any courses.

## Requirements

### Professional Education Core (12 hours):

EDUC 6032	Applied Statistics
EDUC 6033	Research Design and Analysis
INST 6031	Applications of Technology
SILC 6030	Foundations of Multicultural Education

Students in Track C must take TCED 6031 instead of INST 6031.

### Early Childhood Core (9 hours):

ECED 5031	Teaching Young Children
ECED 5131	Curriculum Development for Young Children
ECED 5132	Literacy Development in Early Childhood

### Track A - Master's Degree Only

#### Advised Electives (9 hours):

ECED 5032	Community Programs for Young Children
ECED 5033	Guidance and Classroom Management for EC-6
ECED 5038	Creative Arts in Early Childhood
ECED 5039	Early Childhood Advocacy: Teachers, Parents, Schools and Community
ECED 5133	Mathematics and Science Teaching and Learning in Early Childhood
ECED 5231	Play and the Developing Child
ECED 5331	Evaluation of Development of Young Children
ECED 5332	Infants and Young Children With Exceptionalities
ECED 5333	Advanced Studies of Infants and Young Children With Special Needs
ECED 5335	Children, Family and Society
ECED 5336	Administration and Management of Programs for Young Children
ECED 5737	Practicum: Infants and Young Children With Disabilities

### Master's Degree Options (6 hours):

Select one option.

#### Option 1:

EDUC 6939	Master's Thesis Research
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#### Option 2:

EDUC 6839	Master's Project Research
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#### Option 3:

ECED 6739	Early Childhood Education Practicum
	ECED Elective Course

Three hours of an approved elective (Internship requires prior completion of a minimum of nine hours of the Professional Education Core and a minimum of 15 ECED hours completed from the 21 ECED hours on the plan).

All placement sites must have an approved UHCL Agreement of Affiliation on record with the Center for the Professional Development of Teachers office prior to beginning the practicum.

### Track B - Master's Degree with Focus on Young Children with Disabilities

#### Required (9 hours):

ECED 5332	Infants and Young Children With Exceptionalities
ECED 5333	Advanced Studies of Infants and Young Children With Special Needs
ECED 5737	Practicum: Infants and Young Children With Disabilities

### Master's Degree Options (6 hours):

ECED 6739	Early Childhood Education Practicum
SPED 5931	Research Topics in Special Education

Internship requires prior completion of a minimum of nine hours of the Professional Education Core and a minimum of 15 ECED hours completed from the 21 ECED hours on the plan.

All placement sites must have an approved UHCL Agreement of Affiliation on record with the Center for the Professional Development of Teachers office prior to beginning the practicum.



**Track C - Master's Degree with Core Subjects EC-6 Certification (39 hours)**

Includes initial teaching certification (see an academic adviser for graduate teacher certification plan).

**Required (9 hours):**

ECED 5032	Community Programs for Young Children
ECED 5033	Guidance and Classroom Management for EC-6
ECED 5331	Evaluation of Development of Young Children

**Master's Degree Options (6 hours):**

ECED 6739	Early Childhood Education Practicum
ECED 5335	Children, Family and Society

Internship requires prior completion of a minimum of nine hours of the Professional Education Core and a minimum of 15 ECED hours completed from the 21 ECED hours on the plan.

All placement sites must have an approved UHCL Agreement of Affiliation on record with the Center for the Professional Development of Teachers office prior to beginning the practicum.

**Additional Certification Courses (34 hours):**

EDUC 4310	Theories of Educational Psychology
TCED 4100	Core Subjects Teacher Seminar

**One of the following:**

LLS 5131	Integrating the Language Arts
LLS 4344	Reading & Writing for EC-6

**One of the following:**

LLS 5533	Selecting Literature and Materials for Children
LLS 4345	Survey of Children's Literature

**One of the following:**

TCED 5231	Teaching Social Studies in the Elementary School
TCED 4321	Social Studies Methods for EC-6

**One of the following:**

SPED 5030	Survey of Individual Differences
SPED 4300	Survey of Exceptionalities

**One of the following:**

TCED 5232	Teaching Science in the EC-6 Classroom
TCED 4322	Science Methods for EC-6

**One of the following:**

TCED 5233	Teaching Mathematics in the EC-6 Classroom
TCED 4323	Mathematics Methods for EC-6

**One of the following options:****Option 1:**

TCED 4378	Pre-Service Internship I
TCED 4978	Pre-Service Internship II/Student Teaching

**Option 2:**

TCED 4678	Post-Degree Internship I
TCED 4679	Post-Degree Internship II/Student Teaching

**Track D - Master's Degree with Focus on Individuals with Disabilities (EC-6)****Required (9 hours):**

SPED 5233	Providing Positive Behavioral Support
SPED 5132	Curricular Approaches to Learning Difficulties
SPED 5131	Educational Assessment of Exceptionalities

**Master's Degree Options (6 hours):**

Select one option.

**Option 1:**

EDUC 6939	Master's Thesis Research
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**Option 2:**

EDUC 6839

Master's Project Research

**Option 3:**

SPED 5133

Practicum in Inclusive Education

SPED 5931

Research Topics in Special Education

Option 3 requires prior completion of a minimum of 9 hours of the Professional Education Core and a minimum of 15 ECED/SPED hours completed from the 21 ECED/SPED hours on the plan.

## EDUCATIONAL MANAGEMENT M.S. WITH PRINCIPAL CERTIFICATION

The graduate plan in Educational Management leads to the Master of Science (M.S.) degree with Principal Certification, if principal certification requirements are met. The master's degree in Educational Management consists of 33 hours of graduate coursework. Candidates for this degree must complete the Professional Education Core (12 hours), the Administration Core (18 hours) and the Capstone Experience/Graduate Practicum (3 hours). Students will be eligible to register for the graduate practicum after they have successfully completed at least 24 hours of the master's degree and earn a passing score on the Principal TExES. Graduate Practicum is only offered in the fall and spring semesters. A practicum application form must be completed and submitted by June 8 for the fall semester and October 1 for the spring semester in order to enroll in ADSU 6739 Graduate Practicum.

In order to fulfill principal certification requirements, students must successfully complete the 33 hours of M.S. degree coursework in Educational Management. Students must also have a valid Texas teaching certificate, two years of successful full-time classroom teaching in an approved accredited school, and a passing score on the Principal state assessment.

Students who meet the graduate admissions requirements to the College of Education (COE) (see Graduate Admissions Requirements (p. 175)) must meet additional requirements prior to being admitted to the Educational Management program. Each applicant must:

- have a GPA of 2.750 over the last 60 hours;
- provide proof of having a valid Texas teaching certificate; and
- provide a letter of support from a school building administrator.

Check prerequisites before enrolling in any courses.

## Requirements

### Professional Education Core (6 hours):

Select two after adviser meeting.

EDUC 6032

Applied Statistics

EDUC 6033

Research Design and Analysis

INST 6031

Applications of Technology

SILC 6030

Foundations of Multicultural Education

### Administration Core (24 hours):

ADSU 6030

Introduction to Educational Leadership

ADSU 6132

Curriculum

ADSU 6233

Principalship

ADSU 6235

Administration of Special Programs

ADSU 6437

School Law

ADSU 6533

Appraisal of Teaching

ADSU 6436

School Resource Management

ADSU 6638

The Principal and School Community Relations

### Other Required Courses (1 hour):

ADSU 5010

Professional Preparation Seminar

Successful completion is required prior to enrollment in ADSU 6739. Candidates passing the Principal state assessment prior to enrolling in ADSU 5010 will have this course waived.

**Capstone Experience (3 hours):**

ADSU 6739                      Graduate Practicum

Practicum application form must be completed and submitted by June 8 for fall semester and October 1 for spring semester in order to enroll in ADSU 6739. Students will be eligible to register for ADSU 6739 after they have successfully completed at least 24 hours of the master's degree and received a passing score on the Principal state assessment.

All placement sites must have an approved UHCL Agreement of Affiliation on record with the Center for the Professional Development of Teachers office prior to beginning the practicum.

## **EDUCATIONAL MANAGEMENT M.S. WITH PRINCIPAL CERTIFICATION AND MASTER TECHNOLOGY TEACHER CERTIFICATION**

The graduate plan in Educational Management leads to the Master of Science (M.S.) degree with Principal Certification and Master Technology Teacher Certification, if certification requirements are met. The master's degree in Educational Management consists of 40 hours of graduate coursework. Candidates for this master's degree must complete the Professional Education Core (6 hours), the Administration Core (18 hours), the Instructional Technology Core (10 hours) and the Capstone Experience/Graduate Practicum (6 hours). Students will be eligible to register for the graduate practicum after they have successfully completed at least 24 hours of the master's degree and earned a passing score on the Principal TExES. ADSU 6739 is only offered in the fall and spring semesters. A practicum application form must be completed and submitted by June 8 for the fall semester and October 1 for the spring semester in order to enroll in ADSU 6739, Graduate Practicum.

In order to fulfill principal certification requirements, students must successfully complete the 40 hours of M.S. degree coursework in Educational Management. Students must also have a valid Texas teaching certificate, two years of successful full-time classroom teaching in an approved accredited school and a passing score on the Principal state assessment. Students seeking the Master Technology Teacher Certification must hold a valid Texas teaching certificate and must be able to verify a minimum of two years of full-time approved successful teaching experience. A passing score on the Master Technology Teacher state assessment is required. Students who meet the graduate admissions requirements to the College of Education (COE) (see Graduate Admissions Requirements) must meet additional requirements prior to being admitted to the Educational Management program. Each applicant must:

- have a GPA of 2.750 over the last 60 hours;
- provide proof of having a valid Texas teaching certificate; and
- provide a letter of support from a school building administrator.

Check prerequisites before enrolling in any courses.

**Requirements:****Professional Education Core (6 hours):**

Select two after meeting with adviser:

EDUC 6032	Applied Statistics
EDUC 6033	Research Design and Analysis
INST 6031	Applications of Technology
SILC 6030	Foundations of Multicultural Education

**Administrative Core (18 hours):**

ADSU 6030	Introduction to Educational Leadership
ADSU 6132	Curriculum
ADSU 6233	Principalship
ADSU 6436	School Resource Management
ADSU 6437	School Law
ADSU 6533	Appraisal of Teaching

**Instructional Technology Core (10 hours):**

INST 5011	Assistive-Adaptive Computer Applications
INST 5130	Learning Theory and Instruction
INST 5333	Systematic Design of Technology-Based Instruction
INST 6037	Advanced Technology Applications

### **Other Required Courses (2 hours):**

ADSU 5010	Professional Preparation Seminar
TCED 5010	Professional Preparation Seminar

Successful completion is required prior to enrollment in ADSU 6739. Candidates passing the Principal state assessment prior to enrolling in ADSU 5010 will have this course waived.

Successful completion is required prior to enrollment in ADSU 6739. Candidates passing the Master Technology Teacher State Assessment prior to enrolling in TCED 5010 will have this course waived.

### **Capstone Experience (6 hours):**

ADSU 6739	Graduate Practicum
INST 6739	Instructional Technology Practicum

Practicum application form must be completed and submitted by June 8 for fall semester and October 1 for spring semester in order to enroll in ADSU 6739. Students will be eligible to register for ADSU 6739 after they have successfully completed at least 24 hours of the master's degree and received a passing score on the Principal state assessment.

All placement sites must have an approved UHCL Agreement of Affiliation on record with the Center for the Professional Development of Teachers office prior to beginning the practicum.

## **EDUCATIONAL MANAGEMENT M.S. WITH PRINCIPAL CERTIFICATION AND READING SPECIALIST CERTIFICATION**

The graduate plan in Educational Management leads to the Master of Science (M.S.) degree with Principal Certification and Reading Specialist Certification, if certification requirements are met. The master's degree in Educational Management consists of 39 hours of graduate coursework. Candidates for this master's degree must complete the Professional Education Core (6 hours), the Administration Core (15 hours), the Reading Core (15 hours), and the Capstone Experience/Graduate Practicum (3 hours). Students will be eligible to register for the graduate practicum after they have successfully completed at least 24 hours of the master's degree and for Principal certification, pass the Principal TExES. Graduate Practicum is only offered in the fall and spring semesters. A practicum application form must be completed and submitted by June 8 for the fall semester and October 1 for the spring semester in order to enroll in ADSU 6739, Graduate Practicum.

In order to fulfill Principal certification requirements, students must successfully complete the 33 hours of M.S. degree coursework in Educational Management. Students must also have a valid Texas teaching certificate, two years of successful full-time classroom teaching in an approved accredited school, and a passing score on the Principal state assessment. Students seeking the reading specialist certification must hold a valid Texas teaching certificate and must be able to verify a minimum of two years of full-time approved successful teaching experience. A passing score on the Reading Specialist state assessment is required.

Students who meet the graduate admissions requirements to the College of Education (COE) (see Graduate Admissions Requirements) must meet additional requirements prior to being admitted to the Educational Management program. Each applicant must:

- have a GPA of 2.750 over the last 60 hours;
- provide proof of having a valid Texas teaching certificate; and
- provide a letter of support from a school building administrator.

Check prerequisites before enrolling in any courses.

### **Requirements:**

#### **Professional Education Core (6 hours):**

Select two after meeting with adviser.

EDUC 6032	Applied Statistics
EDUC 6033	Research Design and Analysis
INST 6031	Applications of Technology
SILC 6030	Foundations of Multicultural Education

**Administrative Core (15 hours):**

ADSU 6030	Introduction to Educational Leadership
ADSU 6233	Principalship
ADSU 6436	School Resource Management
ADSU 6437	School Law
ADSU 6533	Appraisal of Teaching

**Reading Core (15 hours):**

LLLS 6331	Sociolinguistic Applications to Reading
LLLS 6332	Foundations of Early and Secondary Literacy
LLLS 6333	Genre Studies in Children's & Young Adult Literature
LLLS 6639	Leadership in Clinical Practices in Assessment of Literacy Tasks
LLLS 6732	Assessment and Remediation of Reading and Language Arts Literacy

**Other Required Courses (2 hours):**

ADSU 5010	Professional Preparation Seminar
LLLS 5010	Professional Preparation Seminar for Reading Specialists

Successful completion is required prior to enrollment in ADSU 6739. Candidates passing the Principal state assessment prior to enrolling in ADSU 5010 will have this course waived.

Successful completion is required prior to enrollment in LLLS 6639. Candidates passing the Reading Specialist State Assessment prior to enrolling in LLLS 5010 will have this course waived.

**Capstone Experience (3 hours):**

ADSU 6739	Graduate Practicum
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Practicum application form must be completed and submitted by June 8 for fall semester and October 1 for spring semester in order to enroll in ADSU 6739. Students will be eligible to register for ADSU 6739 after they have successfully completed at least 24 hours of the master's degree and received a passing score on the Principal state assessment.

All placement sites must have an approved UHCL Agreement of Affiliation on record with the Center for the Professional Development of Teachers office prior to beginning the practicum.

## EDUCATIONAL MANAGEMENT M.S. WITH PRINCIPAL CERTIFICATION AND SPECIAL EDUCATION CERTIFICATION

The graduate plan in Educational Management leads to the Master of Science (M.S.) degree with Principal Certification and Special Education Certification, if certification requirements are met. The master's degree in Educational Management consists of 39 hours of graduate coursework. Candidates for this master's degree must complete the Professional Education Core (6 hours), the Administration Core (15 hours), the Special Education Core (15 hours), and the Capstone Experience/Graduate Practicum (3 hours). Students will be eligible to register for the graduate practicum after they have successfully completed at least 24 hours of the master's degree and passed the state certification exams. Graduate Practicum is only offered in the fall and spring semesters. A practicum application form must be completed and submitted by June 8 for the fall semester and October 1 for the spring semester in order to enroll in ADSU 6739, Graduate Practicum.

In order to fulfill Principal certification requirements, students must successfully complete the 33 hours of M.S. degree coursework in Educational Management. Students must also have a valid Texas teaching certificate, two years of successful full-time classroom teaching in an approved accredited school, and a passing score on the Principal state assessment. Students seeking the special education certification must hold a valid Texas teaching certificate. A passing score on the Special Education state assessment is required.

Students who meet the graduate admissions requirements to the College of Education (COE) (see Graduate Admissions Requirements) must meet additional requirements prior to being admitted to the Educational Management program. Each applicant must:

- have a GPA of 2.750 over the last 60 hours;
- provide proof of having a valid Texas teaching certificate; and
- provide a letter of support from a school building administrator.

Check prerequisites before enrolling in any courses.

## Requirements:

### Administrative Core (15 hours):

ADSU 6030	Introduction to Educational Leadership
ADSU 6233	Principalship
ADSU 6436	School Resource Management
ADSU 6437	School Law
ADSU 6533	Appraisal of Teaching

### Special Education Core (15 hours):

SPED 5131	Educational Assessment of Exceptionalities
SPED 5132	Curricular Approaches to Learning Difficulties
SPED 5133	Practicum in Inclusive Education
SPED 5233	Providing Positive Behavioral Support
SPED 5332	Exceptionalities in Infants and Young Children

### Professional Education Core (6 hours):

Select two after meeting with adviser

EDUC 6032	Applied Statistics
EDUC 6033	Research Design and Analysis
INST 6031	Applications of Technology
SILC 6030	Foundations of Multicultural Education

### Capstone Experience (3 hours):

ADSU 6739	Graduate Practicum
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Practicum application form must be completed and submitted by June 8 for fall semester and October 1 for spring semester in order to enroll in ADSU 6739. Students will be eligible to register for ADSU 6739 after they have successfully completed at least 24 hours of the master's degree and received a passing score on the Principal state assessment.

All placement sites must have an approved UHCL Agreement of Affiliation on record with the Center for the Professional Development of Teachers office prior to beginning the practicum.

### Other Required Courses (2 hours):

ADSU 5010	Professional Preparation Seminar
SPED 5010	Professional Preparation Seminar for Special Educators

Successful completion is required prior to enrollment in ADSU 6739. Candidates passing the Principal state assessment prior to enrolling in ADSU 5010 will have this course waived.

Successful completion is required prior to enrollment in SPED 5133. Candidates passing the Special Education State Assessment prior to enrolling in SPED 5010 will have this course waived.

### Professional Education Core (6 hours):

Select two after meeting with adviser.

EDUC 6032	Applied Statistics
EDUC 6033	Research Design and Analysis
INST 6031	Applications of Technology
SILC 6030	Foundations of Multicultural Education

## EDUCATIONAL MANAGEMENT M.S.

The graduate plan in Educational Management leads to the Master of Science (M.S.) degree. The master's degree in Educational Management consists of 33 hours of graduate coursework. Candidates for this master's degree must complete the Professional Education Core (6 hours), the Administration Core (24 hours) and the Capstone Experience (3 hours). Students will be eligible to register for the

capstone experience/ADSU 6735, Leadership Research Seminar, after they have successfully completed at least 24 hours of the master's degree.

Check prerequisites before enrolling in any courses.

## Requirements

### Professional Education Core (6 hours):

Select two after meeting with adviser.

EDUC 6032	Applied Statistics
EDUC 6033	Research Design and Analysis
INST 6031	Applications of Technology
SILC 6030	Foundations of Multicultural Education

### Administration Core (24 hours):

ADSU 6030	Introduction to Educational Leadership
ADSU 6132	Curriculum
ADSU 6233	Principalship
ADSU 6235	Administration of Special Programs
ADSU 6436	School Resource Management
ADSU 6437	School Law
ADSU 6533	Appraisal of Teaching
ADSU 6638	The Principal and School Community Relations

### Capstone Experience (3 hours):

ADSU 6735	Leadership Research Seminar
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## EDUCATIONAL MANAGEMENT M.S. - ONLINE

The online graduate plan in Educational Management leads to the Master of Science (M.S.) degree. The master's degree in Educational Management consists of 30 hours of graduate coursework.

Candidates for this master's degree must complete the Professional Education Core (6 hours), the Administration Core (21 hours) and the Capstone Experience (3 hours). Students will be eligible to register for the capstone experience, ADSU 6735 Leadership Research Seminar, after they have successfully completed at least 21 hours of the master's degree.

Check prerequisites before enrolling in any courses.

## Requirements

### Professional Education Core (6 hours):

Select two after meeting with an adviser.

EDUC 6032	Applied Statistics
EDUC 6033	Research Design and Analysis
INST 6031	Applications of Technology
SILC 6030	Foundations of Multicultural Education

### Administration Core (21 hours):

ADSU 6132	Curriculum
ADSU 6233	Principalship
ADSU 6235	Administration of Special Programs
ADSU 6333	Instructional Leadership
ADSU 6436	School Resource Management
ADSU 6437	School Law
ADSU 6638	The Principal and School Community Relations

### Capstone Experience (3 hours):

ADSU 6735	Leadership Research Seminar
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# **PRINCIPAL STANDARD EC- 12 CERTIFICATE FOR STUDENTS HOLDING A MASTER'S DEGREE**

The Principal certificate plan consists of 27 hours of graduate coursework. Candidates for this certificate must complete the Administration Core (24 hours) and the Capstone Experience/Graduate Practicum (3 hours). Students will be eligible to register for the graduate practicum after they have successfully completed at least 15 hours of the plan and passed the Principal state exam. Students are reminded that the graduate practicum is only offered in the fall and spring semesters. A practicum application form must be completed and submitted by June 8 for the fall semester and October 1 for the spring semester in order to enroll in ADSU 6739 Graduate Practicum.

In order to fulfill Principal certification requirements, students must successfully complete the 27 hours of coursework, have a valid Texas teaching certificate, two years of successful full-time classroom teaching in an approved accredited school, and pass the Principal state assessment.

Students who meet the graduate admissions requirements to the College of Education (COE) (see Graduate Admissions Requirements (p. 175)) must meet additional requirements prior to being admitted to the Principal Certification program. Each applicant must:

- have a GPA of 2.750 over the last 60 hours;
- provide proof of having a valid Texas teaching certificate; and
- proved a letter of support from a school building administrator.

Check prerequisites before enrolling in any courses.

## **Requirements**

### **Administration Core (24 hours):**

ADSU 6030	Introduction to Educational Leadership
ADSU 6132	Curriculum
ADSU 6233	Principalship
ADSU 6235	Administration of Special Programs
ADSU 6437	School Law
ADSU 6533	Appraisal of Teaching
ADSU 6436	School Resource Management
ADSU 6638	The Principal and School Community Relations

### **Other Required Course (1 hour):**

ADSU 5010	Professional Preparation Seminar
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Successful completion is required prior to enrollment in ADSU 6739. Candidates passing the Principal state assessment prior to enrolling in ADSU 5010 will have this course waived.

### **Capstone Experience (3 hours):**

ADSU 6739	Graduate Practicum
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Practicum application form must be completed and submitted by June 8 for fall semester and October 1 for spring semester in order to enroll in ADSU 6739. Students will be eligible to register for ADSU 6739 after they have completed at least 15 hours of the certificate and either earn a passing score on the Principal state assessment or successfully complete ADSU 5010.

All placement sites must have an approved UHCL Agreement of Affiliation on record with the Center for the Professional Development of Teachers office prior to beginning the practicum.

## **PROBATIONARY PRINCIPAL CERTIFICATION**

A one-year Probationary Principal certificate is available to candidates who hold principal or assistant principal positions and meet the requirements of the University of Houston-Clear Lake (UHCL) College of Education (COE). The Probationary Principal certificate may be renewed annually for a maximum of two years. For information concerning the requirements to obtain and/or renew the Probationary Principal certificate, visit with the UHCL COE Office of Educator Certification.



## SUPERINTENDENT CERTIFICATION

The Superintendent Certification plan requires the completion of 15 hours of specified coursework (see below) after finishing the Principal Certification plan. A passing score on the Superintendent state assessment is required prior to recommendation for this certificate.

### Admissions Requirements

Students who meet the graduate admissions requirements to the College of Education (COE) (see Graduate Admissions Requirements (p. 175)) must meet additional requirements prior to being admitted to the Superintendent program. Each applicant must:

- have a GPA of 2.750 over the last 60 hours;
- provide proof of having a valid Texas Principal or Mid-Management Administrator's certificate or be approved by TEA to use school district managerial experience to replace the certificate; and
- provide proof of current service as a school administrator or written approval from the Program Area Chair of Educational Leadership.

Check prerequisites before enrolling in any courses.

### Requirements

**The following courses are on the superintendent certification plan:**

EDLS 7636	Politics and School Finance
EDLS 7637	Personnel Management
EDLS 7638	The Superintendent and School Community Relations
EDLS 7833	Superintendent Seminar
EDLS 7837	Superintendent Practicum

All placement sites must have an approved UHCL Agreement of Affiliation on record with the Center for the Professional Development of Teachers office prior to beginning the practicum.

### Other Required Course (1 hour):

EDLS 7010	Superintendent Professional Preparation Seminar
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Candidates passing the Superintendent state assessment prior to enrolling in EDLS 7010 will have this course waived.

## BILINGUAL ADMINISTRATOR CERTIFICATE

Although the State Board for Educator Certification (SBEC) does not have a separate specialized certification to train bilingual students to work with English Language Learners (ELLs), University of Houston-Clear Lake (UHCL) has developed a program tailored to prepare future school administrators who are bilingual to work with this population. For more information about this program, please see the catalog section on UHCL Certificates (Not State Certificates) (p. 172).

## INSTRUCTIONAL DESIGN AND TECHNOLOGY M.S.

The graduate plan in Instructional Design and Technology (INST) leads to the Master of Science (M.S.) degree that prepares graduates to systematically design training and instruction.

Check prerequisites before enrolling in any courses.

### Requirements

**Professional Education Core (12 hours):**

#### Required

EDUC 6032	Applied Statistics
EDUC 6033	Research Design and Analysis
INST 6031	Applications of Technology

#### Choose one

SILC 5035	Interpersonal Interactions in Diverse Settings
SILC 6030	Foundations of Multicultural Education

**Instructional Technology Core (15 hours):**

INST 5130	Learning Theory and Instruction
INST 5131	Trends and Issues in Instructional Design and Technology
INST 5233	Performance Technology
INST 5333	Systematic Design of Technology-Based Instruction
INST 5433	Instructional Design, Project Management and Grant Writing

**Electives:**

Choose one elective course as advised.

**Master's Degree Options (6 hours):****Option 1:**

EDUC 6939	Master's Thesis Research
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Minimum of two semesters required for a maximum of six hours, with continuous registration until completion.

**Option 2:**

EDUC 6839	Master's Project Research
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Minimum of two semesters required for a maximum of six hours, with continuous registration until completion.

**Option 3:**

INST 6739	Instructional Technology Practicum
	INST elective course

(Practicum requires a minimum of 6 INST courses and the recommendation of the faculty adviser.)

All placement sites must have an approved UHCL Agreement of Affiliation on record with the Center for the Professional Development of Teachers office prior to beginning the practicum.

**Option 4:**

EDUC 6909	Master's Comprehensive Examination
	six hours from two INST electives courses

The degree may be completed entirely online with one exception. Online students might not be able to take Master's Degree Option 3: INST 6739 (Practicum) for their capstone experience if the proposed practicum site is 50 or more miles from the University of Houston-Clear Lake (UHCL) campus. Students in this situation would most likely be advised to pursue Options 2 or 4.

For additional information regarding these plans, please contact a faculty adviser.

## **INSTRUCTIONAL DESIGN AND TECHNOLOGY M.S. WITH GAME THEORY AND DESIGN SPECIALIZATION**

The Game Theory and Design specialization track in Instructional Design and Technology will offer candidates an opportunity to gain skills and knowledge related to game design and development.

Check prerequisites before enrolling in any courses.

**Requirements****Professional Education Core (6 hours):**

Select two after meeting with adviser.

EDUC 6032	Applied Statistics
EDUC 6033	Research Design and Analysis
INST 6031	Applications of Technology
SILC 6030	Foundations of Multicultural Education
SILC 5035	Interpersonal Interactions in Diverse Settings

Cannot select both SILC 6030 and SILC 5035.

**Instructional Technology Core (15 hours):**

INST 5130	Learning Theory and Instruction
INST 5131	Trends and Issues in Instructional Design and Technology
INST 5233	Performance Technology

INST 5333	Systematic Design of Technology-Based Instruction
INST 5433	Instructional Design, Project Management and Grant Writing

**Game Theory and Design Specialization (9 hours):****Required**

DMST 5131	Game Design and Theory
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**Two of the following:**

DMST 5031	Graphic Design
DMST 5236	Digital Storytelling
PSYC 6431	User-Centered Design

**Master's Degree Options (6 hours):****Option 2:**

EDUC 6839	Master's Project Research
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Minimum of two semesters required for a maximum of six hours, with continuous registration until completion.

Collaborative Project with Digital Media Studies (DMST) and Software Engineering (SWEN).

For additional information regarding these plans, please contact a faculty adviser.

## INSTRUCTIONAL DESIGN AND TECHNOLOGY M.S. WITH HUMAN RESOURCE MANAGEMENT SPECIALIZATION

The Human Resource Management specialization track in Instructional Design and Technology will offer candidates an opportunity to gain skills and knowledge related to human resource management.

Check prerequisites before enrolling in any courses.

**Requirements****Professional Education Core (6 hours):**

Select two after meeting with adviser:

EDUC 6032	Applied Statistics
EDUC 6033	Research Design and Analysis
INST 6031	Applications of Technology
SILC 6030	Foundations of Multicultural Education
SILC 5035	Interpersonal Interactions in Diverse Settings

Cannot select both SILC 6030 and SILC 5035.

**Instructional Technology Core (15 hours):**

INST 5130	Learning Theory and Instruction
INST 5131	Trends and Issues in Instructional Design and Technology
INST 5233	Performance Technology
INST 5333	Systematic Design of Technology-Based Instruction
INST 5433	Instructional Design, Project Management and Grant Writing

**Human Resource Management Specialization (9 hours)****Required**

HMRS 5131	Human Resource Management Processes
MGMT 5133	Teamwork and Leadership Skills: Theory in Practice

**Choose one**

HMRS 5531	Training and Development
MGMT 5032	Human Behavior in Organizations

**Master's Degree Options (6 hours):****Option 1:**

EDUC 6939	Master's Thesis Research
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Minimum of two semesters required for a maximum of six hours, with continuous registration until completion.

**Option 2:**

EDUC 6839                      Master's Project Research

Minimum of two semesters required for a maximum of six hours, with continuous registration until completion.

**Option 3:**INST 6739                      Instructional Technology Practicum  
INST elective course

(Practicum requires a minimum of 6 INST courses and the recommendation of the faculty adviser.)

All placement sites must have an approved UHCL Agreement of Affiliation on record with the Center for the Professional Development of Teachers office prior to beginning the practicum.

**Option 4:**EDUC 6909                      Master's Comprehensive Examination  
six hours from two INST electives courses

For additional information regarding these plans, please contact a faculty adviser.

## INSTRUCTIONAL DESIGN AND TECHNOLOGY M.S. WITH INDUSTRIAL/ORGANIZATIONAL PSYCHOLOGY SPECIALIZATION

The Industrial/Organizational Psychology (I/O PSYC) specialization track in Instructional Design and Technology will offer candidates an opportunity to gain skills and knowledge related to the field of I/O PSYC.

Check prerequisites before enrolling in any courses.

**Requirements****Professional Education Core (6 hours):**

Select two after meeting with adviser:

EDUC 6032	Applied Statistics
EDUC 6033	Research Design and Analysis
INST 6031	Applications of Technology
SILC 6030	Foundations of Multicultural Education
SILC 5035	Interpersonal Interactions in Diverse Settings

Cannot select both SILC 6030 and SILC 5035.

**Instructional Technology Core (15 hours):**

INST 5130	Learning Theory and Instruction
INST 5131	Trends and Issues in Instructional Design and Technology
INST 5233	Performance Technology
INST 5333	Systematic Design of Technology-Based Instruction
INST 5433	Instructional Design, Project Management and Grant Writing

**Human Resource Management Specialization (9 hours)****Three of the following**

PSYC 5332	Organizational Psychology
PSYC 5333/SOCI 5339	Leadership in Organizations
PSYC 5334/SOCI 5430	Change and Organizational Development
PSYC 5339	Training and Development
PSYC 6538	Performance Appraisal and Feedback

**Master's Degree Options (6 hours):****Option 1:**

EDUC 6939                      Master's Thesis Research

Minimum of two semesters required for a maximum of six hours, with continuous registration until completion.

**Option 2:**

EDUC 6839                      Master's Project Research  
Minimum of two semesters required for a maximum of six hours, with continuous registration until completion.

### **Option 3:**

INST 6739                      Instructional Technology Practicum  
                                         INST elective course  
(Practicum requires a minimum of 6 INST courses and the recommendation of the faculty adviser.)

All placement sites must have an approved UHCL Agreement of Affiliation on record with the Center for the Professional Development of Teachers office prior to beginning the practicum.

### **Option 4:**

EDUC 6909                      Master's Comprehensive Examination  
                                         six hours from two INST electives courses  
For additional information regarding these plans, please contact a faculty adviser.

## **INSTRUCTIONAL DESIGN AND TECHNOLOGY M.S. WITH INFORMATION SCIENCE SPECIALIZATION**

The Information Science specialization track in Instructional Design and Technology will offer candidates an opportunity to gain skills and knowledge related to the fields of information and library sciences.

### **Requirements**

#### **Professional Education Core (6 hours):**

Select 2 after meeting with adviser.

EDUC 6032	Applied Statistics
EDUC 6033	Research Design and Analysis
INST 6031	Applications of Technology
SILC 6030	Foundations of Multicultural Education

#### **Instructional Technology Core (15 hours):**

INST 5130	Learning Theory and Instruction
INST 5131	Trends and Issues in Instructional Design and Technology
INST 5233	Performance Technology
INST 5333	Systematic Design of Technology-Based Instruction
INST 5433	Instructional Design, Project Management and Grant Writing

#### **Information Science Specialization (12 hours):**

LLLS 6234	Librarians Empowering Learners Through Advocacy & Leadership
LLLS 6334	Administration of School Library Services
LLLS 6336	Media and Technology Selection and Application
LLLS 6338	School Library Systems & Services

#### **Master's Degree Options (3 hours):**

INST 6739	Instructional Technology Practicum
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## **MULTICULTURAL STUDIES IN EDUCATION M.S.**

The graduate plan in Multicultural Studies in Education leads to the Master of Science (M.S.) degree. This interdisciplinary plan is designed so that students will be prepared comprehensively at an advanced level to deal effectively with multicultural issues in schools. The plan requires a minimum of 36 hours, including the following requirements.

Check prerequisites before enrolling in any courses.

### **Requirements**

#### **Professional Education Core (12 hours):**

EDUC 6032	Applied Statistics
EDUC 6033	Research Design and Analysis

SILC 6030	Foundations of Multicultural Education
INST 6031	Applications of Technology

**Track A--Bilingual Education (12 hours):**

SILC 5031	Curriculum Issues in Educating the Bilingual Student
SILC 5032	Applied Linguistics for Bilingual Education/ESL
SILC 5134	Second Language Teaching
SILC 5531	Literacy for Spanish-Speaking Students

**Support Area (6 hours):**

SILC 5130	Theory and Research in Bilingual and ESL Education
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**Choose one course from:**

SILC 5034	Community Collaboration
SILC 5035	Interpersonal Interactions in Diverse Settings
SILC 5036	Multicultural Curriculum Development
	Advised elective

**Other course if seeking certification (1 hour):**

SILC 5010	Professional Preparation Seminar for Educators of English Language Learners
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Students not passing the Bilingual Education or English as a Second Language (ESL) state assessment by the final semester of this plan must also enroll in and successfully complete this course.

**Master's Degree Options (6 hours):****Option 1:**

EDUC 6939	Master's Thesis Research
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Minimum of two semesters required for a maximum of six hours, with continuous registration until completion.

**Option 2:**

EDUC 6839	Master's Project Research
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Minimum of two semesters required for a maximum of six hours, with continuous registration until completion.

**Option 3:**

SILC 6739	Studies in Language & Culture Practicum
	SILC elective course

(Practicum requires a minimum of six SILC courses and the recommendation of the faculty adviser.)

All placement sites must have an approved UHCL Agreement of Affiliation on record with the Center for the Professional Development of Teachers office prior to the beginning of the practicum.

**Option 4:**

EDUC 6909	Master's Comprehensive Examination
	six hours from two SILC electives courses

**Track B--English as a Second Language (12 hours):**

SILC 5032	Applied Linguistics for Bilingual Education/ESL
SILC 5033	Cross-Curricular Literacy for Second Language Learners
SILC 5134	Second Language Teaching
SILC 6032	Models of Language

**Support Area (6 hours):**

SILC 5130	Theory and Research in Bilingual and ESL Education
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**Choose one course from:**

SILC 5034	Community Collaboration
SILC 5035	Interpersonal Interactions in Diverse Settings
SILC 5036	Multicultural Curriculum Development
	Advised elective

**Other course if seeking certification (1 hour):**

SILC 5010	Professional Preparation Seminar for Educators of English Language Learners
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Students not passing the Bilingual Education or English as a Second Language (ESL) state assessment by the final semester of this plan must also enroll in and successfully complete this course.

### **Master's Degree Options (6 hours):**

#### **Option 1:**

EDUC 6939                      Master's Thesis Research

Minimum of two semesters required for a maximum of six hours, with continuous registration until completion.

#### **Option 2:**

EDUC 6839                      Master's Project Research

Minimum of two semesters required for a maximum of six hours, with continuous registration until completion.

#### **Option 3:**

SILC 6739                      Studies in Language & Culture Practicum  
SILC elective course

(Practicum requires a minimum of six SILC courses and the recommendation of the faculty adviser.)

All placement sites must have an approved UHCL Agreement of Affiliation on record with the Center for the Professional Development of Teachers office prior to the beginning of the practicum.

#### **Option 4:**

EDUC 6909                      Master's Comprehensive Examination  
six hours from two SILC electives courses

### **Track C--Multicultural Education (12 hours):**

SILC 5034                      Community Collaboration  
SILC 5035                      Interpersonal Interactions in Diverse Settings  
SILC 5036                      Multicultural Curriculum Development  
Advised elective

### **Support Area (6 hours):**

Advised electives

### **Other course, if seeking certification (1 hour):**

SILC 5010                      Professional Preparation Seminar for Educators of English Language  
Learners

Students not passing the Bilingual Education or ESL state assessment by the final semester of this plan must also enroll in and successfully complete this course.

### **Master's Degree Options (6 hours):**

#### **Option 1:**

EDUC 6939                      Master's Thesis Research

Minimum of two semesters required for a maximum of six hours, with continuous registration until completion.

#### **Option 2:**

EDUC 6839                      Master's Project Research

Minimum of two semesters required for a maximum of six hours, with continuous registration until completion.

#### **Option 3:**

SILC 6739                      Studies in Language & Culture Practicum  
SILC elective course

(Practicum requires a minimum of six SILC courses and the recommendation of the faculty adviser.)

All placement sites must have an approved UHCL Agreement of Affiliation on record with the Center for the Professional Development of Teachers office prior to the beginning of the practicum.

#### **Option 4:**

EDUC 6909                      Master's Comprehensive Examination  
six hours from two SILC electives courses

**Track D--Social Justice in Education-Fully Online Program (12 hours):**

SILC 5034	Community Collaboration
SILC 5035	Interpersonal Interactions in Diverse Settings
SILC 5036	Multicultural Curriculum Development
SILC 6035	Social Foundations of Education
	SILC Elective Course

**Support Area (6 hours):**

SILC 6031	Social Justice Leadership, Policy and Advocacy
SILC 6033	Reflection in Social Justice Education

**Master's Degree Option (6 hours):****Option 1:**

EDUC 6939	Master's Thesis Research
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Minimum of two semesters required for a maximum of six hours, with a continuous registration until completion.

**Option 2:**

EDUC 6839	Master's Project Research
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Minimum of two semesters required for a maximum of six hours, with continuous registration until completion.

**Option 3:**

SILC 6739	Studies in Language & Culture Practicum
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(Practicum requires a minimum of six SILC courses and the recommendation of the faculty adviser.)

**Option 4:**

EDUC 6909	Master's Comprehensive Examination six hours from two SILC electives courses
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At least 15 hours of this master's degree may also fulfill the course requirements for the Bilingual Education or the ESL supplemental certificate. A supplemental certificate gives educators the ability to teach the supplemental subject only at the grade levels and in the areas of their already existing teaching certificates.

## MULTICULTURAL STUDIES IN EDUCATION M.S. WITH BILINGUAL OR ESL AND SPECIAL EDUCATION SPECIALIZATIONS

The graduate plan in Multicultural Studies in Education leads to the Master of Science (M.S.) degree. This specialization allows students to seek certification in two areas of high need. The plan requires a minimum of 39 hours, including the following requirements.

Check prerequisites before enrolling in any courses.

**Requirements****Professional Education Core (12 hours):**

EDUC 6032	Applied Statistics
EDUC 6033	Research Design and Analysis
INST 6031	Applications of Technology
SILC 6030	Foundations of Multicultural Education

**Bilingual/ESL Education (12 hours):**

SILC 5032	Applied Linguistics for Bilingual Education/ESL
SILC 5033	Cross-Curricular Literacy for Second Language Learners
SILC 5130	Theory and Research in Bilingual and ESL Education
SILC 5931	Research Topics in the Studies of Language and Culture

**Special Education (12 hours):**

SPED 5131	Educational Assessment of Exceptionalities
SPED 5132	Curricular Approaches to Learning Difficulties
SPED 5233	Providing Positive Behavioral Support



SPED 5332

Exceptionalities in Infants and Young Children

**Additional Required Courses (2 hours):**

SILC 5010	Professional Preparation Seminar for Educators of English Language Learners
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SPED 5010	Professional Preparation Seminar for Special Educators
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Students not passing the Bilingual Education or English as a Second Language (ESL) state assessment by the final semester of this plan must enroll in and successfully complete this course.

SPED 5010

Students not passing the Special Education state assessment by the final semester of this plan must enroll in and successfully complete this course.

**Master's Degree Option (3 hours):**

SPED 5133	Practicum in Inclusive Education
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**READING M.S.**

The graduate plan in Reading leads to the Master of Science (M.S.) degree. The plan consists of a minimum of 39 semester hours.

Check prerequisites before enrolling in any courses.

**Requirements****Professional Education Core (12 hours):**

EDUC 6032	Applied Statistics
EDUC 6033	Research Design and Analysis
SILC 6030	Foundations of Multicultural Education
INST 6031	Applications of Technology

**Required Courses (15 hours):**

LLS 5532	Selecting Literature and Materials for Young Adults
	Or
LLS 5533	Selecting Literature and Materials for Children
LLS 5534	Foundations in Secondary Literacy
LLS 5738	Foundations of Early Literacy
LLS 6331	Sociolinguistic Applications to Reading
LLS 6732	Assessment and Remediation of Reading and Language Arts Literacy

**Electives (6 hours):**

Advised hours from list below:

LLS 5131	Integrating the Language Arts
LLS 5134	Developmental Reading Programs for EC-8
LLS 5135	Developmental Reading Programs for Secondary Schools
LLS 5531	Critical Reading and Thinking
LLS 5532	Selecting Literature and Materials for Young Adults
LLS 5533	Selecting Literature and Materials for Children
LLS 5635	The Teaching of Writing
LLS 5931	Research Topics in Literacy, Language and Library Science

**Master's Degree Options (6 hours):**

LLS 6839	Practicum in School Literacy Practices
	And
LLS 6639	Leadership in Clinical Practices in Assessment of Literacy Tasks
	Or
EDUC 6839	Master's Project Research
	Or
EDUC 6939	Master's Thesis Research

LLS 6639 and LLS 6839: Requires prior completion of LLS 6732 and 12 hours of LLS courses.

All placement sites must have an approved UHCL Agreement of Affiliation on record with the Center for the Professional Development of Teachers office prior to beginning the practicum.

## READING M.S. WITH READING SPECIALIST CERTIFICATE

This graduate plan in Reading leads to the Master of Science (M.S.) degree with a Reading Specialist certificate. Students seeking this certification must hold a valid Texas teaching certificate and must be able to verify a minimum of two years of full-time approved successful teaching experience. A passing score on the Reading Specialist Texas Examinations of Educator Standards (TExES) is required. The plan consists of a minimum of 30-31 semester hours.

Students who meet the graduate admissions requirements to the College of Education (COE) (see Graduate Admissions Requirements) must meet additional requirements prior to being admitted to the Reading Specialist program. Each applicant must:

- have a GPA of 2.750 over the last 60 hours;
- provide proof of having a valid Texas teaching certificate; and
- provide a letter of support from a school building administrator.

Check prerequisites before enrolling in any courses.

### Requirements

#### Professional Education Core (6 hours):

Select two after meeting with adviser.

EDUC 6032	Applied Statistics
EDUC 6033	Research Design and Analysis
SILC 6030	Foundations of Multicultural Education
INST 6031	Applications of Technology

#### Required Reading Courses (21 hours):

LLLS 5133	Foundations of Reading
LLLS 5635	The Teaching of Writing
LLLS 6331	Sociolinguistic Applications to Reading
LLLS 6332	Foundations of Early and Secondary Literacy
LLLS 6333	Genre Studies in Children's & Young Adult Literature
LLLS 6639	Leadership in Clinical Practices in Assessment of Literacy Tasks
LLLS 6732	Assessment and Remediation of Reading and Language Arts Literacy

#### Other course (1 hour):

LLLS 5010	Professional Preparation Seminar for Reading Specialists
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Students not passing the Reading Specialist state assessment by the final semester of this plan must also enroll in and successfully complete this course.

#### Master's Degree Options (3 hours):

LLLS 6839	Practicum in School Literacy Practices
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LLLS 6839: Requires prior completion of LLLS 6732 and 12 hours of LLLS courses.

All placement sites must have an approved UHCL Agreement of Affiliation on record with the Center for the Professional Development of Teachers office prior to beginning the practicum.

## READING SPECIALIST STANDARD EC-12 CERTIFICATE FOR STUDENTS HOLDING A MASTER'S DEGREE

Students seeking Reading Specialist certification must hold a master's degree and a valid Texas teaching certification and verify a minimum of two years of approved successful full-time teaching experience. A passing score on the Reading Specialist Texas Examination of Educator Standards (TExES) is required. The plan consists of a minimum of 18-19 semester hours.

Students who meet the graduate admissions requirements to the College of Education (COE) (see Graduate Admissions Requirements (p. 175)) must meet additional requirements prior to being admitted to the Reading Specialist program. Each applicant must:

- have a GPA of 2.750 over the last 60 hours;
- provide proof of having a valid Texas teaching certificate; and
- provide a letter of support from a school building administrator.

Check prerequisites before enrolling in any courses.

## Requirements

### Required Reading courses (15 hours):

LLS 6331	Sociolinguistic Applications to Reading
LLS 6332	Foundations of Early and Secondary Literacy
LLS 6333	Genre Studies in Children's & Young Adult Literature
LLS 6639	Leadership in Clinical Practices in Assessment of Literacy Tasks
LLS 6732	Assessment and Remediation of Reading and Language Arts Literacy

### Other course (1 hour):

LLS 5010	Professional Preparation Seminar for Reading Specialists
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Students not passing the Reading Specialist state assessment by the final semester of this plan must also enroll in and successfully complete this course.

### Capstone Experience (3 hours):

LLS 6839	Practicum in School Literacy Practices
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All placement sites must have an approved UHCL Agreement of Affiliation on record with the Center for the Professional Development of Teachers office prior to beginning the practicum.

## SCHOOL LIBRARY AND INFORMATION SCIENCE M.S. WITH SCHOOL LIBRARIAN STANDARD CERTIFICATE (EC-12)

The graduate plan in School Library and Information Science leads to the Master of Science (M.S.) degree. Students completing this degree plan are eligible for certification as school librarians. Students seeking this certification must hold a valid Texas teaching certificate and must be able to verify a minimum of two years of successful full-time classroom teaching experience in an approved accredited school. A passing score on the School Librarian state assessment is required prior to recommendation for this certificate. The plan consists of 33 semester hours.

Students who meet the graduate admissions requirements to the College of Education (COE) (see Graduate Admissions Requirements) must meet additional requirements prior to being admitted to the School Librarian program. Each applicant must:

- have a GPA of 2.750 over the last 60 hours;
- provide proof of having a valid Texas teaching certificate; and
- provide a letter of support from a school building administrator.

Check prerequisites before enrolling in any courses.

## Requirements

### Professional Education Core (6 hours):

Choose two of the following:

EDUC 6032	Applied Statistics
EDUC 6033	Research Design and Analysis
INST 6031	Applications of Technology
SILC 6030	Foundations of Multicultural Education

### School Library Core (24 hours):

LLS 5532	Selecting Literature and Materials for Young Adults
LLS 5533	Selecting Literature and Materials for Children

LLS 6134	School Library Collection Development & Management
LLS 6136	Librarians as Instructional Partners
LLS 6234	Librarians Empowering Learners Through Advocacy & Leadership
LLS 6334	Administration of School Library Services
LLS 6336	Media and Technology Selection and Application
LLS 6338	School Library Systems & Services

### Capstone Experience (3 hours):

LLS 6739 School Library Practicum

All placement sites must have an approved UHCL Agreement of Affiliation on record with the Center for the Professional Development of Teachers office prior to beginning the practicum.

### Other courses (1 hour):

LLS 5012 Professional Preparation Seminar for School Librarians

Students not passing the School Librarian state assessment by the final semester of this plan must also enroll in and successfully complete this course.

## SCHOOL LIBRARY AND INFORMATION SCIENCE M.S. WITH SCHOOL LIBRARIAN STANDARD CERTIFICATE EC-12 AND MASTER TECHNOLOGY TEACHER CERTIFICATION

The graduate plan in School Library and Information Science leads to the Master of Science (M.S.) degree. Students completing this degree are eligible for certification as school librarians and master technology teachers. Students seeking the school librarian certification must hold a valid Texas teaching certificate and must be able to verify a minimum of two years of successful full-time classroom teaching experience in an approved accredited school. A passing score on the School Librarian state assessment is required prior to recommendation for this certificate. Students seeking the Master Technology Teacher Certification must hold a valid Texas teaching certificate and must be able to verify a minimum of two years of full-time approved successful teaching experience. A passing score on the Master Technology Teacher state assessment is required. The plan consists of 46 semester hours.

Students who meet the graduate admissions requirements to the College of Education (COE) (see Graduate Admissions Requirements) must meet additional requirements prior to being admitted to the School Librarian program. Each applicant must:

- have a GPA of 2.750 over the last 60 hours;
- provide proof of having a valid Texas teaching certificate; and
- provide a letter of support from a school building administrator.

Check prerequisites before enrolling in any courses.

## Requirements

### Professional Education Core (6 hours):

Choose two of the following:

EDUC 6032	Applied Statistics
EDUC 6033	Research Design and Analysis
INST 6031	Applications of Technology
SILC 6030	Foundations of Multicultural Education

### School Library Core (24 hours):

LLS 5532	Selecting Literature and Materials for Young Adults
LLS 5533	Selecting Literature and Materials for Children
LLS 6134	School Library Collection Development & Management
LLS 6136	Librarians as Instructional Partners
LLS 6234	Librarians Empowering Learners Through Advocacy & Leadership
LLS 6334	Administration of School Library Services
LLS 6336	Media and Technology Selection and Application
LLS 6338	School Library Systems & Services

**Instructional Technology Core (10 hours):**

INST 5011	Assistive-Adaptive Computer Applications
INST 5130	Learning Theory and Instruction
INST 5333	Systematic Design of Technology-Based Instruction
INST 6037	Advanced Technology Applications

**Capstone Experience (6 hours):**

INST 6739	Instructional Technology Practicum
LLS 6739	School Library Practicum

All placement sites must have an approved UHCL Agreement of Affiliation on record with the Center for the Professional Development of Teachers office prior to beginning the practicum.

**Other courses (2 hours):**

LLS 5012	Professional Preparation Seminar for School Librarians
TCED 5010	Professional Preparation Seminar

Students not passing the School Librarian state assessment by the final semester of this plan must also enroll in and successfully complete this course.

Students not passing the Master Technology Teacher state assessment by the final semester must enroll in and successfully complete this course. Candidates passing the Master Technology Teacher state assessment by the final semester of this plan will have this course waived.

## **SCHOOL LIBRARIAN STANDARD CERTIFICATE (EC-12) FOR STUDENTS HOLDING A MASTER'S DEGREE**

Students seeking School Librarian certification must hold a master's degree and a valid Texas teaching certification and verify a minimum of two years approved successful full-time teaching experience. A passing score on the School Librarian Texas Examination of Educator Standards (TExES) is required. The plan consists of 27-28 semester hours.

Students who meet the graduate admissions requirements to the College of Education (COE) (see Graduate Admission Requirements (p. 175)) must meet additional requirements prior to being admitted to the School Librarian program. Each applicant must:

- have a GPA of 2.750 over the last 60 hours;
- provide proof of having a valid Texas teaching certificate; and
- provide a letter of support from a school building administrator.

Check prerequisites before enrolling in any courses.

## **Requirements**

**School Librarian Core (24 hours):**

LLS 5532	Selecting Literature and Materials for Young Adults
LLS 5533	Selecting Literature and Materials for Children
LLS 6134	School Library Collection Development & Management
LLS 6136	Librarians as Instructional Partners
LLS 6234	Librarians Empowering Learners Through Advocacy & Leadership
LLS 6334	Administration of School Library Services
LLS 6336	Media and Technology Selection and Application
LLS 6338	School Library Systems & Services

**Capstone Experience (3 hours):**

LLS 6739	School Library Practicum
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All placement sites must have an approved UHCL Agreement of Affiliation on record with the Center for the Professional Development of Teachers office prior to beginning the practicum.

**Other courses (1 hour):**

LLS 5012	Professional Preparation Seminar for School Librarians
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Students not passing the School Librarian state assessment by the final semester of this plan must also enroll in and successfully complete this course.

To be recommended for the School Librarian certificate, students must complete the above program, hold a valid Texas teaching certificate, verify two years of successful full-time teaching experience in a public or approved accredited private school, hold a master's degree, and pass the School Librarian state assessment.

## DOCTORAL DEGREE PLANS

### CURRICULUM AND INSTRUCTION ED.D.

The Doctor of Education (Ed.D.) in Curriculum and Instruction with a focus on science, technology, engineering, and mathematics (STEM) is a program for educational leaders who wish to advance their careers. The doctoral degree will address the needs of professionals in the K-14 education sector who seek to improve their practice, positively impact their institutions, and advance their professional careers. The program will also address the needs of professionals employed in the informal education sector such as those who work at zoos, museums, educational outreach and community centers, as well as other educational-related STEM industries.

Prior to admission to the Ed.D. program, the student is expected to have the following:

1. A master's degree and the equivalent of University of Houston-Clear Lake's (UHCL's) EDUC 6032, EDUC 6033, INST 6031 and SILC 6030
2. A completed UHCL admissions application
3. Official transcripts from each accredited institution attended sent to the Office of Admissions
4. A combined score of 297 on the Verbal and Quantitative portions of the Graduate Record Examination (GRE) and a minimum score of 4.0 on the Analytical Writing portion of the GRE. The GRE must have been taken within the last five years. In the application process for the Doctoral Program in Curriculum and Instruction, applicants have the option of providing a writing sample, where the writing activity is proctored at UHCL, in lieu of the GRE.
5. Evidence of work and leadership experience in STEM education
6. A Letter of Intent, not to exceed 1000 words, explaining the reason for pursuing doctoral-level work in STEM education. The letter should include a brief discussion of career goals, research interests as they relate to STEM education, and how this program will help meet career goals and pursue research interests. The letter should also discuss scholarly and professional accomplishments and prior work experiences that relate to the applicant's interest in, and aptitude for, the doctorate program.
7. Three reference forms from persons who can address the student's performance in graduate studies and potential for educational leadership. If possible, at least one of the reference forms should be from a professor involved in the applicant's master's program.
8. If applicable, provide a letter from an employer confirming support of the applicant's pursuit of the Ed.D. and willingness to allow fieldwork within the organization. The Admission Requirements section of the UHCL Doctoral Web site has a form letter for the employer to sign.

Other information may be required; contact COE's Office of Academic Advising for details.

If an applicant does not meet one or more of the admission requirements but can provide letters testifying to his/her strong leadership qualities, provisional admission may be granted.

Once a student is admitted, any course in which the student makes a grade of "C-" or below cannot be counted toward the doctoral program. Doctoral students may count one course on their program with a grade of either "C+" or "C." All other grades must be "B-" or greater. An overall grade point average (GPA) of 3.000 must be maintained.

The time frame for completion of the doctoral program is seven years from the start of the program. At the end of the seventh year, a doctoral candidate is allowed to petition the Associate Dean for a one-year extension if the candidate's dissertation proposal has been approved. The candidate can petition the COE Associate Dean for a second and final one-year extension to complete the dissertation.

Check prerequisites before enrolling in any courses.

## **The structure of the Ed.D. program is as follows:**

### **Curriculum and Instruction Core (9 hours):**

EDCI 7034	Professional Writing and Communications
EDCI 7035	Intercultural Communications
EDCI 7139	Professional Development Principles and Practices

### **Research Core (18 hours):**

EDCI 7031	Quantitative Research I
EDCI 7032	Quantitative Research II
EDCI 7033	Qualitative Research
EDCI 7331	Advanced Qualitative Methods
EDCI 7333	Survey Design
EDCI 8530	Research Seminar

### **STEM Core:**

EDCI 7137	Advanced Models of Teaching STEM Education
EDCI 7138	Curriculum Design: Development, Implementation, Evaluation in STEM Education
EDCI 7430	Current Issues and Trends in STEM Education
EDCI 7431	Learning and Cognition in STEM Education

### **Specialization:**

With the assistance of your faculty adviser, choose nine hours from a STEM specialization area. Approved STEM specialization areas are science, technology, engineering, and mathematics. Suggested courses are listed below; other courses may be used with approval from your faculty adviser.

#### **Science:**

BIOL 5234	Population and Community Dynamics
BIOL 5534	Conservation Biology
BIOL 5535	Neotropical Rainforest Ecology
BIOL 5736	Bioethics
GEO 5233	Environmental Geochemistry
GEO 5333	Wetlands
GEO 5730	Planetary Geology
PHYS 5531	Mathematical Methods I
CHEM 5130	Mathematical Methods and Physical Concepts in Chemistry

#### **Mathematics:**

MATH 5031	Problem-Solving Strategies
MATH 5033	Instructional Applications of Algebra
MATH 5034	Geometry Seminar
MATH 5035	Precalculus Courses for Mathematics Teachers of Grades 10-14
MATH 5036	Calculus for Mathematics Teachers of Grades 10-14
MATH 5037	Technology for Mathematics Curriculum
MATH 5330	Mathematical Software and Modeling Simulation

#### **Technology:**

DMST 5034	Global Issues in a Digital Society
INST 5130	Learning Theory and Instruction
INST 5333	Systematic Design of Technology-Based Instruction
INST 5835	Digital Video Production for Educators and Trainers
INST 6137	Technology and e-Learning
INST 6437	Interactive Distance Education
PSYC 6431	User-Centered Design

### **Dissertation (6 hours):**

EDCI 8939	Dissertation
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Students must register for dissertation hours each long semester until completion. Only six hours of dissertation may count in the program. Before being permitted to register for dissertation hours, a doctoral student must have advanced to candidacy.

Those interested in applying should contact COE's Office of Academic Advising in Bayou 1231 (by phone at 281-283-3600 or by e-mail at [education@uhcl.edu](mailto:education@uhcl.edu)). The deadline for application is March 15; however, early admission is available. Contact COE's Office of Academic Advising for details.

## EDUCATIONAL LEADERSHIP ED.D.

The focus of the Doctor of Education (Ed.D.) is the preparation of individuals for service as educational leaders in educational organizations, in particular, Pre-K to university educational settings. The intent is to provide such individuals with the advanced knowledge and skills necessary to generate and apply research for solving the problems faced by educational leaders.

Prior to admission to the Ed.D. program, the student is expected to have the following:

1. A master's degree and the equivalent of University of Houston-Clear Lake's (UHCL's) EDUC 6032, EDUC 6033, INST 6031 and SILC 6030
2. A completed UHCL admissions application
3. Official transcripts from each accredited institution attended sent to the Office of Admissions
4. A combined score of 297 on the Verbal and Quantitative portions of the Graduate Record Examination (GRE) and a minimum score of 4.0 on the Analytical Writing portion of the GRE. The GRE must have been taken within the last five years. In the application process for the Doctoral Program in Educational Leadership, applicants have the option of providing a writing sample, where the writing activity is proctored at UHCL, in lieu of the GRE.
5. Evidence of work and leadership experience in education, in particular, Pre-K to university educational settings
6. A Letter of Intent, not to exceed 1000 words, explaining the reason for pursuing doctoral-level work in Educational Leadership by discussing career goals and how the program in Educational Leadership will help in achieving them. The letter should include a brief discussion of prior experiences that relate to the candidate's interest in, and aptitude for, the graduate program and that reviews the candidate's scholarly and professional accomplishments.
7. Three reference forms from persons who can address the student's performance in graduate studies and potential for educational leadership. If possible, at least one of the reference forms should be from a professor involved in the applicant's master's program.
8. If applicable, provide a letter from an employer confirming support of the applicant's pursuit of the Ed.D. and willingness to allow fieldwork within the organization. The Admission Requirements section of the UHCL Doctoral Web site has a form letter for the employer to sign.

Other information may be required; contact COE's Office of Academic Advising for details.

If an applicant does not meet one or more of the admission requirements but can provide letters testifying to his/her strong leadership qualities, provisional admission may be granted.

Once a student is admitted, any course in which the student makes a grade of "C-" or below cannot be counted toward the doctoral program. Doctoral students may count one course on their program with a grade of either "C+" or "C." All other grades must be "B-" or greater. An overall grade point average (GPA) of 3.000 must be maintained.

The time frame for completion of the doctoral program is seven years from the start of the program. At the end of the seventh year, a doctoral candidate is allowed to petition the Associate Dean for a one-year extension if the candidate's dissertation proposal has been approved. The candidate can petition the COE Associate Dean for a second and final one-year extension to complete the dissertation.

Check prerequisites before enrolling in any courses.

## The structure of the Ed.D. program is as follows:

### Leadership Core:

EDLS 7238  
EDLS 8130  
EDLS 8132

Marketing of Educational Services for Nonprofit Organizations  
Strategic Planning & Systems Alignment  
Transition and Change Management



EDLS 8230	Ethics, Values and Social Responsibility
EDLS 8330	Human Resources Administration
EDLS 8430	Financial Resources Management

**Research Core:**

EDLS 7031	Quantitative Research I
EDLS 7032	Quantitative Research II
EDLS 7033	Qualitative Research
EDLS 7130	Program Evaluation
EDLS 8530	Research Seminar

**Communication Core:**

EDLS 7030	Dispute Resolution
EDLS 7034	Professional Writing & Communications
EDLS 7035	Intercultural Communication

**Specialization:**

12 hours from one area of specialization as follows:

**Counseling:**

EDLS 7230	Counseling Supervision
EDLS 7231	Advanced Crisis and Disaster Response
EDLS 7232	Evaluating Counseling Programs
EDLS 7233	Counseling as a Profession

**Curriculum and Instruction:**

EDLS 7136	Current Pedagogical Issues
EDLS 7137	Advanced Models of Teaching
EDLS 7138	Curriculum Design: Development, Implementation, Evaluation
EDLS 7139	Professional Development Principles and Practices

**Higher Education:**

EDLS 8630	Administration in Higher Education
EDLS 8631	Student Affairs in Higher Education
EDLS 8632	Law and Policy in Higher Education
EDLS 8633	Contemporary Issues in Higher Education

**Reading:**

EDLS 7131	Society, Language and Reading
EDLS 7132	Integrating Reading into the Curriculum
EDLS 7133	Writing Workshop in the Classroom I
EDLS 7134	Curriculum Writing Workshop in the Classroom II
EDLS 7135	Literacy Assessment for the Practitioner

**Research Design, Measurement and Statistics:**

EDLS 7330	Advanced Statistical Analysis
EDLS 7331	Advanced Qualitative Methods
EDLS 7332	Current Issues in Educational Measurement
EDLS 7333	Survey Design

**Special Populations:**

EDLS 7036	Special Populations-Early Childhood Education
EDLS 7037	Special Populations-Special Education
EDLS 7038	Special Populations-Bilingual and ESL Education
EDLS 7039	Special Populations-Synthesis

**Superintendent:**

EDLS 7636	Politics and School Finance
EDLS 7637	Personnel Management
EDLS 7638	The Superintendent and School Community Relations
EDLS 7833	Superintendent Seminar
EDLS 7837	Superintendent Practicum

**Dissertation:**

EDLS 8939	Dissertation
EDLS 8969	Dissertation

Students must register for dissertation hours each long semester until completion. Only six hours of dissertation may count in the program. Before being permitted to register for dissertation hours, a doctoral student must have advanced to candidacy.

Those interested in applying should contact COE's Office of Academic Advising in Bayou 1231 (by phone at 281-283-3600 or by e-mail at [education@uhcl.edu](mailto:education@uhcl.edu)). The deadline for application is March 15; however, early admission is available. Contact COE's Office of Academic Advising for details.

## **ADSU - ADMINISTRATION AND SUPERVISION COURSES**

### **ADSU 5010 - Professional Preparation Seminar**

This course is designed to assist students in the principal certification program to understand the state certification standards for successful entry into their chosen educational field. This course may be waived if the candidate has earned a passing score on the TExES. Completion of the course is dependent upon candidates passing all state assessments required for their degree/certification plan.

Prerequisite: An approved, signed degree or certification plan on file in the COE.

### **ADSU 5931 - Research Topics in Educational Leadership**

Identified by specific title each time course is offered.

### **ADSU 5939 - Independent Study in Educational Leadership**

Prerequisite: Approval of instructor and associate dean.

### **ADSU 6030 - Introduction to Educational Leadership**

The course content has been approved by the Texas Education Agency and meets the guidelines for Instructional Leadership Development required for administrators and supervisors. This course focuses on principles and skills of educational leadership necessary to facilitate continuous campus improvement, including data-driven decision making, curriculum, instruction, assessment, developmental supervision, professional development, community partnerships, communication, organizational management, and evaluation.

### **ADSU 6130 - Administrative Systems**

This course focuses on technological applications for school administrative systems focusing on communication, presentation, and management systems.

### **ADSU 6132 - Curriculum**

This course is designed to prepare building-level leaders to understand national and State of Texas practices and theory related to legal curricular issues as well as the design and alignment, implementation, analysis and methods of evaluation of school curriculum, and school curricular programs.

### **ADSU 6233 - Principalship**

This course focuses on the application of interpersonal, technical, human, and conceptual skills required of building-level administrators to engage in organizational vision-building, decision-making, problem-solving, and effective leadership in learning environments; study of leadership approaches for use with various school constituencies.

Prerequisite: ADSU 6030, ADSU 6132, ADSU 6436, ADSU 6437, and ADSU 6533

### **ADSU 6235 - Administration of Special Programs**

This course concentrates on program planning, implementation, evaluation and improvement through study and development of special programs that meet local, state, and national needs and requirements.

### **ADSU 6237 - Student Legal Matters**

This course addresses school law as it relates to student issues as well as legal requirements related to the implementation and maintenance of special programs that meet local, state, and national needs and requirements.

**ADSU 6333 - Instructional Leadership**

This course is designed to prepare building-level administrators to advocate, nurture, and sustain an instructional program and a campus culture that are conducive to student learning and staff professional growth. Students are required to conduct in-depth research on professional growth and/or development as it relates to formative evaluation.

**ADSU 6432 - Management Theory**

This course focuses on adaptations of the fundamentals of management to program development, personnel, and fiscal resources.

**ADSU 6434 - Administration of School Personnel**

This course follows the official guidelines for training appraisers as required for the Texas Professional Development and Appraisal System. It is designed to apply legal requirements for all aspects of personnel management as well as prepare building-level administrators for legal issues related to teachers and employees.

Prerequisite: ADSU 6030.

**ADSU 6436 - School Resource Management**

This course explores the fundamentals of planning, cost accounting, quantitative evaluation of needs and resources, and application of prudent business practices to school finance.

**ADSU 6437 - School Law**

This course addresses state and federal school law and court decisions affecting the authority, responsibilities, liabilities, and appeals related to the operations of public school systems and student issues as well as legal requirements related to the implementation and maintenance of special programs that meet local, state, and national needs and requirements.

**ADSU 6533 - Appraisal of Teaching**

This course follows the official guidelines for training appraisers as required for the Texas Teacher Appraisal System. Students are also required to do in-depth research on professional growth and/or development as it relates to evaluation.

Prerequisite: ADSU 6030.

**ADSU 6537 - Interpersonal Communication**

This course, designed for students of school administration, focuses on understanding different communication styles, developing skills for speaking and listening effectively, improving written communications, and mastering the steps of effective group presentations.

**ADSU 6538 - Program, Policy and Politics**

This course is a study of local, state and national policy and politics as instruments of program change, development, control, and reform. Emphasis is given to the role of the principal in school policy matters.

**ADSU 6638 - The Principal and School Community Relations**

This course focuses on the application of interpersonal skills in campus leadership and study of leadership approaches for use with various school constituencies. Required for principal certification.

**ADSU 6735 - Leadership Research Seminar**

This course provides a demonstration of acquired competency through research on current educational leadership topics. This capstone experience provides a rich opportunity to demonstrate the inter-relatedness of theory and practice.

Prerequisite: ADSU 6333, ADSU 6132, ADSU 6233, ADSU 6235, ADSU 6436, ADSU 6437, ADSU 6533, and ADSU 6638

**ADSU 6739 - Graduate Practicum**

This is a supervised internship in an approved educational environment. Written and oral reports required.

Prerequisite: Administrative core courses, approval of Associate Dean, successful completion of ADSU 5010, and a passing score on the Principal TExES.

## **COUN - COUNSELING COURSES**

### **COUN 5010 - Professional Preparation Seminar**

This course is designed to assist students in the School Counselor certification program to understand the state certification standards for successful entry into their chosen educational fields. Completion of this course is dependent upon candidates passing all state assessments required for their degree/certification plans.

Prerequisite: COUN 5231, COUN 5432, COUN 5739, COUN 6532, COUN 6534 and an approved, signed degree or certification plan on file in the COE.

### **COUN 5034 - Community Collaboration in Counseling**

This course focuses on the establishment of partnerships and recognition of community resources to meet the needs of diverse populations. Field experiences required.

Prerequisite: Admission to the Counseling program.

### **COUN 5035 - Advanced Interpersonal Skills in Diverse Settings**

This course will examine the implications of cross-cultural differences and similarities as well as the enhancement of interpersonal counseling skills required for professionals working within a diverse setting. Field experiences required.

Prerequisite: COUN 6030 and COUN 6435.

### **COUN 5131 - Counseling for Lifespan Development**

This course addresses child development, including bio-social, cognitive, and psychosocial changes and issues that arise during the school years and may require counseling support.

Prerequisite: Admission to the Counseling program.

### **COUN 5231 - Introduction to Counseling**

This course discusses the history, principles, services, and theoretical development of guidance. Development of basic counseling skills.

Prerequisite: Admission to the Counseling program.

### **COUN 5432 - Theories of Counseling**

This course pertains to current theories of counseling and their applications to practice.

Prerequisite: COUN 5131 and COUN 5231

### **COUN 5433 - Counseling Ethics and Consultation**

This course addresses advanced topics, including the latest research in counseling with an emphasis on ethical, legal, and professional issues.

Prerequisite: COUN 5131 and COUN 5231

### **COUN 5739 - Counseling Practicum I**

This course is restricted to students with degree or certification plans in counseling. Students will counsel bona fide clients in a supervised setting.

Prerequisite: COUN 5131, COUN 5231, COUN 5432, COUN 5433, COUN 6030, COUN 6232, COUN 6334, COUN 6435, COUN 6532 and approval of COE audit.

### **COUN 5931 - Topics in Counseling**

Identified by specific title each time course is offered.

Prerequisite: COUN 5131 and COUN 5231.

### **COUN 5939 - Independent Study in Counseling**

Prerequisite: Approval of instructor and Associate Dean.

**COUN 6030 - Multicultural Foundations for Counselors**

This course will review the social, cultural, and legal issues related to counseling diverse populations in the United States.

Prerequisite: COUN 5131, COUN 5231, and COUN 5432.

**COUN 6031 - Technology Applications for Counselors**

This course instructs the counselor on using computers and related programs/software to facilitate research, communication, reports, and presentations for counselors.

Prerequisite: Admission to the Counseling program.

**COUN 6032 - Statistics and Measurement for Counselors**

This course will examine both formal and informal procedures for collecting and analyzing data, principles of measurement, and descriptive statistics.

Prerequisite: Admission to the Counseling program.

**COUN 6033 - Research Design and Analysis for Counselors**

This course will enable the counselor to design, analyze, and apply counseling research techniques, both qualitative and quantitative.

Prerequisite: Admissions to the Counseling Program.

**COUN 6232 - Assessment Issues for Counselors**

This course is a review of the most common psychological tests, including basic principles of psychological report writing and interpretation.

Prerequisite: COUN 5131, COUN 5231, and COUN 5432.

**COUN 6334 - Career Development and Counseling**

This course is a review of theories, sources of information, methods for appraisal, appraisal instruments, and counseling techniques related to the career development process throughout the lifespan.

Prerequisite: COUN 5131, COUN 5231, and COUN 5432.

**COUN 6435 - Pre-Practicum in Counseling**

This is a pre-practicum development of advanced counseling skills and case management documents in a supervised setting.

Prerequisite: COUN 5131, COUN 5231, COUN 5432, COUN 5433, COUN 6030, COUN 6334, and COUN 6532; cannot be taken concurrently with COUN 6532.

**COUN 6531 - Mental Health and Psychopathology**

This course will prepare counselors to provide services to clients with special needs, to review main approaches to defining psychological abnormalities, to become familiar with the DSM-IV-TR, to learn processes for making psychological diagnoses, to understand major causal theories of psychopathological disorders, and to understand the counselor's role in ARD/504 processes.

Prerequisite: COUN 5131, COUN 5231, COUN 5432, and COUN 6030

**COUN 6532 - Group Counseling**

This course examines the basic principles of group dynamics, processes, theoretical applications, techniques, and leadership skills in an experiential setting.

Prerequisite: COUN 5131, COUN 5231, COUN 5432, COUN 5344, COUN 6030, and COUN 6435; cannot be taken concurrently with COUN 6435.

**COUN 6533 - Crisis Intervention**

This course focuses on the theory and methodology of crisis prevention and intervention, incident debriefing, violence prevention, and development of crisis intervention teams.

Prerequisite: COUN 6435 and COUN 6532

**COUN 6534 - Developmental School Counseling Programs**

This course addresses the design, implementation and evaluation of developmental school counseling programs, with emphasis on the counselor's role in counseling, consultation, and coordination of student services in the domains of developmental guidance, individual planning, responsive services, and system support.

Prerequisite: COUN 5131, COUN 5231, COUN 5432, COUN 5433, COUN 6030, COUN 6232, COUN 6334, COUN 6435, and COUN 6532

**COUN 6535 - Systems Counseling**

This course will offer students in the counseling field the opportunity to study the various theoretical approaches to couples and family counseling. Satisfactory completion of this course will provide students with the fundamental understanding of the various issues and dynamics involved in working with families and extended family systems in the counseling environment. Cultural issues will be incorporated into the course as well.

Prerequisite: COUN 5131, COUN 5231, and COUN 5432

**COUN 6536 - Substance Abuse Counseling**

This course includes the basic concepts of substance abuse counseling including terms, models, ethical issues, substance classifications, effects and associated dangers, assessment, diagnosis, and treatment planning.

Prerequisite: COUN 5131, COUN 5231 and COUN 5432

**COUN 6537 - Bilingual Counseling**

Students will gain an understanding of the psycho-social issues associated with counseling recent immigrants and first generation Spanish-English bilingual clients and become prepared to counsel this population using their native language, Spanish. Course is taught in Spanish and English.

Prerequisite: COUN 6030, COUN 6435, COUN 6532, Spanish fluency

**COUN 6538 - Social Justice Counseling**

This course is designed to provide candidates with theoretical and practical foundations for understanding the role of counselor-as-advocate in social justice counseling, especially related to issues surrounding marginalized populations.

Prerequisite: COUN 5131 and COUN 6030

**COUN 6739 - Counseling Practicum II**

This course is restricted to students with degree or certification plans in counseling. It is a supervised internship in an approved counseling environment. Written and oral reports are required.

Prerequisite: Completion of COUN 5739 with a grade of B or higher and approval from COE audit.

**COUN 6839 - Counseling Practicum III**

This course is a continuation of COUN 6739. It is a supervised practicum in an approved counseling environment. Written and oral reports are required. Restricted to students with degree or certification plans in counseling.

Prerequisite: Complete of COUN 6739 with a grade of B or better; cannot be taken concurrently with COUN 6739.

**ECED - EARLY CHILDHOOD EDUCATION COURSES****ECED 5031 - Teaching Young Children**

Students will explore practices that nurture the intellectual growth and general development of young children. Field experiences required.

**ECED 5032 - Community Programs for Young Children**

This course focuses on studies of various school and community programs (and their underlying theoretical perspectives) that serve young children and families. Trends and issues in early childhood education will be explored. Field experiences required.

**ECED 5033 - Guidance and Classroom Management for EC-6**

This course explores theories and strategies for guiding young children's behavior in classroom and non-classroom settings. Focus will be on establishing effective discipline and management strategies which promote autonomy in young children.

**ECED 5038 - Creative Arts in Early Childhood**

This course explores the theory, content, and practice of integrating the performing arts into the curriculum design and early learning environments. Emphasis is placed on aesthetic development of young children through play, visual art, music, movement, and creative dramatics.

**ECED 5039 - Early Childhood Advocacy: Teachers, Parents, Schools and Community**

This course focuses on the importance of the role of advocacy in Early Childhood Education. The development of advocacy skills, as well as the role of advocacy with stakeholders such as parents, schools, communities, federal, state, and local governing agencies will be analyzed. Strategies for developing successful advocacy agendas will be investigated.

**ECED 5131 - Curriculum Development for Young Children**

This course examines strategies for developing, implementing, and evaluating creative and intellectually stimulating learning environments and curricula for young children. Field experiences required.

Prerequisite: ECED 5031.

**ECED 5132 - Literacy Development in Early Childhood**

This course focuses on language and emergent literacy development including research and implications for practice. Field experiences required.

Prerequisite: ECED 5031

**ECED 5133 - Mathematics and Science Teaching and Learning in Early Childhood**

This course introduces developmental theories and research about science and mathematics learning in the early years. This course also explores principles, methods, and materials for integrating and applying appropriate mathematics and science education into the early childhood curriculum.

**ECED 5231 - Play and the Developing Child**

This course focuses on research, philosophy, and application of developmental play theory, including the influence of play on physical growth, social relationships, emotional well-being, cognitive development, and creative expression. Field experience required.

**ECED 5331 - Evaluation of Development of Young Children**

This course is an overview of formal and informal evaluation, including authentic assessment of young children's development. Assessment models that focus on physical, social, emotional, cognitive, and language capabilities are reviewed.

Prerequisite: ECED 5031.

**ECED 5332 - Infants and Young Children With Exceptionalities**

This course is a study of various educational models and methods for the assessment and service provision to infants and young children with special needs. Field experiences required.

Prerequisite: SPED 4030 or SPED 5030.

**ECED 5333 - Advanced Studies of Infants and Young Children With Special Needs**

This course addresses advanced studies of the education of infants and young children with disabilities to include service coordination, assistive/adaptive technologies and health care issues.

Prerequisite: ECED 5332 or SPED 5332.

**ECED 5335 - Children, Family and Society**

This course examines the social contexts in which a child develops, the relationships of individuals in these social contexts, and the interaction within and between cross-cultural contexts. Field experiences required.

**ECED 5336 - Administration and Management of Programs for Young Children**

This course examines the principles of management and administration applied to early care and education programs with an emphasis on human resources, ethics, accreditation, legal concerns, and program evaluation.

**ECED 5737 - Practicum: Infants and Young Children With Disabilities**

This course consists of fieldwork with infants and/or young children with disabilities not limited to school, agency, or privately funded programs.

Prerequisite: ECED 5332/SPED 5332 and ECED 5333/SPED 5333.

**ECED 5931 - Research Topics in Early Childhood Education**

Identified by specific title each time course is offered.

**ECED 5939 - Independent Study in Early Childhood Education**

Prerequisite: Approval of instructor and associate dean.

**ECED 6739 - Early Childhood Education Practicum**

Supervised internship in an early childhood setting.

Prerequisite: Completion of a minimum of nine hours of the professional education core and 15 ECED hours which include the ECED Core: ECED 5031, ECED 5131, ECED 5132, and approval of the associate dean.

## **EDCI - EDUCATION IN CURRICULUM AND INSTRUCTION**

**EDCI 7031 - Quantitative Research I**

This is the first of a two-course sequence (with EDCI 7032) and focuses on quantitative techniques of inquiry that pertain to educational research. Using an integrated approach, students will study statistics; exploratory data analysis; sampling, survey and experimental design; and interview and questionnaire design. Topics include inferential, descriptive, comparative, relational and non-parametric statistics.

**EDCI 7032 - Quantitative Research II**

This is the second of a two-course sequence (with EDCI 7031) and focuses on quantitative techniques of inquiry that pertain to educational research. Using an integrated approach, students will study statistics; exploratory data analysis; sampling, survey and experimental design; and interview and questionnaire design. Topics include inferential, descriptive, comparative, relational and non-parametric statistics.

Prerequisite: EDCI 7031

**EDCI 7033 - Qualitative Research**

This course focuses on qualitative techniques of inquiry that pertain to educational research. Using an integrated approach, the students will study many of the same topics discussed in EDCI 7031 from a qualitative perspective.

Prerequisite: EDCI 7031

**EDCI 7034 - Professional Writing and Communications**

This course addresses public writing and presentation skills. The course begins with the study of creating case studies as well as reading, interpreting, and discussing case studies. Part 2 would focus on dissertation writing and other textual forms including press releases, speeches, newsletters, and grants. Part 3 would focus on developing skills for speaking and listening effectively with different



audiences, as well as the effective use of technology and presentations. Part 4 would focus on managing interactions with the media, e.g., interviews for print, radio, and television. Teaching strategies would include case studies, readings, simulations, and skills development experiences.

### **EDCI 7035 - Intercultural Communications**

This course focuses on the understanding of cultural issues that influence communication effectiveness with diverse populations.

### **EDCI 7137 - Advanced Models of Teaching STEM Education**

In this course, students examine a variety of teaching models to extend their existing knowledge base of instructional strategies. Focus on examination will be on the following Models of Teaching: Concept Attainment, Inquiry Training, Syntectics, Advanced Organizers, Project-Based Learning, Professional Learning Communities, Non-Directive Teaching, Group Investigation, Role Playing, and Simulation.

### **EDCI 7138 - Curriculum Design: Development, Implementation, Evaluation in STEM Education**

Students will examine the impact of 21st-Century National Standards on the development, implementation, and evaluation of state and local curricula to facilitate STEM integration into classrooms.

### **EDCI 7139 - Professional Development Principles and Practices**

This course examines current research-based strategies and techniques, e.g., workplace improvement goals development, assessment models, motivational methods, and skills transferability, for the effective planning and implementation of professional development programs.

### **EDCI 7331 - Advanced Qualitative Methods**

This course focuses on analysis techniques beyond the constant comparative method. Discussion of system-level analysis and means of analyses useful for studies examining micro- and macro-level phenomena. Exposure to several advanced qualitative methodologies, including life history, arts-based research, qualitative evaluation, and discourse analysis.

Prerequisite: EDCI 7033

### **EDCI 7333 - Survey Design**

This course examines the development, construction, and validation of non-cognitive questionnaires, surveys, and interview protocols. Item construction, analysis, and the development of subscales are discussed. Effects of sampling methodologies are examined. Survey environment selection effects will be discussed. Review of recent research on survey design with a focus on response rate improvement.

### **EDCI 7430 - Current Issues and Trends in STEM Education**

This course is in a seminar format, and exposes students to the current research, issues, and trends in STEM education. Students will self-select recent journal articles related to their individual research agendas, identify specific research areas, and prepare literature reviews.

### **EDCI 7431 - Learning and Cognition in STEM Education**

In this course, students will review seminal research regarding learning and cognition in STEM education. Students will also examine their own epistemological and ontological perspective as they begin to explore the theoretical framework that will undergird their research.

### **EDCI 7530 - Learning Theory and Instruction**

This course focuses on salient characteristics that differentiate learning environments designed with prominent contemporary theories of learning and cognitive science.

### **EDCI 7533 - Systematic Design of Technology-Based Instruction**

This course focuses on application of systematic procedures for designing training and instruction based on a combination of practical experience and instructional systems design theory and research. Secondary emphasis on methods for instructional delivery, including instructor-led, print, computer, and electronic network-based systems.

### **EDCI 7535 - Digital Video Production for Educators**

This course focuses on "Digital Video" pre-production, production, and post-production.

**EDCI 7537 - Technology and eLearning**

This course focuses on how technology-rich learning environments must benefit from a firm grounding in educational psychology and cognitive science. It links current understanding of human cognition with advances in computer technologies.

**EDCI 7538 - Interactive Distance Learning**

This course focuses on the systematic design and delivery of interactive distance education programs based on the use of the Internet and related telecommunication technologies.

**EDCI 7931 - Doctoral Research Topics in Educational Leadership**

Identified by specific topic each time course is offered.

**EDCI 7939 - Doctoral Independent Study in Educational Leadership**

Prerequisite: Approval of instructor and student's doctoral committee.

**EDCI 8530 - Research Seminar**

The main focus is on creating doctoral dissertation proposals which address current real-world problems. The process helps doctoral students develop viable research projects that could serve as relevant dissertation topics.

**EDCI 8939 - Dissertation**

Prerequisites: Admission to candidacy for doctoral degree and consent of Doctoral Program Committee. Once admitted to Doctoral Candidacy, the candidate may register for the dissertation course. Six (6) hours of dissertation count toward the program. The instructor of record is the student's Dissertation Chair. The "course" focuses on the activities necessary for the completion of the dissertation. The program requires continuous enrollment in the dissertation until completion.

**EDCI 8969 - Dissertation**

Prerequisites: Admission to candidacy for doctoral degree and consent of Doctoral Program Committee. Once admitted to Doctoral Candidacy, the candidate may register for the dissertation course. Six (6) hours of dissertation count toward the program. The instructor of record is the student's Dissertation Chair. The "course" focuses on the activities necessary for the completion of the dissertation. The program requires continuous enrollment in the dissertation until completion.

## **EDLS - EDUCATIONAL LEADERSHIP COURSES**

**EDLS 7010 - Superintendent Professional Preparation Seminar**

This course is designed to assist students in the superintendent certification program in understanding the state certification standards for successful entry into this educational field. Completion of the course is dependent upon candidates passing all state assessments required for their degree/certification plan.

Prerequisite: An approved, signed certification plan on file in the COE.

**EDLS 7030 - Dispute Resolution**

This course is designed to analyze various approaches in resolving disputes and to develop skills in helping to resolve disputes that may occur in managing responsibilities. The elements of arbitration, mediation and negotiations are included. Materials from educational, governmental, and service organizations will be used.

**EDLS 7031 - Quantitative Research I**

This is the first of a two-course sequence (with EDLS 7032) and focuses on quantitative techniques of inquiry that pertain to educational research and policy analysis. Using an integrated approach, students will study statistics; exploratory data analysis; sampling, survey and experimental design; naturalistic observation and inquiry; and interview and questionnaire design in the context of using research information in planning, change management, policy analysis, and program management. Topics include inferential, descriptive, comparative, relational, and non-parametric statistics.

**EDLS 7032 - Quantitative Research II**

This is the second of a two-course sequence (with EDLS 7031) and focuses on quantitative techniques of inquiry that pertain to educational research and policy analysis. Using an integrated approach,

students will study statistics; exploratory data analysis; sampling, survey and experimental design; naturalistic observation and inquiry; and interview and questionnaire design in the context of using research information in planning, change management, policy analysis, and program management. Topics include inferential, descriptive, comparative, relational, and non-parametric statistics.

Prerequisite: EDLS 7031.

### **EDLS 7033 - Qualitative Research**

This course focuses on qualitative techniques of inquiry that pertain to educational research and policy analysis. Using an integrated approach, the students will study many of the same topics discussed in EDLS 7031 from a qualitative perspective.

Prerequisite: EDLS 7031.

### **EDLS 7034 - Professional Writing & Communications**

This course addresses public writing and presentation skills. The course includes the study of creating case studies; reading, interpreting and discussing case studies; dissertation writing and other textual forms, including press releases, speeches, newsletters and grants; developing skills for speaking and listening effectively with different audiences; the effective use of technology in presentations; and managing interactions with the media, including interviews for print, radio, and television.

### **EDLS 7035 - Intercultural Communication**

This course focuses on the understanding of cultural issues that influence communication effectiveness with diverse populations.

### **EDLS 7036 - Special Populations-Early Childhood Education**

This course is an overview of programs, trends, issues, policy, legal and ethical aspects, advocacy, assessment, curriculum planning, program development, and family and community resources related to early childhood education. Field experience required.

### **EDLS 7037 - Special Populations-Special Education**

This course is an overview of programs, trends, issues, policy, legal and ethical aspects, advocacy, assessment, curriculum planning, program development and evaluation, and family and community resources related to special education. Field experience required.

Prerequisite: EDLS 7033 and EDLS 7130.

### **EDLS 7038 - Special Populations-Bilingual and ESL Education**

This course is an overview of programs, trends, issues, policy, legal and ethical aspects, advocacy, assessment, curriculum planning, program development and evaluation, and family community resources related to bilingual and ESL education. Field experience required.

### **EDLS 7039 - Special Populations-Synthesis**

This course will bring together collaborative knowledge and research from all three special population areas: Early Childhood Education, Special Education, and Bilingual/ESL Education. Grant writing is featured. Field experience required.

Prerequisite: EDLS 7034.

### **EDLS 7130 - Program Evaluation**

This course addresses the evaluation of the effectiveness of programs and policies. Topics include purposes for evaluating; evaluator's role; evaluation structure; various design applications, including experimental, quasi-experimental, and descriptive; and indicators for effectiveness and program process along with a series of components, including collection of quantitative and qualitative data, analysis, and use of evaluation results in the decision-making process.

Prerequisite: EDLS 7033.

### **EDLS 7131 - Society, Language and Reading**

This course examines the impact of linguistic, cultural, and social variables when learning to read.

Prerequisite: EDLS 7035.

**EDLS 7132 - Integrating Reading into the Curriculum**

This course examines current research and practice on integrating reading throughout the content area curriculum.

**EDLS 7133 - Writing Workshop in the Classroom I**

This course examines research-based instructional strategies for improving writing in grades K-12.

Prerequisite: Concurrent enrollment in EDLS 7134.

**EDLS 7134 - Curriculum Writing Workshop in the Classroom II**

This course examines research-based instructional strategies for improving writing in grades K-12.

Prerequisite: Concurrent enrollment in EDLS 7133.

**EDLS 7135 - Literacy Assessment for the Practitioner**

This course teaches the assessment and diagnosis of literacy disorders, including dyslexia.

Prerequisite: Six hours from EDLS 7034 or EDLS 7131-7134.

**EDLS 7136 - Current Pedagogical Issues**

This course, in a seminar format, presents an analysis of current curricular and instructional issues in educational research. Course activities involve extensive review of student-selected research journal articles related to their individual research agendas.

**EDLS 7137 - Advanced Models of Teaching**

In this course, students examine a variety of teaching models to extend their existing knowledge base of instructional strategies. Focus of examination will be on the following Models of Teaching: Concept Attainment, Inquiry Training, Synectics, Advance Organizers, Non-Directive Teaching, Group Investigation, Role Playing, and Simulation.

**EDLS 7138 - Curriculum Design: Development, Implementation, Evaluation**

Students will examine the impact of 21st-Century National Standards on the development, implementation, and evaluation of state and local curricula.

**EDLS 7139 - Professional Development Principles and Practices**

This course examines current research-based strategies and techniques (e.g., workplace improvement goals development, assessment models, motivational methods, and skills transferability) for the effective planning and implementation of professional development programs.

**EDLS 7230 - Counseling Supervision**

This course includes supervision models; supervisory relationship and counselor development; supervisory methods and techniques; group supervision; counselor evaluation using state and national counseling models; ethical, legal, cultural and professional issues of supervision; executive and administrative tasks of supervision. Field experience required.

Prerequisite: Permission of the instructor and two years' experience as Licensed Professional Counselor or Certified School Counselor.

**EDLS 7231 - Advanced Crisis and Disaster Response**

This course addresses the creation of school safety plans, preventative/responsive preparation and better prepares the counselor for dealing with a major school-wide crisis as well as ways to cope with parental, community, and media response.

Prerequisite: Permission from instructor and COUN 6533.

**EDLS 7232 - Evaluating Counseling Programs**

This course focuses on comparing/contrasting a district's current counseling curriculum and suggesting changes that can strengthen the district's counseling-related programs and policies.

Prerequisite: EDLS 7130.

**EDLS 7233 - Counseling as a Profession**

This course focuses on advanced work within the profession such as university instruction and supervision; syllabus preparation to meet state and national standards; committee work for local, state,

and national professional organizations; networking with other doctoral-level counseling students; and developing skills for presenting research within a state or national forum.

Prerequisite: Permission of instructor and certification as a School Counselor or Licensed Professional Counselor.

### **EDLS 7238 - Marketing of Educational Services for Nonprofit Organizations**

This course is designed to integrate concepts, practices, and skills for the effective marketing of services with attention to nonprofit organizations (e.g., educational entities). Through the use of readings, case studies, and projects, students will analyze environments and marketing mixes and make decisions in the development of viable educational marketing strategies.

### **EDLS 7330 - Advanced Statistical Analysis**

This is an advanced course in statistical methods. Topics may include analysis of variance techniques; planned and post hoc comparisons and mixed designs; multiple correlation/regression techniques, including polynomials, analysis of interactions, dummy coding, and analysis of covariance. Current issues in the field involving the use/misuse of statistical analysis will be discussed.

Prerequisite: EDLS 7032.

### **EDLS 7331 - Advanced Qualitative Methods**

This course focuses on analysis techniques beyond the constant comparative method. It includes the discussion of system-level analysis and means of analyses useful for studies examining micro- and macro-level phenomena, and exposure to several advanced qualitative methodologies, including life history, arts-based research, qualitative evaluation, and discourse analysis.

Prerequisite: EDLS 7033.

### **EDLS 7332 - Current Issues in Educational Measurement**

This course focuses on the application of reliability, validity, and practicality to the development, selection, use, and interpretation of tests and other measuring instruments. It includes the interpretation and use of norms, standard scores, percentiles, quotients, and grade equivalents. An understanding of the role of measurement in evaluation, diagnosis, selection, and placement is included.

Prerequisite: EDLS 7032.

### **EDLS 7333 - Survey Design**

This course examines the development, construction, and validation of non-cognitive questionnaires, surveys, and interview protocols. Item construction, analysis, and the development of subscales are discussed. Effects of sampling methodologies are examined. Survey environment selection effects will be discussed. Review of recent research on survey design with a focus on response rate improvement are also discussed.

Prerequisite: EDLS 7033.

### **EDLS 7530 - Learning Theory and Instruction**

This course focuses on salient characteristics that differentiate learning environments designed with prominent contemporary theories of learning and cognitive science.

### **EDLS 7533 - Systematic Design of Technology-based Instruction**

This course focuses on the application of systematic procedures for designing training and instruction based on a combination of practical experience and instructional systems design theory and research. Secondary emphasis is on methods for instructional delivery, including instructor-led print, computer, and electronic network-based systems.

### **EDLS 7535 - Digital Video Production for Educators**

This course focuses on basic "Digital Video" pre-production, production, and post-production.

### **EDLS 7537 - Technology and eLearning**

This course focuses on how technology-rich learning environments must benefit from a firm grounding in educational psychology and cognitive science. It links current understanding of human cognition with advances in computer technologies.

**EDLS 7538 - Interactive Distance Learning**

This course focuses on the systematic design and delivery of interactive distance education programs based on the use of the Internet and related telecommunication technologies.

**EDLS 7636 - Politics and School Finance**

This course includes federal, state, and local sources of funding; issues related to the distribution of moneys and local taxation policies; understanding the concepts and issues of bond elections, investments, debt service, and risk management; analysis of the community power structure within the district; and how national and state political forces affect local education policies.

**EDLS 7637 - Personnel Management**

This course covers the various aspects of administering personnel in the educational setting; rights and responsibilities of employees, contracts, collective bargaining, termination, advertising, recruiting, interviewing, hiring practices, staff development, and creation of policies governing personnel.

**EDLS 7638 - The Superintendent and School Community Relations**

This course is an application of interpersonal skills in educational leadership and study of leadership approaches for use with various school constituencies.

**EDLS 7833 - Superintendent Seminar**

This course addresses contemporary theory and issues in school leadership.

**EDLS 7837 - Superintendent Practicum**

This is a supervised internship in an approved educational environment. Written and oral reports are required.

**EDLS 7931 - Doctoral Research Topics in Educational Leadership**

Identified by specific topic each time the course is offered.

**EDLS 7939 - Doctoral Independent Study in Educational Leadership**

Prerequisite: Approval of instructor and student's doctoral committee.

**EDLS 8030 - Organizational Leadership**

This course explores major philosophies and theories of leadership and their applications to successfully leading and managing educational organizations in community settings, especially ones with a diverse population. Topics include theories of organization and their implications for diagnosis and actions; managerial styles and their implications in addressing individual and group dynamics; values and ethics; cultural sensitivity; legal responsibilities; and effective decision-making strategies for successful outcomes. Field experience is required.

**EDLS 8130 - Strategic Planning & Systems Alignment**

This course addresses components of systems theory, comprehensive strategic planning, and modeling and organizational alignment. Topics include developing systems analysis, strategic and unit-level planning, contingency planning, integration of planning horizontally and vertically, and alignment of planning with resources and assessment. Field experiences required.

**EDLS 8131 - Policy, Knowledge Management & Forecasting**

This course investigates the use of data systems for organizational management and policy development. It uses techniques of knowledge management systems, data mining, and forecasting tools to effectively integrate diverse data sets such as demographics, facility's needs, planning documents, assessment data, human resource data, and financial data. Topics include the development and use of demographic models, GIS models, database design, forecasting tools, and simulation tools. Field experiences required.

Prerequisite: EDLS 8130.

**EDLS 8132 - Transition and Change Management**

This course explores the theory and research of change management as applied to enterprise-wide change, organizational transitions, and processes. Topics include analysis of the various aspects of systemic change such as change leadership, team building, process planning, accountability systems, succession management, data analysis, communication and survey tools, resource allocation, community relations, and marketing of services. Field experiences required.

**EDLS 8230 - Ethics, Values and Social Responsibility**

This course identifies highest standards in professional collaboration, duty to stakeholders, the extent of professional responsibility extending beyond matters of designated and measurable accountability and commitment to the community served. The course merges the best of the technical literature by professional ethicists with an emphasis on practice and continuous improvement.

**EDLS 8330 - Human Resources Administration**

This course addresses various aspects of human resources leadership and management. Topics include federal/state laws; meaningful work environment; motivation and job satisfaction; effective and interactive employee communications; and relevant, ongoing professional development opportunities for self and for staff, highlighting lifelong learning. Discussions include the research and theory of adult learning (transformational learning), reflective practices, and mentoring. Field experiences required.

**EDLS 8430 - Financial Resources Management**

This course addresses financial management practices and problems of nonprofit organizations in the area of education, government, and human services. Specific topics include financial accounting, preparation, and interpretation of financial statements, financial analysis and cost accounting, budgeting, cost containment and retrenchment, and financial planning. Field experiences required.

**EDLS 8530 - Research Seminar**

The main focus is on creating and maintaining effective schools. Educational leaders are invited to address current real-world problems that doctoral students would analyze in order to develop workable alternative solutions. The process works toward doctoral students developing viable research projects that could serve as relevant dissertation topics. Field experiences required.

Prerequisite: EDLS 7033. Focuses on challenging topics of leadership in educational settings.

**EDLS 8630 - Administration in Higher Education**

This course is designed to provide an overview of leadership and management principles and theories in higher education, (i.e., universities and community colleges). Key topics will include governance structures, personnel roles and functions, communication systems, decision making processes, interpersonal relationships, curriculum development, funding, accountability, remediation, planning, and budgetary operations.

**EDLS 8631 - Student Affairs in Higher Education**

This course is designed to provide a basic understanding of the impact of collegiate structures and environments on student development and learning. Key topics will include principles of student development, theories addressing the college student in the postsecondary setting, adult learning strategies, as well as administrative practices pertaining to recruitment, advisement, counseling, financial assistance, residential living, group organizations, and campus services.

**EDLS 8632 - Law and Policy in Higher Education**

This course is designed to provide legal and policy aspects of administration in higher education. Key topics will include admissions; student rights; personnel recruitment, hiring, supervision, evaluation and career development; budgeting and control in planning; retrenchment; and property usage.

**EDLS 8633 - Contemporary Issues in Higher Education**

This course is designed to identify and analyze critical questions, complex topics and major trends facing higher education and to arrive at alternative solutions in effectively responding to these multifaceted issues, such as accommodating discipline-specific developments, university governance structures, diversity in higher education, state and federal funding levels, and serving evolving societal needs while preserving the tradition of higher learning.

**EDLS 8939 - Dissertation**

Six (6) hours of dissertation count toward the program. This course focuses on the activities necessary for the completion of the dissertation.

Prerequisite: Admission to candidacy for doctoral degree.

**EDLS 8969 - Dissertation**

Six (6) hours of dissertation count toward the program. This course focuses on the activities necessary for the completion of the dissertation.

Prerequisite: Admission to candidacy for doctoral degree.

## EDUC - EDUCATION COURSES

**EDUC 5130 - Cognition and Instruction**

This course will familiarize students with the theoretical foundation of cognitive psychology, the research protocols of cognitive science, and the implication of each for classroom technology and instruction.

**EDUC 5931 - Research Topics in Professional Education**

Identified by specific title each time course is offered.

**EDUC 5939 - Independent Study in Education**

Prerequisite: Approval of instructor and associate dean.

**EDUC 6032 - Applied Statistics**

This course is an application of descriptive and inferential statistics in education. It focuses on the calculation and use of measures of central tendency and variability and presents statistical tools typically used in educational research, including selected parametric and non-parametric techniques.

**EDUC 6033 - Research Design and Analysis**

This course focuses on the design, analysis, and application of educational research techniques, both qualitative and quantitative.

Prerequisite: EDUC 6032 or equivalent.

**EDUC 6839 - Master's Project Research**

Applied field research. May be repeated for credit.

Prerequisite: EDUC 6033 or equivalent, 21 additional hours of approved degree course work and approval of instructor and associate dean.

**EDUC 6909 - Master's Comprehensive Examination**

Students approved to take the Master's Comprehensive Examination and who have completed their required course work register for this course in order to take the examination.

Prerequisite: Approval of the instructor and the associate dean.

**EDUC 6939 - Master's Thesis Research**

May be repeated for credit.

Prerequisite: EDUC 6033 or equivalent, 21 additional hours of approved degree course work and approval of instructor and associate dean.

## INST - INSTRUCTIONAL DESIGN AND TECHNOLOGY COURSES

**INST 5011 - Assistive-Adaptive Computer Applications**

This course teaches the discipline and laws related to special education. Classroom models and resources will be created to support the design of instruction for students with disabilities.

**INST 5035 - Creating Digital Resources**

In this introductory course, participants will learn about innovative trends in the field of instructional and communication technologies. Participants will create instructional products.

Prerequisite: Basic computer literacy.



**INST 5130 - Learning Theory and Instruction**

Students will be able to identify and describe the salient characteristics that differentiate learning environments designed with each of several prominent contemporary theories of learning and cognitive science. Students will apply each theory to one or several learning environments.

**INST 5131 - Trends and Issues in Instructional Design and Technology**

In this introductory course, participants will develop an essential understanding of the field of instructional technology while learning about media utilization, diffusion of innovations, implementation, policies and regulations. This course uses case studies and team projects.

Prerequisite: Basic computer literacy.

**INST 5135 - Multimedia Design Applications**

This course introduces the instructional analysis, design, development, implementation, and evaluation and theoretical underpinnings of multimedia components as an instructional tool. The participants will design multimedia projects appropriate for online learning environments.

**INST 5233 - Performance Technology**

This course enables learners to apply human performance improvement tools and techniques to identify performance problems and select potential solutions. Topics covered include: performance technology, non-instructional performance interventions, needs assessment, and change management.

**INST 5333 - Systematic Design of Technology-Based Instruction**

This course is an application of systematic procedures for designing training and instruction based on a combination of practical experience and instructional systems design theory and research. A secondary emphasis will be on methods for instructional delivery, including instructor-lead, print, computer, and electronic network-based systems.

**INST 5433 - Instructional Design, Project Management and Grant Writing**

This course enables learners to plan and manage instructional design and development projects and write successful educational grant proposals. Students will also learn project management techniques, project management software, applications, and resources for identifying educational grant opportunities.

**INST 5535 - Internet for Instruction**

Students will plan and design online instructional materials and/or modules that effectively incorporate the Internet and address the social, ethical, legal, and human factors affecting the Internet as a communication, professional development, and lifelong learning tool.

Prerequisite: Basic computer literacy.

**INST 5635 - Instructional Web Design and Development**

Students will learn to design and develop an instructional Web site by applying principles of educational psychology, communications theory, and fundamental principles of message design to create tables, frames, and interactive multimedia elements and forms in Web pages.

**INST 5735 - Advanced Web Development**

This course is for experienced HTML programmers seeking to expand Web skills. Topics include programming in ASP, DHTML, connecting forms to databases, server setup, maintenance and management, and other current tools and applications. The course requires hands-on activities, group work, and the design, development and implementation of Web-based instructional modules.

Prerequisite: INST 5635.

**INST 5835 - Digital Video Production for Educators and Trainers**

This course covers basic "Digital Video" pre-production, production and post-production. Students will develop and use a final edited video in either a multimedia presentation, on a Web site or in an instructional video.

**INST 5919 - Independent Study in Instructional Design and Technology**

Prerequisite: Approval of instructor and associate dean.

**INST 5931 - Research Topics in Instructional Design and Technology**

Identified by title each time course is offered.

**INST 5939 - Independent Study in Instructional Design and Technology**

Prerequisite: Approval of instructor and associate dean.

**INST 6031 - Applications of Technology**

Students will learn how to use interactive Internet-based software applications that facilitate the work of instructional designers, teachers, school administrators and school counselors. Students engage in projects such as developing blogs, online courses, instructional videos, podcasts, rubrics, online tests, surveys, eportfolios, and organizing information. The history of instructional technology, learning theory as applied to instructional technology, and the principles of data processing are reviewed.

Prerequisite: Basic computer literacy.

**INST 6037 - Advanced Technology Applications**

In this course, the student creates a variety of multimedia related concepts, including desktop publishing, video production, Web design, multimedia development and graphic design, and animation.

Prerequisite: Basic computer literacy.

**INST 6137 - Technology and e-Learning**

This course links current understanding of human cognition with advances in computer technologies. Addresses how technology-rich learning environments must benefit from a firm grounding in educational psychology and cognitive science.

Prerequisite: INST 6437.

**INST 6237 - Advanced Instructional Design**

This course covers a variety of analysis techniques, design theories, and design models.

Prerequisite: INST 5333.

**INST 6337 - Motivational Design of Instruction**

This course focuses on systematic strategies that will enable teachers, trainers, and instructional designers to develop instruction that motivates students to learn. Students will examine theories of human motivation and learn how to apply the ARCS model of motivational design.

**INST 6437 - Interactive Distance Education**

This course focuses on the systematic design and delivery of interactive distance education programs based on the use of the Internet and related telecommunication technologies. Students design, develop, and formatively evaluate their own distance instruction, analyze research, and examine current trends and issues.

**INST 6537 - Management of Computer Resources**

This course covers configuring, maintaining and trouble-shooting hardware, software, computer networks, and peripheral devices; the availability of emerging technologies and telecommunications; multimedia; and curriculum integration. Methods for maximizing the use of the technology in classrooms, in school libraries, and in computer labs will also be discussed.

**INST 6737 - Training Practicum**

This course provides practical, hands-on experience in conducting needs assessment, designing and delivering technology training, supporting post-training performance, and evaluating real-life training situations for continuing adult education and development.

**INST 6739 - Instructional Technology Practicum**

This is a supervised practice in educational computing under the guidance of a selected professor.

Prerequisite: Approval of associate dean, completion of all Professional Education Core courses, Instructional Technology Core courses, and at least one INST elective from the plan.

## **LLLS - LITERACY LANGUAGE AND LIBRARY SCIENCE COURSES**

### **LLLS 5010 - Professional Preparation Seminar for Reading Specialists**

This course is designed to assist students in the Reading Specialist certification plan to understand the state certification standards for successful entry into their chosen fields. Completion of the course is dependent upon candidates passing all state assessments required for their degree/certification plans.

Prerequisite: An approved, signed degree plan on file in the COE.

### **LLLS 5012 - Professional Preparation Seminar for School Librarians**

This course is designed to assist students in the School Library and Information Science Specialist certification plan to understand the state certification standards for successful entry into their chosen educational fields. Completion of the course is dependent upon candidates passing all state assessments required for their degree/certification plans.

Prerequisite: An approved, signed degree plan on file in the COE.

### **LLLS 5131 - Integrating the Language Arts**

This course discusses approaches to developing oral and written expression, listening skills, and the integration of all the language arts for EC-8. Field experiences required.

### **LLLS 5133 - Foundations of Reading**

This course discusses historical, philosophical, physiological, and psychological foundations of reading.

### **LLLS 5134 - Developmental Reading Programs for EC-8**

This course discusses the structuring of developmental reading programs, emphasizing alternative approaches.

### **LLLS 5135 - Developmental Reading Programs for Secondary Schools**

This course discusses the analysis of model reading programs in grades 4-12 emphasizing alternative approaches to teaching, materials, and instructional strategies.

### **LLLS 5137 - Modern Trends in Literature for Children and Young Adults**

This course examines current trends and issues in the literature published for children and young adults.

### **LLLS 5531 - Critical Reading and Thinking**

This course is about applying higher order thinking skills to reading in literature and the content areas.

### **LLLS 5532 - Selecting Literature and Materials for Young Adults**

This course is about the selection, use, and organization of literature for students in grades 8-12, including reading materials, resources, and bibliography sources.

### **LLLS 5533 - Selecting Literature and Materials for Children**

This course is about the selection of literature and other resources, including motivational techniques for encouraging an interest in reading appropriate for EC-8 students.

### **LLLS 5534 - Foundations in Secondary Literacy**

This course is about theories and practices of secondary reading and writing, reader response theory and physiological and psychological foundations of secondary reading in grades 4-12.

### **LLLS 5634 - Teaching Methods for English/Reading Language Arts Grades 7-12**

This course is about the implementation of English/reading language arts teaching methodologies for grades 7-12 based upon application of theory and practice. Field experiences required.

Prerequisite: Admission to Teacher Education Program.

### **LLLS 5635 - The Teaching of Writing**

This course is about teaching writing skills and improving student writing in grades K-12 using a process approach; instructional strategies based upon theory and current research.

**LLLS 5738 - Foundations of Early Literacy**

This course is about the theories and practices of early literacy development, including phonics, phonemic awareness, early writing development, and speaking and listening. This course includes training for leadership in early literacy practices.

**LLLS 5931 - Research Topics in Literacy, Language and Library Science**

Identified by title each time course is offered.

**LLLS 5939 - Independent Study in Literacy, Language and Library Science**

Prerequisite: Approval of instructor and associate dean.

**LLLS 6134 - School Library Collection Development & Management**

This course focuses on the philosophy, principles, and fundamentals of school library collection management including selection, acquisition, cataloging, circulation, and deselection of print and non-print materials.

**LLLS 6136 - Librarians as Instructional Partners**

This course focuses on the principles and fundamentals of collaborative planning and instruction in the school library.

**LLLS 6234 - Librarians Empowering Learners Through Advocacy & Leadership**

This course focuses on the principles and methods of creating dynamic school library programs through collaboration with teachers, administrators, librarians, and the community.

**LLLS 6331 - Sociolinguistic Applications to Reading**

This course examines sociolinguistic models and concepts, the study of language in educational settings, and language differences applied to reading instruction.

**LLLS 6332 - Foundations of Early and Secondary Literacy**

This course examines theories and practices of literacy development from the early grades through the secondary grades.

**LLLS 6333 - Genre Studies in Children's & Young Adult Literature**

This course focuses on the identification, exploration, and evaluation of the various genres in children's and young adult literature and how genre studies can be utilized in reading programs that motivate and engage young readers.

**LLLS 6334 - Administration of School Library Services**

This course examines the principles and illustrative practices in the organization, budgeting, policy making, facilities planning, and staffing of school libraries.

**LLLS 6336 - Media and Technology Selection and Application**

This course is about the selection, evaluation, and application of audio visual and computer software and hardware, including the design and production of media in school libraries.

**LLLS 6338 - School Library Systems & Services**

This course is an introduction and evaluation of the current library reference, information, and retrieval systems and their applications in school libraries.

**LLLS 6639 - Leadership in Clinical Practices in Assessment of Literacy Tasks**

This course includes advanced techniques in assessment and strategies for intervention in problem reading situations; includes practice in reading supervision. Field experiences required.

Prerequisite: 12 hours Reading course work including LLLS 6732.

**LLLS 6732 - Assessment and Remediation of Reading and Language Arts Literacy**

This course is practice in assessment and remediation of literacy, including simulated and laboratory practice in administration, interpretation, and evaluation of literacy assessment instruments and practice with a multiplicity of reading/language arts strategies for literacy development, including dyslexia and related disorders.

Prerequisite: Six hours of Reading course work.

**LLLS 6739 - School Library Practicum**

Supervised field experiences in EC-12, incorporating information skills instruction, daily logs, and seminars.

Prerequisite: Completion of 18 hours in the School Library Core and approval of the associate dean.

**LLLS 6839 - Practicum in School Literacy Practices**

Supervised field experiences with literacy teachers in EC-12 accredited schools.

Prerequisite: Prerequisite: 12 hours reading course work including LLLS 6732.

## **SILC - STUDIES IN LANGUAGE AND CULTURE COURSES**

**SILC 5010 - Professional Preparation Seminar for Educators of English Language Learners**

This course is designed to assist students in the ESL Supplemental certification plan to understand the state certification standards for successful entry into their chosen educational field. Completion of the course is dependent upon candidates passing all state assessments required for their degree/certification plan.

Prerequisite: An approved, signed degree plan on file in the COE.

**SILC 5031 - Curriculum Issues in Educating the Bilingual Student**

This course is about the study and design of the curriculum for bilingual education programs with emphasis on teaching academic content areas and vocabulary development (mathematics, social sciences, and sciences). Course taught in Spanish.

Prerequisite: Fluency in Spanish

**SILC 5032 - Applied Linguistics for Bilingual Education/ESL**

This course is about the analysis of language development, language acquisition, and language use.

**SILC 5033 - Cross-Curricular Literacy for Second Language Learners**

This course includes research, theory, and practice in the development of reading and writing skills for second language learners in all content areas.

**SILC 5034 - Community Collaboration**

This course is about establishing partnerships to meet the needs of diverse communities. Field experiences required.

Prerequisite: SILC 6030.

**SILC 5035 - Interpersonal Interactions in Diverse Settings**

This course has an emphasis on developing an understanding of the implications of cross-cultural differences and similarities and the skills required for professionals working within a diverse setting.

Prerequisite: SILC 6030 or approval of instructor

**SILC 5036 - Multicultural Curriculum Development**

This course is the study of materials, strategies, and issues related to the development of multicultural curricula. Addresses the needs of general education, special education, early childhood education, and reading/library resource personnel.

Prerequisite: SILC 6030.

**SILC 5130 - Theory and Research in Bilingual and ESL Education**

This course is a survey of theoretical, historical, legal, and sociocultural basis of bilingual education and ESL programs.

**SILC 5134 - Second Language Teaching**

This course examines the trends, issues, and practices related to the teaching of English as a second language.

**SILC 5531 - Literacy for Spanish-Speaking Students**

This course is a study of traditional and contemporary views of literacy in Spanish. Focus on teaching Spanish language arts and reading to students whose first language is Spanish. Course taught in Spanish.

Prerequisite: Fluency in Spanish.

**SILC 5931 - Research Topics in the Studies of Language and Culture**

Identified by title each time course offered.

**SILC 5939 - Independent Study in Language and Culture**

Prerequisite: Approval of instructor and associate dean.

**SILC 6030 - Foundations of Multicultural Education**

This course discusses social, cultural, and legal issues regarding diversity in the United States.

**SILC 6031 - Social Justice Leadership, Policy and Advocacy**

This course examines leadership issues within current local and national policies.

**SILC 6032 - Models of Language**

This course is a study of the components of language and the use of phonology, morphology, syntax, and semantics to describe them. Focuses on describing languages and dialectical variations.

**SILC 6033 - Reflection in Social Justice Education**

This course focuses on self-awareness and reflection regarding social justice issues and their impact on engagement and advocacy.

**SILC 6034 - Current Issues in Diverse Communities**

This course addresses current social justice research, issues, and trends in local, national, and global contexts.

**SILC 6035 - Social Foundations of Education**

This course examines the social, historical, and philosophical foundations of education.

**SILC 6036 - Equity Pedagogy**

This course examines strategies in developing, implementing, and evaluating curriculum and instruction within a social justice framework.

**SILC 6734 - Studies in Language & Culture Graduate Seminar**

This course will involve demonstration of acquired competencies through research on multicultural and linguistic issues. A written paper and presentation will be required.

Prerequisite: Approval of associate dean

**SILC 6739 - Studies in Language & Culture Practicum**

Supervised practice under the guidance of a selected professor.

Prerequisite: Approval of associate dean, completion of core courses, completion of Area of Concentration courses.

**SILC 7030 - Intercultural Communication**

This course focuses on the understanding of cultural issues that influence communication effectiveness with diverse populations.

## **SPED - SPECIAL EDUCATION COURSES**

**SPED 5010 - Professional Preparation Seminar for Special Educators**

This course is designed to prepare students to successfully complete the SPED TExES and is designed to assist students in the SPED Supplemental certification plan to understand the state certification standards for successful entry into their chosen educational fields. Completion of the course is dependent upon candidates passing all state assessments required for their degree/certification.

Prerequisite: An approved, signed degree plan on file in the COE.

**SPED 5030 - Survey of Individual Differences**

This course is a study of various theories of cognition and learning in relation to individuals with disabilities. Provides an in-depth study of various categories of disabilities to include characteristics, causation, and the course of disability throughout the life span.

**SPED 5131 - Educational Assessment of Exceptionalities**

This course is a review of procedures used for diagnosing disabilities and an in-depth study of procedures used in special education settings with an emphasis on informal techniques, authentic assessment, and functional analysis of behavior.

Prerequisite: SPED 5030 or equivalent.

**SPED 5132 - Curricular Approaches to Learning Difficulties**

This course examines the causal factors and remedial alternatives for children with low performance records in regular school environments.

Prerequisite: SPED 5030 or equivalent.

**SPED 5133 - Practicum in Inclusive Education**

This course focuses on the integration of content area knowledge, pedagogical theory, and collaborative practices that are essential in the delivery of specifically designed instruction. Approved practicum placements will emphasize application in inclusive settings.

Prerequisite: SPED 5131, SPED 5132, SPED 5233

**SPED 5233 - Providing Positive Behavioral Support**

This course is a study of the theoretical, legal, social, and philosophical issues related to the principles and practices for supporting students with challenging behaviors in school settings to include development of intervention plans.

Prerequisite: SPED 5030 or equivalent.

**SPED 5332 - Exceptionalities in Infants and Young Children**

This course is a study of various educational models and methods for the assessment and service provision to infants and young children with special needs. Field experiences required.

Prerequisite: SPED 5030 and ECED 5031 or equivalents.

**SPED 5333 - Advanced Studies of Exceptionalities in Infants and Young Children**

This is an advanced study of the education of infants and young children with disabilities to include service coordination, assistive/adaptive technologies, and health care issues.

Prerequisite: ECED 5332 or SPED 5332.

**SPED 5737 - Practicum: Infants and Young Children With Exceptionalities**

This is the completion of all prior course work for the Early Childhood Handicapped Endorsement. It includes fieldwork with infants and/or young children with disabilities; not limited to school, agency or privately funded programs.

Prerequisite: ECED 5332/SPED 5332 and ECED 5333/SPED 5333.

**SPED 5931 - Research Topics in Special Education**

Identified by title each time course is offered.

**SPED 5939 - Independent Study of Exceptionalities**

Prerequisite: Approval of instructor and associate dean.

## **TCED - TEACHER EDUCATION COURSES**

**TCED 5010 - Professional Preparation Seminar**

This course is designed to assist students to understand the state certification standards for successful entry into their chosen educational fields. Completion of the course is dependent upon candidates passing all state assessments required for their degree/certification plans.

Prerequisite: An approved, signed degree or certification plan on file in the COE.

#### **TCED 5014 - Mentoring and Cognitive Coaching**

This course enables participants to apply peer mentoring and cognitive coaching theories and will include observation and feedback techniques.

#### **TCED 5030 - Models of Teaching**

This course is an analysis of the knowledge base for instruction and development of proficiency in a variety of teaching models.

#### **TCED 5031 - Curriculum Planning**

In this course, candidates will design and evaluate curriculum for early childhood through twelfth grade; study of curriculum theory, design principles, issues, and trends.

Prerequisite: TCED 5030.

#### **TCED 5032 - Preparation for K-12 Educators for National Board for Professional Teaching Standards I**

This course is an initial preparation for educators grades K-12 for National Board for Professional Teaching Standards. Course includes preparation for description, analysis, and reflection upon professional development and teaching to match the requirements for the national standards.

Prerequisite: Three years of teaching experience.

#### **TCED 5033 - Preparation for K-12 Educators for National Board for Professional Teaching Standards II**

This course includes preparation for the professional teaching portfolio, the description, analysis, and reflection of the components of the portfolio, and preparation for the written examination.

Prerequisite: TCED 5032.

#### **TCED 5034 - Management Strategies for Creating a Positive Learning Environment**

This course presents effective management strategies that can be implemented across content areas and grade levels.

#### **TCED 5035 - Integrated Instruction: Models for Application**

This course presents theories and strategies on effective approaches for interdisciplinary integration in all content areas. Using vertical alignment, these models will be applicable across Pre-K-12 curriculum.

#### **TCED 5036 - Issues of Pedagogy**

This course is an in-depth examination of current curricular and instructional issues in research, specifically tied to students' teaching practices. One focus area will be assessment-data analysis, impact and implications.

Prerequisite: EDUC 6033 and TCED 5030.

#### **TCED 5037 - Assessment and Student Learning**

This course analyzes formative and summative assessment theory and strategies for implementation in Pre-K-12 curricula.

Prerequisite: EDUC 6032 (or equivalent).

#### **TCED 5038 - Professional Development for Enhancing Teacher Leadership**

This course presents strategies for generating a professional development plan and involves participation in self-selected professional activities (e.g., conference attendance and presentations, article and conference proposal writing, etc.). Content of the course involves examination of current research on teacher professional development and leadership.

#### **TCED 5130 - Generic Instructional Practices**

This course provides analysis of the knowledge base for instruction and development of proficiency in a variety of teaching and training models which specifically addresses adult learners. This course is presented through on-line instruction.



**TCED 5131 - Content Information Organization and Delivery**

This course presents information on the design and presentation of content to adult learners; study of content development and delivery is covered. The course is presented on-line.

**TCED 5132 - Teacher Leadership and Mentoring**

Aspects of teacher leadership traits and qualities necessary for application in public schools; specifically, for curriculum specialists, team leaders, or teacher mentors are addressed. This course also presents in-depth coverage of strategies and processes for mentoring teachers across all grade levels and content areas.

**TCED 5133 - Teaching Using the Brain**

Theories and strategies for implementing aspects of how the brain functions and how the learning process occurs in learning environments. Focus will be on applying these strategies to aspects of classroom management, lesson planning, and instruction.

**TCED 5136 - Principles and Application of Andragogy**

This course explores principles and theories of andragogy, as well as applications that best meet the needs of adult learning in training environments. This course is offered on-line.

**TCED 5138 - Training and Professional Development**

This course presents strategies for generating professional development workshops and training for adult learners. It involves participation in self-selected professional activities (e.g., webinars). Aspects of leadership are explored as an aspect of professional development presentations. This course is offered on-line.

**TCED 5231 - Teaching Social Studies in the Elementary School**

This course is about the utilization of new programs, processes and equipment designed to individualize instruction in social studies. Field experiences required.

Prerequisite: Admission to Teacher Education Program.

**TCED 5232 - Teaching Science in the EC-6 Classroom**

This course focuses on the development of science concepts in EC-6 instruction. Emphasis is on curriculum materials and the process approach as a science teaching method. It is an examination of National Science Foundation curriculum projects as related to EC-6. Field experiences required.

Prerequisite: Admission to Teacher Education Program.

**TCED 5233 - Teaching Mathematics in the EC-6 Classroom**

This course focuses on the development of mathematical concepts and teaching strategies for EC-6. Emphasis is on problem solving with manipulative and curriculum materials appropriate for use with EC-6 students. Field experiences required.

Prerequisite: MATH 3032 and Admission to Teacher Education Program.

**TCED 5234 - Social Studies Methods for the Secondary Grades**

This course focuses on curriculum designs, instructional models, and authentic assessment techniques for developing social studies knowledge, citizenship, and critical thinking skills; emphasis is on best practice and research-based strategies for teaching secondary students. Field experiences required.

Prerequisite: Admission to Teacher Education Program.

**TCED 5235 - Science Methods for the Secondary Grades**

This course focuses on strategies for teaching secondary science, including field studies, research, and incorporation of local environmental issues; emphasis is on recent research as it relates to science education; addresses issues and trends in secondary science education and enhancing science achievement in the classroom. Field experiences required.

Prerequisite: Admission to Teacher Education Program.

**TCED 5236 - Mathematics Methods for the Secondary Grades**

This course focuses on curriculum designs, instructional models, and authentic assessment techniques for developing mathematical knowledge and problem-solving skills; emphasis is on best practice and research-based strategies for teaching mathematics to secondary students. Field experiences required.

Prerequisite: Admission to Teacher Education Program.

**TCED 5330 - Fostering Critical Inquiry: Introduction to Action Research**

Engage in inquiry to define and investigate a classroom issue of interest. Investigate structured action research as a tool to foster improvement of classroom practice.

Prerequisite: Admission to Teacher Education Program.

**TCED 5332 - Teaching Science in the 4-8 Classroom**

This course discusses the development of science concepts and teaching strategies for grades 4-8. Emphasis is on the inquiry approach to teaching science consistent with concepts of cognitive development. Integrated Physics and Chemistry as well as the use of technology in the science classroom will be addressed. It also includes an examination of National Science Foundation curriculum projects as related to grades 4-8. Field experiences required.

Prerequisite: Admission to Teacher Education Program.

**TCED 5333 - Teaching Mathematics in the 4-8 Classroom**

This course focuses on the development of mathematical concepts and teaching strategies for grades 4-8. Emphasis is on problem solving with manipulative and curriculum materials appropriate for use with fourth to eighth grade students. Algebraic and graphing technology will be addressed. Field experiences required.

Prerequisite: MATH 3037 and Admission to Teacher Education Program.

**TCED 5338 - Strategies for Publishing Instructional Products**

This course will focus on strategies, techniques, and guidelines useful for getting teaching ideas, stories, and innovative curriculum products published.

Prerequisite: MATH 3037 and Admission to Teacher Education Program.

**TCED 5431 - Nature of the Middle Level Learner**

This course is a developmental approach to the study of early adolescents with emphasis on their physical, emotional, intellectual, and moral development; learning styles; culturally related differences and discipline management techniques.

**TCED 5530 - Adolescent Development and Curriculum**

This course is a developmental approach to the study of adolescents related to discipline, classroom management, and scope and sequence of curriculum.

**TCED 5630 - Educating the Gifted and Talented Learner**

This is a historical survey of the field, definitions, basic terminology, theories, models, and characteristics of the gifted and talented; brief summary of identification and assessment procedures; models for interaction with gifted students and a review of effective programs.

**TCED 5631 - Games, Logic and Giftedness**

This course includes game-like techniques for teaching gifted students formal and informal logic and critical thinking in mathematics, science, and language; includes laboratory experiences teaching new thinking skills.

**TCED 5632 - Growth and Development of the Gifted Learner**

This course examines the differentiated affective characteristics and needs of the gifted, including a review of general counseling theories, effective communication skills, assessment of affective needs and strategies for assisting the gifted in developing interpersonal skills, and issues surrounding the potential of the gifted to make significant contributions to society.

**TCED 5634 - Curriculum Development for Gifted and Talented Learners**

This course provides the foundation for the development of differentiated curricula for gifted students. Significant curriculum models are presented. Other topics include effective teaching strategies, adapting curriculum for individual differences, the organization of curriculum for the gifted, and the teaching of higher-level cognitive skills.

**TCED 5636 - Creative Theories, Models and Applications for the Gifted Learner**

This is a survey of the concept of creativity, including topics such as instruments and techniques for identifying creativity, theories and models of creativity, techniques for creative enrichment, and challenges unique to creative persons.

**TCED 5637 - Practicum in Gifted and Talented Education**

Fieldwork with gifted and talented students.

**TCED 5911 - Research Topics in Teacher Education**

Identified by specific title each time course is offered.

**TCED 5921 - Research Topics in Teacher Education**

Identified by specific title each time course is offered.

**TCED 5931 - Research Topics in Teacher Education**

Identified by specific title each time course is offered.

**TCED 5939 - Independent Study in Teacher Education**

Prerequisite: Approval of instructor and associate dean.

**TCED 6031 - Application of Technology in the Classroom**

Students will learn how to use and integrate computers and various software applications (e.g., word processors, databases, spreadsheets and graphics) with instruction to facilitate learning and performance. They will also be instructed in the use of educational software, multimedia development, and telecommunication technologies such as e-mail and the Internet that can be used to enhance student learning.

Prerequisite: Basic computer literacy.

**TCED 6639 - Capstone Project**

This course serves as the capstone experience for candidates in the C & I master's degree with a specialization in professional instruction. The capstone experience results in a product created that aligns with professional training standards.

**TCED 6734 - Advanced Seminar in Science Education**

This seminar covers advanced topics on research in science education; emphasis is on instructional techniques and concept formation.

**TCED 6735 - Seminar in Environmental Education**

This seminar discusses curricular implications of energy and environmental issues; emphasis on instructional techniques in science, social studies, and other subject matter areas.

**TCED 6739 - Curriculum and Instruction Practicum**

Supervised internship in curriculum and instruction.

Prerequisite: Approval of the associate dean.

# COLLEGE OF HUMAN SCIENCES AND HUMANITIES

The College of Human Sciences and Humanities (HSH) is dedicated to the study of people and significant issues about the human experience. HSH fosters the liberal arts and encourages practical preparation for occupations. HSH is organized into five departments, each of which is home to individual programs; in addition, HSH offers a number of certificates, and HSH is home to the UHCL Writing Program which serves students across the university.

## Accreditations and Approvals

Various programs in HSH are accredited by the following organizations: the Commission of Accreditation for Marriage and Family Therapy Education, the Association for Behavior Analysis International, the Council on Social Work Education, and the Association for Assessment and Accreditation of Laboratory Animal Care International. HSH also carries approval from the National Association of School Psychologists, and the National Strength and Conditioning Association has recognized the Exercise and Health Sciences curriculum as preparing students for successful entrance into the career field.

## Departments and Programs of Study

The departments comprising HSH include: Clinical, Health, and Applied Sciences; Communication and Studio Arts; Liberal Arts; Psychology; and Social and Cultural Sciences. Each is home to a variety of programs representing areas of academic study, as indicated below.

Department of Clinical, Health, and Applied Sciences (p. 237)

- Behavior Analysis M.A. (p. 237)
- Exercise and Health Sciences M.S. (p. 239)
  - Dual Doctor of Chiropractic M.S. (p. 240)
- Industrial/Organizational (I/O) Psychology M.A. (p. 241)
- Professional Psychology Plans (p. 243)
  - Clinical Psychology M.A. (p. 245)
  - Family Therapy M.A. (p. 246)
  - School Psychology S.S.P. (p. 247)
  - Health Service Psychology Psy.D. (p. 249)

Department of Communication and Studio Arts (p. 252)

- Digital Media Studies M.A. (p. 252)

Department of Liberal Arts (p. 255)

- History M.A. (p. 255)
- Humanities M.A. (p. 256)
- Literature M.A. (p. 259)

Department of Psychology (p. 262)

- Psychology M.A. (p. 263)
  - Applied Cognitive Psychology (p. 265)
  - Behavioral Neuroscience (p. 266)
  - Applied Social Issues (p. 267)

Department of Social and Cultural Sciences (p. 268)

- Behavioral Sciences - General M.A. (p. 268)

- Criminology M.A. (p. 270)
- Cross-Cultural Studies M.A. (p. 271)
- Sociology M.A. (p. 273)

#### Certificates

In addition to study in programs leading to major degrees, HSH also offers a number of program-related certificates including the following:

- Applied Behavior Analysis (p. 238)
- Composition and Rhetoric (p. 262)
- Professional Writing (p. 262)
- Women's Studies (p. 268)

## ADMISSION INTO AN HSH PROGRAM OF STUDY

Records for degree-seeking graduate students are processed by the Office of Admissions and forwarded to the dean's office for faculty assignment and completion of the program of study.

Requirements for each HSH program of study are detailed in the following pages.

Information on HSH degree plans and advising schedules may be obtained from the HSH Advising Office.

There are two ways applicants may be accepted into a graduate program of study in the College of Human Sciences and Humanities:

- Those applicants who have a minimum of a 3.00 cumulative grade point average (GPA) in their last 60 hours of coursework meet the College's graduate admissions criterion. Those applicants who are certain that they meet the minimum cumulative GPA requirement are not required to take the GRE.
- Students whose cumulative GPA falls below 3.00 must submit scores from the Verbal and Quantitative portions of the Graduate Record Examination (GRE). To be admitted into degree candidacy in HSH under the second option, students must have a minimum score of 2050 on the GRE taken before August 2011 using the following formula:  $(\text{GPA in the last 60 hours} \times 500) + \text{GRE Verbal} + \text{GRE Quantitative}$ , or a minimum score of 350 on the GRE taken after August 2011 using the following formula:  $(\text{GPA in the last 60 hours} \times 24) + \text{GRE Verbal} + \text{GRE Quantitative}$ .

A student who has been denied admission may appeal the decision in writing to the HSH Associate Dean.

The Application for Admission, transcripts for all prior college coursework, and GRE scores (if necessary) must be received by the Office of Admissions according to the following deadlines unless otherwise stated in individual program descriptions:

Fall Enrollment	August 1
Spring Enrollment	December 1
Summer Enrollment	May 1

Some programs and concentrations in HSH require secondary admission or application procedures as described in the relevant catalog sections below. Such programs and concentrations include: Behavior Analysis (p. 237), Digital Media Studies (p. 252), Literature (p. 259), Industrial/Organizational Psychology (p. 241), the Applied Cognitive concentration (p. 264) in Psychology, the Applied Social Issues concentration (p. 267) in Psychology, the Behavioral Neuroscience concentration (p. 266) in Psychology, and the Professional Psychology plans (p. 243) (Clinical Psychology (p. 245), Family Therapy (p. 246), School Psychology (p. 247), Health Service Psychology (p. 249)). Applicants should

review relevant catalog sections for information about the admission process, requirements, and deadlines.

	Office	Phone
Office of Academic Advising	Bayou 1539	281-283-3333
Office of the Dean	Bayou 1529	281-283-3300
Dir., Texas Dept. of Criminal Justice Program	Bayou 1617	281-283-3420

For more information about the College of Human Sciences and Humanities, please see <http://www.uhcl.edu/hsh>.

## **HSH Standards of Academic Performance**

Standards of Academic Performance may be set by individual programs in the College of Human Sciences and Humanities. Such standards as stated in the catalog apply to all students seeking a degree in that program, regardless of the catalog under which the student first enrolled in a course to be counted toward degree completion.

## **DEPARTMENT OF CLINICAL, HEALTH, AND APPLIED SCIENCES**

The Department of Clinical, Health, and Applied Sciences (CHAS) is committed to educating and preparing undergraduate and graduate students for careers that promote the mental, physical, and psychosocial health and well-being of individuals, families, and communities. Because of changing lifestyle and environmental factors that result in increased prevalence of disease and disability, there is a growing need to discover, develop, and disseminate evidence-based prevention, treatment, and rehabilitation programs of physical and mental impairments. Through research, teaching, and service, the faculty of CHAS programs are dedicated to meeting these growing societal needs. Moreover, CHAS faculty members are committed to the academic preparation and professional mentorship of students who will become the community and family health leaders of the future generations.

CHAS offers undergraduate and graduate degrees in various areas of clinical and applied health sciences. At the graduate level, CHAS offers the Psy.D. in Health Service Psychology (Clinical Psychology/School Psychology), Masters of Sciences, Masters of Arts, and Specialty Degrees in the following programs: Behavior Analysis (p. 237); Exercise and Health Sciences (p. 239); and Industrial/Organizational Psychology (p. 241). CHAS also offers graduate degrees in three Professional Psychology plans (p. 243): Clinical Psychology (p. 245), Family Therapy (p. 246), and School Psychology (p. 247). Many of these programs are accredited by their various national councils, and graduating students may sit for their appropriate licensing exams.

## **BEHAVIOR ANALYSIS M.A.**

The goal of the Behavior Analysis M.A. Program is to provide students with a well-rounded foundation in behavior analysis through an integrated sequence of coursework, practicum, and research activities. Students obtain competency in the basic principles of learning and the application of these principles with particular emphasis on interventions for individuals with developmental disabilities. Practicum and research experiences are provided in a variety of settings. All students complete a major research project prior to graduation. The program, which is accredited by the Association for Behavior Analysis-International®, includes a course sequence and practicum approved by the Behavior Analyst Certification Board, Inc®. Students completing the coursework and practicum requirements of the program will be eligible to sit for the Board Certified Behavior Analyst (BCBA) exam. The coursework also prepares graduates who are interested in becoming Licensed Psychological

Associates. Furthermore, graduates will be prepared to pursue doctoral degrees in psychology or behavior analysis.

## Admission

Students wishing to enroll in this program of study must formally apply. Additional information may be obtained by contacting the faculty coordinator. Consult the application packet for further information about the admissions requirements. The deadline for applying for the M.A. in Behavior Analysis is January 5.

Prerequisites: Bachelor's degree or higher, preferably in a related field such as psychology, education, or special education. In addition, applicants should identify coursework or practical experience associated with Behavior Analysis.

## Degree Requirements

### Courses

PSYC 5030	Experimental Analysis of Behavior: Special Topics
PSYC 5235	Learning Principles
PSYC 5435	Conceptual Issues in Behavior Analysis
PSYC 6031	Behavioral Assessment
PSYC 6134	Biological Basis of Behavior
PSYC 6238	Applied Behavior Analysis
PSYC 6239	Behavioral Interventions I
PSYC 6330	Research and Practicum in Applied Behavior Analysis
PSYC 6331	Behavioral Interventions II
PSYC 6338	Ethics and Professional Issues in Behavior Analysis
PSYC 6339	Research Methods in Behavior Analysis

PSYC 6239 Behavioral Intervention I (p. 301), PSYC 6331 Behavioral Intervention II (p. 301): These seminar courses include class meetings and up to 10 hours per week of field activities in home, school, and clinic settings.

PSYC 6330 Research and Practicum in Applied Behavior Analysis (p. 301): This course requires completion of a research project and 20 hours per week of field experience in home, school, or clinic settings for two semesters (3 credits per semester).

### Choose one of the following Behavior Analysis electives (3 hours)

PSYC 5736	Behavioral Medicine
PSYC 5931	Research Topics in Psychology
PSYC 6235	Behavioral/Cognitive Therapies

### Choose one of the following Psychology electives (3 hours)

PSYC 5031	Human Growth and Development
PSYC 5131	Psychopathology of Childhood
PSYC 5532/SOCI 5532	Advanced Social Psychology
PSYC 6036	Research Design and Statistics I And
PSYC 6037	Research Design and Statistics II
PSYC 6832	Advanced Cognitive and Affective Psychology

## APPLIED BEHAVIOR ANALYSIS CERTIFICATE

The Applied Behavior Analysis Certificate is designed for individuals who have already earned a master's degree in Psychology or a related discipline and who would like to complete the coursework and practicum required to sit for the Board Certified Behavior Analyst (BCBA) exam. Students wishing to enroll in this option must formally apply. The certificate will be granted by the College of Human Sciences and Humanities upon completion of the courses listed below. The deadline for applying for the ABA certificate is March 1 (for fall) and October 1 (for spring). For more information, please contact Dr. Dorothea Lerman at [lerman@uhcl.edu](mailto:lerman@uhcl.edu).

## Certificate Requirements

### Courses

PSYC 5235	Learning Principles
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PSYC 6031	Behavioral Assessment
PSYC 6238	Applied Behavior Analysis
PSYC 6239	Behavioral Interventions I
PSYC 6331	Behavioral Interventions II
PSYC 6330	Research and Practicum in Applied Behavior Analysis
PSYC 6338	Ethics and Professional Issues in Behavior Analysis
PSYC 6339	Research Methods in Behavior Analysis

PSYC 6238 Applied Behavior Analysis (p. 301), PSYC 6239 Behavioral Intervention I (p. 301): These seminar courses include class meetings and up to 10 hours per week of field activities in home, school, and clinic settings.

PSYC 6330 Research and Practicum in Applied Behavior Analysis (p. 301): This course requires completion of a research project and 20 hours per week of field experience in home, school, or clinic settings for two semesters (3 credits per semester).

Only courses in which a "B-" or better is earned may be applied toward the Master of Arts in Behavior Analysis or the Certificate in Applied Behavior Analysis. Grades of "C+" or below are not acceptable.

## EXERCISE AND HEALTH SCIENCES M.S.

The graduate program in Exercise and Health Sciences leads to a Master of Science (M.S.) degree. Exercise and Health Sciences graduate students may select one of two concentration areas: Sport Science (p. 239) or Public Health (p. 239). The Sport Science concentration is designed to prepare students for careers as sport coaches, sport scientists, strength and conditioning professionals, and exercise fitness specialists, where their prime duty is initiating, directing, and evaluating exercise and testing programs. The Public Health concentration provides a broad background in public health and prevention, epidemiology, biostatistics, and exercise for individuals with disabilities. The concentration is ideal for individuals seeking employment in health-related fields or for practicing health and medical professionals who seek to further their education at the graduate level.

### Admissions

Applicants to the Exercise and Health Science program that do not possess an adequate exercise or basic science background may be required to complete prerequisite courses in preparation for the graduate program. Prerequisite course requirements are determined by the student's program adviser.

### Degree Requirements

#### Shared Core Requirements (15 hours)

EXHS 5131	Applied Exercise Physiology: Neuromuscular
EXHS 5132	Applied Exercise Physiology: Cardiopulmonary
EXHS 5133	Sports Nutrition
EXHS 5335	Exercise Principles for Special Populations
EXHS 6032	Advanced Seminar in Sports Medicine

#### Sport Science Concentration (select 21 hours)

EXHS 5231	Techniques in Human Performance
EXHS 6033	Laboratory Techniques and Research Design
EXHS 6035	Statistics in Exercise Science
EXHS 6036	Biomechanics of Sports and Exercise
EXHS 6037	Advanced Seminar in Peak Performance
EXHS 6039	Research in Human Performance
EXHS 6739	Graduate Internship

#### Public Health Concentration (select 21 hours)

EXHS 5130	Epidemiology
EXHS 5230	Biostatistics in Public Health
EXHS 5931	Research Topics in Health
EXHS 6031	Public Health Policy
EXHS 6330	Advanced Seminar in Public Health
EXHS 6739	Graduate Internship
CRCL 5533	Community Health in Cross-Cultural Perspective
GEOG 5134	Geographic Information Systems
SOCI 5232	Environmental Health



SOCI 6736

Seminar in Global Health

Note: Any student planning to enroll in EXHS 6739 Graduate Internship (p. 287) should complete an Exercise and Health Sciences Internship application, provided by the student's adviser. This application must be completed by the graduation application deadline of the semester prior to beginning the internship. Additional courses may be substituted into either concentration area with approval from the student's program adviser.

### **Master's Option (6 hours)**

Exercise and Health Sciences students in either the Sport Science (p. 239) or Public Health (p. 239) concentrations may choose to complete a master's thesis (EXHS 6939 Master's Thesis Research (p. 287)). In such case, students will complete the thesis in lieu of an internship or extra course and will substitute one additional course from their concentration as approved by their adviser. Thesis credit requires continuous registration during each fall and spring semester until completion for a minimum of six hours. If students do not maintain continuous registration in the master's project, thesis, or internship, previously accumulated master's option credits will not count toward the master's degree.

## **DUAL DOCTOR OF CHIROPRACTIC/M.S.**

### **Program Requirements**

Qualifying students may choose to apply for and enter the Dual Doctor of Chiropractic (DC) Master of Science (M.S.) at the Texas Chiropractic College (TCC) and the University of Houston-Clear Lake (UHCL). The DC and M.S. degrees are conferred by the TCC and UHCL, respectively. Entry into the program requires independent university acceptance by the admissions office and acceptance into the Exercise and Health Sciences Program. Completion of the joint program will provide students with an opportunity to earn a clinical doctorate degree while gaining theoretical knowledge and practical field experience in exercise/sports science. Additionally, the dual degree program will:

- provide students with advanced knowledge in the physiological and physical mechanisms underlying exercise adaptation;
- provide students with the knowledge needed to design and implement evidence-based strength and conditioning programs;
- prepare students for employment in medically oriented environments that place emphasis on research or the application of exercise science knowledge; and
- provide students with the knowledge and degree necessary to sit for state chiropractic licensing exams.

### **Students currently enrolled in the TCC-DC program who wish to enroll in the MS in Exercise and Health Sciences program must:**

- complete the UHCL application form and pay the appropriate application fee at the TCC registrar's office. Copies of the student's official TCC transcripts showing conferred B.S. degree will be transferred to the UHCL admissions office and the Exercise and Health Sciences graduate program admissions committee. Any GRE requirement is waived for incoming joint-degree seeking students;
- earn passing grades in all Tri-1 through Tri-5 courses at TCC;
- prior to enrollment in the dual-program, the student must earn a bachelor's degree or have earned TCC's Bachelor of Science (B.S.) degree in Human Biology (at the completion of Tri-5);
- earn a TCC GPA of 3.00 or higher at the time of application to the program;
- follow all UHCL academic standards and policies in addition to those of TCC; and
- maintain a 3.00 or better GPA at UHCL. If the cumulative GPA falls below 3.00, students will be placed on academic probation. In such case, students will be required to maintain a semester GPA of 3.00 or higher until the grade point deficiency is removed. Failure to adhere to this standard will result in academic suspension. Students scoring "C-" or lower on any M.S. course will be required to retake the course for credit.

Students enrolled in the Dual DC-M.S. program will complete a total of 30 hours of advanced courses in the M.S. program at UHCL. Course requirements for EXHS 6032 (Advanced Seminar in Sports Medicine) (p. 286) and a concentration course of a student's choice will be waived contingent upon earning a grade of "B" or higher in the following TCC classes: CH 6432: Orthopedics I and CP 6212: Physical Medicine and Rehabilitation.

Students will pay current UHCL tuition and fees for all courses in which they are enrolled. In addition, students will be responsible for any optional fee selected (parking, etc.). UHCL will prepare its standard third-party contract invoice at the end of the registration period for all students registered under the TCC agreement. The invoice will be mailed to TCC, and payment will be required within 30 days of receipt of invoice. Any refunds will be processed according to the current UHCL refund schedule and refunded to TCC. If students need to register for additional semesters at UHCL beyond graduation from TCC for the sole purpose of completing the MS degree, they will be charged only UHCL tuition and fees related to their remaining coursework and not general TCC tuition and fees.

It is the students' obligation to schedule their coursework to complete the degree in a timely manner. TCC is not responsible for students failing to complete the coursework necessary to earn the M.S. degree. Copies of students' UHCL coursework will be available to TCC to monitor each student's progression in the M.S. program. Students must complete the M.S. degree within five years of starting their first course or they will be automatically dismissed from the joint program and will not receive the M.S. degree. Students will be eligible to attend graduation at UHCL upon completion of their 30 hour M.S. degree.

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

The Master of Arts M.A. plan in Industrial/Organizational Psychology is designed to offer a two-year terminal degree that prepares students to contribute to an organization's success by improving the performance and well-being of its employees. Students will learn about individual differences, their assessment and evaluation, and organizational theories and interventions. The program follows the scientist/practitioner model, providing students with knowledge of psychological theories and principles and how those principles apply to solving human behavior problems in organizations. This program will prepare students to enter organizations in both the public and private sector in human resource management, organizational development, and management consulting. The degree requires either 42 hours with a thesis, project, or internship or 45 hours with the coursework option.

### **Admission**

The I/O Psychology degree is a very popular program, and we admit 15-20 students per year. Applicants interested in applying to the M.A. degree in Industrial/Organizational Psychology should fulfill the following requirements:

1. The expectation is that the GPA over the last 60 hours will be 3.00. Submit official transcripts from all institutions attended.
2. The expectation is that GRE scores will be: Verbal score of 146 (380 on tests taken prior to August 2011) and a Quantitative score of 146 (540 on tests prior to August 2011). The scores cannot be more than five years old.
3. Coursework Requirement
  - at least 12 hours of upper-level undergraduate courses consisting of 3 hours of Introduction to Statistics and
  - 9 hours of any combination of Psychology, Management, Sociology, or Anthropology

If some of these courses have not been taken, applicants are still eligible to apply if all other expected requirements are met, but they would be required to take these prerequisite classes while enrolled.

4. CV/Resume and Statement of Purpose describing previous education, work experience, relevant coursework, relevant volunteer activities, any honors, published papers, or other relevant life experiences. Also include why you are interested in I/O Psychology and why you are interested in our program. Include any additional information you want us to know about. The statement should be up to 1000 words.

## Applying to the Program

Please request your official transcripts be electronically sent to UHCL. This will ensure faster processing of your application.

Copies of your CV and Statement of Purpose must be submitted online through your To-Do-List in the Student Center in E-services.

Transcripts should be sent to:

University of Houston-Clear Lake  
Office of Admissions  
2700 Bay Area Blvd., Box 13  
Houston, TX 77058-1002

## Deadline for Application

All students enter the program in the fall semester. Application for admission will be due between December 10 and February 15 for review with notification of admission in April. Applicants assume the responsibility to ensure their applications for UHCL admission, GRE scores, and supporting transcripts are received by the Office of Admission by the deadline (Feb. 15).

## Degree Requirements

### Core Course Requirements (24 hours)

PSYC 5537	Professional Issues in Industrial/Organizational Psychology
PSYC 5331	Personnel Psychology
PSYC 5332	Organizational Psychology
PSYC 5334/SOCI 5430	Change and Organizational Development
PSYC 6333	Research Design and Statics I for I/O Psychology
PSYC 6334	Research Design and Statistics II for I/O Psychology
PSYC 6538	Performance Appraisal and Feedback
PSYC 6734	Assessment in Industry

### 12 hours of Approved Electives (12 hours)

#### Capstone Option (6-9 hours)

Select from one of the following options:

PSYC 6739	Graduate Internship
PSYC 6839	Master's Project Research
PSYC 6939	Master's Thesis Research
PSYC 6735	Seminar in Industrial/Organizational Psychology
	And
	6 hours of additional electives

### Coursework Option

Students selecting the coursework option will take all 24 hours of coursework listed under the core requirements plus PSYC 6735 Seminar in I/O Psychology (p. 303) plus 18 hours of approved electives.

### Sample Prescribed Elective Courses

PSYC 5235	Learning Principles
PSYC 5333/SOCI 5339	Leadership in Organizations
PSYC 5335	Career Counseling
PSYC 5339	Training and Development
PSYC 5530	Group Dynamics and Teamwork
PSYC 5532/SOCI 5532	Advanced Social Psychology
PSYC 5536	Occupational Health Psychology
PSYC 6434	Human Factors Engineering
PSYC 6735	Seminar in Industrial/Organizational Psychology
INST 5130	Learning Theory and Instruction
HMRS 5231	Legal Environment of Human Resource Management I
MGMT 5133	Teamwork and Leadership Skills: Theory in Practice

Note: Only grades of "B-" or better will count toward the Master of Arts in I/O Psychology. Grades of "C+" or below are not acceptable.

1) Registering for a master's thesis, project, or internship should not be seen as an automatic right. Students wishing to complete a master's option must submit a master's option proposal. For the thesis or project, the proposal should be four to eight pages in length. It should include a literature review with references and a statement of the proposed methodology for carrying out the thesis or project. Before registering for the thesis or project, students must have the approval of a faculty member who agrees to supervise the work. Before registering for an internship, students must apply through the internship coordinator and meet the required criteria, including a grade point average of 3.00 or better. The university reserves the right to deny admittance to, or remove, a specific student from a specific internship.

2) In order to ensure timely completion and currency of knowledge, all M.A. students in Industrial/Organizational Psychology must complete the degree within 5 years from the date of initial enrollment in any UHCL course that would count toward the degree.

Any student who fails to complete the degree within the stated limitations on time and/or hours may be placed on permanent academic suspension from the program. Students placed on permanent academic suspension will not be allowed to apply for reinstatement. Such students will thus not complete the M.A. degree in Industrial/Organizational Psychology at the University of Houston-Clear Lake.

## PROFESSIONAL PSYCHOLOGY PLANS

The graduate programs in Professional Psychology lead to the Psy.D., Master of Arts M.A. or Specialist in School Psychology S.S.P. degrees. These plans provide a background in psychology as an academic discipline along with specific coursework and specialized training in one of four areas: Health Service Psychology (Clinical Psychology/School Psychology) (p. 249), Clinical Psychology (p. 245), Family Therapy (p. 246) or School Psychology (p. 247). While completing a Professional Psychology plan does not automatically qualify graduates for any specific license or clinical credential, many of our graduates have been successfully licensed in Texas as a Licensed Psychological Associate (LPA), Licensed Specialist in School Psychology (LSSP), Licensed Professional Counselor (LPC), and/or Licensed Marriage and Family Therapist (LMFT), or by a number of other professional boards or associations. For further information about certification and licensure, contact the Coordinator of Graduate Programs in Professional Psychology or the HSH Advising Coordinator.

Admission into a Professional Psychology Plan will be offered only to the most qualified applicants. The typical minimum standard for admission is an overall 3.25 grade point average, the prerequisite psychology preparation for each program as listed below, and evidence of clinical aptitude. The percentage of applicants accepted into the professional programs of study generally ranges between 25% and 75% depending on the program.

### Admission

The application process is restricted to one plan only. There is an application fee for the plan payable to the University of Houston-Clear Lake as described below, which is in addition to the application fee for university admission. All application materials must be submitted in a single envelope, including recommendations and transcripts, submitted as described below. Applicants submit GRE scores to the university following the standard reporting procedure as well as entering them onto the plan application form. Applicants are advised that they must complete a university Application for Admission and submit it and all required fees and documents to the university Admissions Office before beginning the plan, in addition to the plan application described here.

Application for admission to all Professional Psychology plans except for Health Service Psychology Psy.D. Clinical Psychology/School Psychology) (p. 249):

1. All application materials must be submitted to the appropriate admissions committee in a single envelope, including recommendations and transcripts, which are submitted as described below.
2. Professional Psychology application components:

- a. The Professional Psychology Programs Application (form found in the program brochure or on the university's web site).
- b. A brief curriculum vitae (a resume including relevant coursework and paid or volunteer work experiences, any honors, presentations, papers, and other life experiences that should be considered).
- c. A brief (up to 1000-word) essay stating reasons for wanting this training and how it fits into career goals.
- d. Three Recommendations for Applicant Admission (form found in the program brochure or on the university's web site).
- e. Transcripts from all colleges and universities previously attended (these are in addition to the transcripts sent directly to the UHCL Office of Admissions); applicants should collect all transcripts and include them in the application envelope.
- f. A \$35 check or money order made payable to: UHCL Professional Psychology Plans.
- g. Scores on the Graduate Record Examination (GRE) General Test.
- h. Documents listed in a-f must be sent together in a single envelope to:

\* \_\_\_\_\_ Admissions Committee

College of Human Sciences and Humanities

University of Houston-Clear Lake

2700 Bay Area Blvd.

Houston, Texas 77058-1098

\*Name of Plan: Clinical Psychology, Family Therapy, or School Psychology

- **Deadline for Application and Notification of Admissions Decision.** Applications are accepted once a year between December 10 and January 25 for review in the spring. Applicants have the responsibility to ensure that their applications for UHCL admission, GRE scores, and supporting transcripts are received by the university Office of Admissions and the Professional Psychology application envelope containing all required documents is received by the appropriate committee within the dates given above. Each program's admissions committee will notify applicants of admission decisions usually by April 1.
- **Additional Information Regarding Applications.** Any evidence of tampering with recommendations or transcripts could result in disqualifying applicants from admission. Applicants should note that admission to graduate status at the university is not equivalent to admission to one of the Professional Psychology plans. In some cases, applicants may be contacted by the advising office; any such communication refers only to acceptance into graduate status in the university based on the application for university admission described above. This should not be confused with acceptance into one of the Professional Psychology plans. Applicants are not admitted into a Professional Psychology plan until they receive formal notice from the Professional Psychology plan director that they have been accepted. Applicants should direct any questions regarding the status of their applications to the Coordinator of Graduate Plans in Professional Psychology. If students are not accepted into a Professional Psychology plan, they may apply for admission to a non-clinical master's program. Information regarding these plans is available in the HSH Advising Office. Applicants to a non-clinical master's plan should be aware of the information in the section entitled Restricted Courses.

## Scholarships

Limited scholarships for tuition and fees for Professional Psychology students are available on a competitive basis. Scholarships may also carry a waiver of out-of-state tuition for qualified recipients. For information and application forms, applicants should contact the HSH Advising Coordinator.

## Review of Progress

Continuation in a Professional Psychology program requires satisfactory academic performance and the acquisition of appropriate clinical and professional skills and personal attributes. Students admitted to the programs will be evaluated annually for academic progress and appropriate professional behavior and development. An unsatisfactory evaluation may lead to probation or, in extreme cases, termination from the plan. The policies and procedures for each plan contain further information regarding these matters and may be obtained from the coordinator for each plan.

## Grade Requirements

Only courses in which a grade of "B-" or better is earned may be applied toward any Professional Psychology plan requirement. Grades of "C+" or below are not acceptable.

## Psychology Restricted Courses

Applicants should note the following courses are restricted to students formally admitted to one of the Professional Psychology plans. Restricted courses may not be taken by graduate students in the General Psychology plan or transitional students not yet admitted into a Professional Psychology plan.

### Courses

PSYC 5111	Orientation to School Psychology
PSYC 5136	Multicultural Counseling
PSYC 5138	Mindfulness and Acceptance Therapies
PSYC 5231	Psychotherapy: Theory and Research
PSYC 5236	Family Assessment
PSYC 5239	Group Psychotherapy
PSYC 5731	Basic Psychotherapy Skills
PSYC 5734	Professional Practice, Law, and Ethics
PSYC 5738	Family Therapy Practicum
PSYC 5832	Clinical Hypnosis
PSYC 6032	Intellectual Assessment
PSYC 6033	Personality Assessment
PSYC 6034	Consultation in School Psychology
PSYC 6038	Clinical Practicum
PSYC 6039	School Psychology Practicum
PSYC 6111	Student Diversity in Learning
PSYC 6121	Ethics and Law in School Psychology
PSYC 6132	Seminar in Professional School Psychology
PSYC 6133	Personality Assessment of the Child
PSYC 6137	Family Research
PSYC 6139	Intervention I: Academic and Cognitive Skills
PSYC 6230	Intervention II: Social and Behavioral Skills
PSYC 6231	Intervention III: Affective and Adaptive Skills
PSYC 6233	Advanced Family Therapy
PSYC 6234	Systems and Symptoms
PSYC 6236	Child and Adolescent Family Therapy
PSYC 6332	Advanced Consultation and Program Design/Evaluation
PSYC 6531	Psychopathology
PSYC 6534	Couple and Sex Therapy
PSYC 6636	Clinical Internship
PSYC 6666	Clinical Internship

## CLINICAL PSYCHOLOGY M.A.

The Clinical Psychology plan prepares students to work in the mental health field and includes theoretical training and practical experience in psychological assessment and psychotherapy. The program is a member of the Council of Applied Master's Programs in Psychology (CAMPP) and adheres to the academic and training standards of CAMPP. Graduates of the plan regularly meet the requirements for licensure as Professional Counselors and/or Psychological Associates.

### Prerequisites (15 hours)

Fifteen hours of undergraduate psychology coursework in PSYC 2301 Introductory Psychology, PSYC 3331 Theories of Personality, PSYC 4351 Abnormal Psychology, PSYC 4311 Social Psychology, and three additional hours of upper-level psychology.

## Degree Requirements

A number of courses below have prerequisite requirements and are restricted to students admitted into a Professional Psychology plan. See the Course Roster for information about prerequisite requirements and the section above on restricted courses.

### Core Requirements (21 hours)

PSYC 5031	Human Growth and Development
PSYC 5235	Learning Principles
PSYC 5734	Professional Practice, Law, and Ethics
PSYC 6036	Research Design and Statistics I
	And
PSYC 6037	Research Design and Statistics II
PSYC 6134	Biological Basis of Behavior
PSYC 6531	Psychopathology

### Sociocultural Elective (3 hours)

Choose one of the following:

PSYC 5136	Multicultural Counseling
PSYC 5437/SOCI 5437	Aging
PSYC 5533	Psychology of Gender, Race, and Sexuality
PSYC 5534/SOCI 5333	Minorities and Majorities
PSYC 5535	Cross-Cultural Perspectives on the Family
PSYC 5831	Gender and Cultural Perspectives in Therapy

### Assessment Requirements (6 hours)

Choose two of the following:

PSYC 6031	Behavioral Assessment
PSYC 6032	Intellectual Assessment
PSYC 6033	Personality Assessment

### Therapy Requirements (12 hours)

PSYC 5231	Psychotherapy: Theory and Research
PSYC 5731	Basic Psychotherapy Skills
PSYC 5239	Group Psychotherapy
PSYC 6235	Behavioral/Cognitive Therapies

### Therapy Electives (6 hours)

Choose two of the following:

PSYC 5138	Mindfulness and Acceptance Therapies
PSYC 5233	Introduction to Family Therapy
PSYC 5735	Anxiety and Stress Management
PSYC 5736	Behavioral Medicine
PSYC 6534	Couple and Sex Therapy

Other courses may be substituted with consent of adviser.

### Free Elective (3 hours)

This needs to be PSYC 5335 Career Counseling (p. 295) for LPC requirements.

PSYC 6939: Master's Thesis Research (p. 304) can be taken in place of this free elective.

### Supervised Clinical Experience (12 hours)

PSYC 6038	Clinical Practicum
PSYC 6636	Clinical Internship

### Total Credit Hours: 63

## FAMILY THERAPY M.A.

The Family Therapy Program provides academic coursework, clinical training, and supervision to prepare students for careers as creative, caring, and competent professional couple and family therapists. The program has been accredited by the Commission of Accreditation for Marriage and Family Therapy Education (AAMFT.org) since 1982 and prepares the student for licensure as a Marriage and

Family Therapist (LMFT) in Texas. Completion of the degree also fulfills the coursework requirements needed to take the Licensed Professional Counselor (LPC) Exam in Texas. The UHCL Family Therapy Program prepares students to provide effective systemic and/or relationally oriented therapies with couples, families, individuals, and groups.

## Admissions

The Family Therapy Selection Committee accepts a limited number of students into the program based on review and evaluation of the criteria required for application. These criteria include: Complete application (application form, vita, GRE scores, essay, and three professional letters of reference-professor/academic preferred); official transcripts of all previous course work; GPA of 3.20 or above; GRE of 297 (1000 for older versions of GRE) or above preferred (Verbal & Quantitative); and six hours of undergraduate Behavioral Sciences coursework which must include Introduction to Psychology and Abnormal Psychology.

## Foundation Classes (6 hours)

Six hours of undergraduate Behavioral Sciences coursework in Introduction to Psychology and Abnormal Psychology. Similar courses may be substituted for these classes, and coursework from various classes may meet these content requirements as well.

## Degree Requirements

A number of courses below have prerequisite requirements and/or are restricted to students admitted into a Professional Psychology plan. See the "Course Roster" at the end of the section for information about prerequisites, and see the information above on restricted courses.

### Required Courses (60 hours)

PSYC 5233	Introduction to Family Therapy
PSYC 5236	Family Assessment
PSYC 5239	Group Psychotherapy
PSYC 5433	Substance Abuse: Causes and Treatments
PSYC 5535	Cross-Cultural Perspectives on the Family
PSYC 5731	Basic Psychotherapy Skills
PSYC 5737	Family Therapy Professional Ethics
PSYC 5738	Family Therapy Practicum
	2 semesters
PSYC 5931	Research Topics in Psychology
PSYC 6137	Family Research
PSYC 6233	Advanced Family Therapy
PSYC 6234	Systems and Symptoms
PSYC 6236	Child and Adolescent Family Therapy
PSYC 6531	Psychopathology
PSYC 6534	Couple and Sex Therapy
PSYC 5231	Psychotherapy: Theory and Research
	Or
PSYC 5335	Career Counseling
PSYC 6636	Clinical Internship
	3 semesters

Clinical internship involves a minimum of 400 hours of direct client contact. Internships are completed at approved sites throughout the Houston area.

*NOTE: Students are expected to join the American Association for Marriage and Family Therapy (AAMFT) while they are in the program.*

## SCHOOL PSYCHOLOGY (SPECIALIST IN SCHOOL PSYCHOLOGY)

The School Psychology program is based on a collaborative, data-based, problem-solving model of training. The focus of the specialty is on the psycho-educational needs of children. The emphasis of the program is on training students who will work as specialists in School Psychology within public schools. The program strives to produce school psychological specialists who have high standards of ethical, professional conduct; engage in empirically based and collaborative decision-making as part of a multidisciplinary team; have a high level of competency in assessment, intervention, and consultation; and have sensitivity to and respect for the uniqueness, dignity, culture, and worth of each individual.



The School Psychology program at UHCL is approved by the National Association of School Psychologists (NASP) at the specialist level of training. The program requires a minimum of 70 hours of coursework, 58 of which are exclusive of internship.

### **Re-Specialization Policy\***

TSBEP: Students seeking credentialing by the Texas State Board of Examiners of Psychologists (TSBEP) can develop a modified program in consultation with their adviser and the Director of the School Psychology program. These students must formally apply to the program and be accepted as outlined for all students. The program will be designed according to requirements set forth by TSBEP and the UHCL NASP-Approved Program. At a minimum, such student will take the Orientation to School Psychology, School Psychology Professional Seminar, Practicum, Consultation, and Internship courses plus any other assigned coursework to meet the substantial equivalent of the UHCL School Psychology Program.

NCSP: Students seeking credentialing as a Nationally Certified School Psychologist (NCSP) can develop a modified program in consultation with the faculty of the School Psychology program. These students must formally apply to the program and be accepted as outlined for all students. The program will be designed according to requirements set forth by the NCSP board. Such individuals will have to complete the substantial equivalent of the UHCL program and NCSP requirements.

*\* TSBEP and NCSP credentials are granted by boards and not by any academic program. Upon completion of the re-specialization program of study, students must apply to the appropriate board.*

### **Admission**

The School Psychology Selection Committee accepts only a limited number of students into the program based on review and evaluation of the criteria required for application. These criteria include: the application (application form, vitae, essay, and three letters of reference); official transcripts of all previous coursework; GPA of 3.25 or above; GRE of 145 and above for Verbal and 145 and above for Quantitative preferred; 12 hours of undergraduate Behavioral Sciences coursework which must include Introductory Psychology, Child Psychology, Abnormal Psychology, and an upper-level Psychology course. These prerequisites may be waived for students who possess graduate degrees and, in some cases, a similar course may substitute for a prerequisite.

### **Acceptance to Candidacy**

Admission to the program as described above is not synonymous with acceptance to candidacy. Students will be evaluated for candidacy by the primary School Psychology faculty upon completion of the practicum. Candidacy evaluation includes a feedback interview if appropriate.

### **Internship**

The School Psychology Program recognizes the internship as the culminating experience in specialty training. The internship consists of a minimum of 1200 hours, 600 of which must be done in a school setting. The internship occurs during the final year of training and is designed to be accomplished in a school district on a full-time basis over a period of one academic year. Interns receive a stipend during this final year of training.

### **End of Program Evaluation**

Students are required to take a graduate comprehensive examination upon successful completion of program requirements (minimum GPA of 3.00; grades of "B-" or better in all coursework; grades of "C+" or below are not acceptable toward the degree). The comprehensive examination has been designated to be the National Certification Examination in School Psychology (Praxis II). This is a nationally standardized examination designed to assess the entry-level knowledge and skills that might be expected of a specialist-level school psychologist. It is recommended to be taken the semester prior to internship placement. For graduation, students must obtain the NCSP criterion (pass) score. In addition to the national examination, each student must also submit a portfolio documenting competencies in each of the NASP domains of practice. The portfolio is submitted a few months prior to graduation. Additional information regarding this requirement is provided in the School Psychology Program Handbook.

## Required Courses

The coursework is designed to provide preparation in each of the NASP domains of practice. Any course substitutions or use of transfer credits must be approved by the School Psychology program faculty. All courses listed below are required for the degree.

## Recommended Course Sequence:

### YEAR 1

#### Summer

PSYC 5031	Human Growth and Development
PSYC 6134	Biological Basis of Behavior

Prerequisites if needed.

#### Semester 1 (Fall)

PSYC 5111	Orientation to School Psychology
PSYC 5131	Psychopathology of Childhood
PSYC 5235	Learning Principles
PSYC 6036	Research Design and Statistics I

#### Semester 2 (Spring)

PSYC 6032	Intellectual Assessment
PSYC 6037	Research Design and Statistics II
PSYC 6238	Applied Behavior Analysis

### YEAR 2

#### Summer

PSYC 6133	Personality Assessment of the Child
PSYC 6139	Intervention I: Academic and Cognitive Skills

#### Semester 3 (Fall)

PSYC 6034	Consultation in School Psychology
PSYC 6039	School Psychology Practicum
PSYC 6111	Student Diversity in Learning
PSYC 6121	Ethics and Law in School Psychology

#### Semester 4 (Spring)

PSYC 6039	School Psychology Practicum
PSYC 6230	Intervention II: Social and Behavioral Skills
PSYC 6231	Intervention III: Affective and Adaptive Skills
PSYC 6332	Advanced Consultation and Program Design/Evaluation

### YEAR 3

#### Summer

PSYC 5233	Introduction to Family Therapy
PSYC 6132	Seminar in Professional School Psychology

#### Semester 5 (Fall)

PSYC 6666	Clinical Internship
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#### Semester 6 (Spring)

PSYC 6666	Clinical Internship
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## HEALTH SERVICE PSYCHOLOGY (CLINICAL PSYCHOLOGY/SCHOOL PSYCHOLOGY) PSY.D.

The Psy.D. in Health Service Psychology (Clinical Psychology/School Psychology) will provide broad practitioner-scientist training with an emphasis on clinical practice. The mission is to prepare students for careers as health professionals in clinical and school settings. The overarching model of the program is the provision of health services with particular emphasis on cognitive-behavioral psychology. Graduates from this program will be competent to function as licensed professional psychologists in a

variety of roles across a variety of settings, with particular competencies in behavioral health, prevention, and health psychology.

As a practitioner-scientist program, the Psy.D. Program in Health Service Psychology's primary goal is to train practitioners, scholars, and applied researchers in the area of health service psychology. The Program develops graduates who use scientific methods in the professional practice of psychology with the aim of improving health and behavioral-health outcomes. The program emphasizes the importance of the scientific method as the primary basis to advance knowledge and inform practice. Graduates will be competent in evidence-based practice (assessment, intervention, and consultation). The behavioral health model will be serve as the overall context for training. This model emphasizes the reciprocal relationship between psychological, biological, and social aspects of both personal and community health. Through coursework, clinical experiences, and research, students may individualize their training, which may include clinical-school and clinical-health.

## Admission

Admission to the graduate program in Health Service Psychology is limited and is offered only to the most qualified applicants. The typical minimum standards for admission include:

- 1 Specialist or Master's Degree in School Psychology or a Master's Degree in Clinical Psychology or related field;
- 2 Master's-level GPA of 3.4 or higher;
- 3 Score of 300 or higher on the Graduate Record Examination (GRE), with at least 3.5 in Analytical Writing; and
4. Evidence of research potential (publication, thesis, formal research project, participation in research).

Note: The Graduate Record Examination is required of all applicants.

## Applying to the Health Service Psychology Psy.D. Program

Applying to program admission requires submitting the documents described below. Applicants must complete a university Application for Admission and submit it and all required fees and documents to the university's Admission Office at the same time they are applying to the program. There is an application fee for university admissions, which is in addition to the program application fee. International students are advised to consult the relevant web pages and/or contact International Admissions in the Admissions Office as early as possible for information.

The Psy.D. program requires an application fee of \$50 **in addition to the university's regular application fee**. This fee is payable to the "University of Houston-Clear Lake Psy.D. program."

Applicants submit GRE scores to the university following the standard reporting procedure as well as entering them onto the program application form.

There are seven components to the Psy.D. application:

1. An application form
2. A Curriculum Vitae
3. A **2-page** single spaced Statement of Purpose stating reasons for seeking this training and explaining how the training complements the applicant's career goals. The Statement of Purpose may include the following:
  - Research and clinical/school psychology experience and interests
  - Practicum experience
  - Other relevant experiences (i.e., volunteer)
  - Post-graduation Professional goals
  - A list or mention of the faculty within the Psy.D. program with whom the applicant would like to work with and why
4. Three (3) Recommendations for Applicant Admission (form found on the program website). Each must complete the recommendation form and submit a separate letter.

5. Official Transcripts from all colleges and universities previously attended (**except University of Houston-Clear Lake transcripts which will be generated internally**). These transcripts are submitted to the program in addition to the transcripts sent directly to the university's Office of Admissions.
6. Scores on the general test of the GRE. Official scores are reported to the university through the standard GRE process. The applicant also enters GRE scores onto the program application form as indicated.
7. A \$50.00 check or money order made payable to the UHCL Psy.D. program.

**Note:** Admission to graduate status at the university is not equivalent to admission to the Psy.D. program. Admission to the university should not be confused with acceptance into the Psy.D. program. Applicants will be notified about admission into the Psy.D. directly by the Program Director. Applicants are admitted into a professional psychology program only by way of formal notice from the program director that they have been accepted into the program.

## Timeframe for Program Application and the Admission Process

Applications are accepted once a year. Applicants have the responsibility to ensure that their applications, GRE scores, supporting transcripts, and recommendations are received by the program by the application deadline of December 15. Review of applications will begin in January. After initial review of the application materials, the admissions committee will invite applicants under active consideration to campus. Students will be notified of interviews by the end of January. Interviews will occur in late January or early February. Once interviews have been completed, the Psy.D. admissions committee will notify applicants of admission decisions by March. Acceptances must be finalized on or before April 15.

## Review of Progress

Continuation in the Psy.D. program requires satisfactory academic performance and the acquisition of appropriate clinical and professional skills and personal attributes. Students admitted to the program will be evaluated annually for academic progress and appropriate professional behavior and development. An unsatisfactory evaluation may lead to probation or termination from the program. All students are required to adhere to the policies and procedures outlined in the *Doctoral Student Handbook for the Doctorate in Psychology*.

## Grade Requirements

Only courses with a grade of "B" or better will be applied toward the Psy.D. program requirements. Further grade requirements are outlined in the *Doctoral Student Handbook for the Doctorate in Psychology*.

## Accreditation

The Psy.D. for Health Service Psychology anticipates applying for accreditation from the American Psychological Association when eligible.

## Degree Requirements

The Doctorate of Psychology in Health Service Psychology requires 75 credit hours of coursework organized into four sections: General Core; Methodology and Statistics; Assessment; and Intervention. All students will complete experiences in both research and clinical work and a qualifying exam. The 75-hour component does not include psychological foundation courses, most of which should be completed prior to admission.

### Core Competencies

PSYC 7136	Multicultural and Diversity Issues
PSYC 7736	Professional Issues in Medical/Health Psychology

### Methodology Core

PSYC 7130	Experimental Methodology
PSYC 7131	Quantitative Analysis I
PSYC 7132	Quantitative Analysis II

**Assessment Core**

PSYC 7032	Intellectual Assessment
PSYC 7033	Personality Assessment

**Intervention Core**

PSYC 7235	Advanced Behavioral Therapy
PSYC 7332	Advanced Consultation and Program Design/Evaluation

**Clinical Experience**

PSYC 7038	Practicum (repeated for 2 semesters)
PSYC 7039	External Practicum/Internship (repeated for 2 semesters)
PSYC 7936	Clinical Practice, Consultation, and Supervision (repeated for 2 semesters)
PSYC 8931	Doctoral Internship (repeated for 3 semesters)

**Dissertation**

PSYC 8930	Doctoral Dissertation (repeated for up to 9 hours)
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**Electives (Choose 4)**

PSYC 7034	Neuropsychological Assessment
PSYC 7138	Mindfulness and Acceptance Therapy
PSYC 7139	Intervention I: Academic and Cognitive Skills
PSYC 7232	Advanced Child Behavioral Therapy
PSYC 7239	Advanced Group Psychotherapy
PSYC 7331	Design/Evaluation of School Health Programs
PSYC 7333	Pediatric Psychology
PSYC 7334	Adult Behavioral Medicine
PSYC 7337	Development and Treatment of Mood and Anxiety Disorders

**DEPARTMENT OF COMMUNICATION AND STUDIO ARTS**

The Communication and Studio Arts Department includes four programs--Communication, Digital Media Studies (p. 252), Art and Design, and Writing--that emphasize creativity and critical thinking. Students prepare for careers ranging from fine artists to professional writers to graphic designers to public relations professionals, in state-of-the-art studios and computer laboratories, under the supervision of professors who are nationally and internationally recognized in their fields.

Students in our Master of Arts program in Digital Media Studies (p. 252) may design their degree to meet their career goals from a curriculum that includes courses in communication, graphic design, computer science, marketing, management, psychology, and instructional technology. Students focus on media management, design, or production and then apply the skills they have acquired in professional internships, graduate projects, or practicum experiences in our Digital Media Center.

**DIGITAL MEDIA STUDIES M.A.**

The graduate degree in Digital Media Studies at UHCL is the first of its kind in Texas. It provides students with cutting-edge interdisciplinary instruction in the theory and production of emerging media. The degree responds to a cultural shift toward media convergence by giving students exposure to courses that cross the disciplines of communication, art, business, computer programming, and gaming.

The Digital Media Studies degree requires 36 hours of study. Students are required to take 9 hours from a common core, 21 hours of specialized coursework, and 6 hours in a capstone experience. Specialized coursework is organized into three concentrations: Public Relations and Social Media, Production Design, and Gaming. The capstone may be in the form of a master's project, thesis, practicum in our Digital Media Lab, or external internship or the exam option (2 additional advanced and approved courses in the student's concentration and an exam with zero credit hours and a minimum grade of "B-"). Graduate projects, theses, and exam options begin in the spring semester.

Practica in the Digital Media Lab and external internships may begin any semester. Capstones are available only to students who are in good academic standing with a 3.00 or higher.

## Admission

Students must have a 3.00 or have scored acceptably on the GRE to be admitted to the program. Additionally, all students are expected to have had courses in Digital Photography Media Writing and Web Design. Those who feel they have the experience to waive the entrance requirements will need to submit a portfolio to the Digital Media Studies Program Director along with a detailed description of their skills and experience.

Students without the required preparatory courses may be provisionally accepted into the program but will need to complete them within their first two semesters. Students may take Critical Approaches to Digital Media and Technical Foundations of Digital Media in conjunction with preparatory prerequisites but may not progress to further coursework until their prerequisites are complete.

Applicants must also submit a "Statement of Purpose" describing previous education, work experience, and relevant coursework. Include why you are interested in Digital Media and why you are interested in our program. Include any additional information you would like us to know. The statement should be no more than 800 words. Send the statement with a resume and a portfolio of previous work directly to the DMST Program Director.

Applications are accepted for review twice a year, from January 15-March 31 and from August 15-October 15. Admission decisions for fall are usually made by the end of April and for spring by the end of November, as applicable.

## Equipment and Software

The university provides on-campus labs containing computers and software needed for coursework. Students who wish to work from home may need to purchase equipment and software. A DSLR camera is highly recommended for students concentrating in Production Design.

## Degree Requirements

### Core Curriculum (9 hours)

Must be taken in the first year.

DMST 5031	Graphic Design
DMST 5230	Critical Approaches to Digital Media
DMST 5232	Media and Communication Research Methods

Students who have taken Graphic Design in another program may take Advertising Design or an adviser-recommended alternative.

## Concentrations

### Public Relations and Social Media (15 hours, plus 6 hours of electives)

Students entering this concentration who have not had a course in media writing will be required to take the undergraduate Media Writing course as a prerequisite to PR Writing. Students who have previously taken required courses in this concentration may substitute others in the track.

COMM 4322	Public Relations Writing
COMM 4391	Selected Topics in Communication
DMST 5233	Digital Media Law and Ethics Seminar
DMST 5831	Project Management
DMST 5931	Research Topics in Digital Media Studies
MKTG 5031	Marketing Management
MKTG 5435	E-Marketing Management

COMM 4322 Public Relations Writing-Graduate students without a prior media writing class must take COMM 3321 Media Writing as a prerequisite. (It will not count for graduate credit.)

COMM 4391 Selected Topics in Communication Public Relations Campaigns will be offered as the required topics course for this concentration. Students who take it will be expected to have first taken COMM 4322 Public Relations Writing.

### **Production Design (15 hours, plus 6 hours of electives)**

COMM 4354	Video Production I
COMM 4355	Video Production 2
DMST 5033	Advertising Design
DMST 5036	Digital Video
DMST 5039	Web Development
DMST 5132	3D Modeling
DMST 5139	Advanced Web Development
DMST 5231	Advanced Digital Media Design
DMST 5235	Animation
DMST 5236	Digital Storytelling
DMST 5332	Motion Graphics
DMST 5436	Interactive Animation
DMST 5538	Electronic Publishing

### **Gaming (21 hours required, no additional electives)**

CSCE 3311	Programming With Visual Basic
	Or
ISAM 5030	Fundamentals of Business Programming Applications
DMST 5131	Game Design and Theory
DMST 5132	3D Modeling
DMST 5235	Animation
DMST 5236	Digital Storytelling
DMST 5436	Interactive Animation
PSYC 6431	User-Centered Design

### **Recommended Electives**

(Classes included in another concentration may also be taken for elective credit, as long as necessary prerequisites are met.)

DMST 5034	Global Issues in a Digital Society
DMST 5233	Digital Media Law and Ethics Seminar
DMST 5931	Research Topics in Digital Media Studies
DMST 5939	Independent Study in Digital Media Studies
ISAM 5030	Fundamentals of Business Programming Applications
ISAM 5335	Advanced Applications Development with Visual Basic
ISAM 5337	Internet Applications Development
ISAM 5638	Advanced Applications Programming With Java
MGMT 5636	Management of Technology
MGMT 5638	Leading Technology

### **Capstone Experience (6 hours)**

Practica in the Digital Media Lab and graduate internships may begin any semester. Students are strongly encouraged to begin graduate projects and theses in the spring semester and complete them in the fall. Proposals for graduate projects or theses are due to the project or thesis chair no later than week ten of the semester prior to the anticipated start date for the project or thesis. Students who apply for the practicum or internship may be asked to turn in a portfolio first so the capstone supervisor may assess their level of preparation.

DMST 6639	Practicum in Public Relations
DMST 6739	Graduate Internship
DMST 6839	Master's Project Research
DMST 6909	Master's Exam Option
DMST 6939	Master's Thesis

Notes:

No more than six hours of undergraduate coursework may apply toward the degree.

New courses are introduced under the DMST 5931: Research Topics in Digital Media Studies (p. 285) rubric.

Students who have earned an undergraduate degree from UHCL will not be able to take cross-listed courses in the curriculum for master's level credit that they have previously taken for undergraduate credit.

No grade lower than a "B-" will count for credit in the DMST graduate program.

## DEPARTMENT OF LIBERAL ARTS

The Department of Liberal Arts, which houses the Humanities, History, and Literature programs, is one of five departments within the College of Human Sciences and Humanities. The faculty within the department is composed of dedicated teachers and scholars who strive to develop and enhance the analytical, communicative, and research skills of their students by exposing students to the customs, values, and behaviors of culturally diverse populations as expressed through the texts, arts, and artifacts of those populations.

The Department of Liberal Arts offers a Master of Arts in History (p. 255), Humanities (p. 256), and Literature (p. 259). Students pursuing the M.A. in Humanities may concentrate their studies in one of five concentrations as described below. Students pursuing the M.A. in Literature may concentrate their studies in one or more areas by completing concentrations in American Studies (p. 261), Composition and Rhetoric (p. 261), or Professional Writing (p. 262).

## HISTORY M.A.

The graduate program in History leads to the Master of Arts (M.A.) degree. Students may enroll with degrees from other fields, although undergraduate training in History is desirable.

### Degree Requirements

All students seeking the Master of Arts degree in History must complete HIST 5031: Research and Methods Seminar (p. 287) in the first 12 hours of course work. This course is offered in the fall semester only. Students must also take at least one course in each of the four regions that the program offers: Europe, Latin American, Middle East, and United States.

Master's degree candidates prepare a Candidate Program of Study (CPS) with the assistance and approval of a faculty adviser. All master's degree options must contain a minimum of 30 graduate semester credit hours. Only courses in which a grade of "B-" or better is earned may be applied toward any of the programs for a Master of Arts Degree in History. Grades of "C+" or below are not acceptable.

The master's degree Option 1 (see below) requires a minimum of 30 graduate semester hours including six hours of master's thesis research and, at the discretion of the thesis adviser, an oral defense of the thesis. Option 2 (see below) requires a minimum of 36 semester hours including six hours of master's project research and, at the discretion of the project adviser, an oral examination upon completion of the project. Option 3 requires a minimum of 36 semester hours of coursework plus written and oral comprehensive examinations in the last semester. Students must register for the zero-credit hour course HIST 6909: History Comprehensive Exam (p. 289) during the final semester of the degree. The written component will be based on two broad historical fields, with reading lists to be developed by the examination committee. The oral exam will follow, permitting detailed discussion of the written material.

For the successful completion of master's degree Option 1, the Master's Thesis, students are expected to complete original work in some field of historical inquiry. Emphasis should be placed on the creative use of materials and methods, including those which can be appropriately borrowed from complementary disciplines such as literature, art, sociology, and psychology.

To complete master's degree Option 2, the Master's Project, students are expected to make contributions to the collection and organization of useful and important historical materials: for example, the collection and transcription of interviews or the recording, identification, and dating of



historical buildings and building sites in the area. A project need not be limited to the traditional style but may include forms such as the extended review essay or studies in film, video, or theater.

Master's projects and theses require continuous registration during each fall and spring semester until completion for a minimum of six hours. If students do not maintain continuous registration in the master's project or thesis, previously accumulated master's option credits will not count toward the master's degree.

## **HUMANITIES M.A.**

The graduate program in Humanities leads to the Master of Arts (M.A.) degree. The program encourages interdisciplinary study in the humanities while allowing specialization in one of the following concentrations including studio arts, art history, museum studies, film studies, writing, and the history of ideas. Students in the program will gain an appreciation of major artistic and intellectual contributions across history and the global landscape. Students may enroll with degrees from one of the humanistic disciplines or from other fields, though prior coursework in the Humanities is desirable. All enrolled students will be assigned a faculty adviser who will help mentor the student through the program. The culmination of the program is the successful completion of one of the capstone options (thesis, internship, project, or comprehensive exam) to be determined by the student's interests and professional goals. For additional information about the degree, contact the HSH Advising Office.

### **Course of study:**

The degree consists of a required core (9 hours, concentration(s), and a capstone option. All options contain a minimum of 30 graduate semester hours. Depending on the concentration a student selects, there may be opportunities to enroll in elective courses as described at the end of the capstone options. With the approval of their faculty adviser, students pursuing a M.A. degree in Humanities may take up to six hours of credit outside those rubrics. Further exceptions are at the discretion of the Liberal Arts Department in consultation with the faculty adviser.

### **Required Core:**

All students will take 3 courses, 1 from each pair of courses listed below.

Art History (p. 256)

Comparative Literature (p. 256)

Philosophy and Intellectual History (p. 256)

### **Art History**

Students will take one of the following courses in the discipline of Art History:

HUMN 5430	Issues in Art History I: Ancient to Modern
HUMN 5431	Issues in Art History II: Renaissance to the Present

### **Comparative Literature**

Students will take one of the following courses in the discipline of Comparative Literature:

HUMN 5034	Global Humanities I
HUMN 5036	Global Humanities II

### **Philosophy and Intellectual History**

Students will take one of the following courses in Philosophy and Intellectual History:

HUMN 5030	History of Ideas I
HUMN 5032	History of Ideas II

### **Concentrations:**

Students will select one or more of the following concentrations during their first year of study that can range from 9-21 credits. Additional course requirements for each are listed. Electives can be 0-15 hours depending on the concentration that is selected.

## Studio Art

In addition to the core requirements, students are required to take 21 credit hours to complete this concentration and can choose from any of the courses listed below.

ARTS 5037	Studies in Art History
ARTS 5038	Crafts Design and History
ARTS 5231	Sculpture and Ceramics Studio
ARTS 5233/HUMN 5233	Art of Ancient Iraq and the Near East
ARTS 5234/HUMN 5234	Art of the Ancient Greek World
ARTS 5331	Painting-Drawing-Printmaking
ARTS 5631	Weaving Studio
ARTS 5931	Research Topics in Art
ARTS 5939	Independent Study in Art
DMST 5031	Graphic Design
DMST 5039	Web Development
DMST 5538	Electronic Publishing

## Art History

In addition to the core requirements, students are required to take 9 credit hours in art history, as follows:

	1 additional Issues in Art History
	2 additional courses in Art History which may include
ARTS 5037	Studies in Art History
ARTS 5038	Crafts Design and History
ARTS 5931	Research Topics in Art
ARTS 5939	Independent Study in Art
CRCL 5131	Gender, Culture, and Power
CRCL 5132	Women of Color
DMST 5034	Global Issues in a Digital Society

## Museum Studies

In addition to the core requirements, students are required to take 12 credit hours in courses related to museums, culture, and/or heritage, as follows:

HUMN 5235	Museums and the Public
	3 additional courses, which may include:
ANTH 5333	Cultures of Mexico and Central America
ANTH 5334	Native American Cultures
ANTH 5535	Cultures of Asia
ANTH 5537/CRCL 5537	Topics in African Studies
ANTH 5538	Cultures of the Middle East
ARTS 5037	Studies in Art History
ARTS 5038	Crafts Design and History
ARTS 5931	Research Topics in Art
ARTS 5939	Independent Study in Art
CRCL 5131	Gender, Culture, and Power
CRCL 5132	Women of Color
CRCL 5238	Negotiating Across Cultures
DMST 5034	Global Issues in a Digital Society

## Film Studies

In addition to the core requirements, students are required to take 9 credit hours in film studies, which may include:

HIST 5236	Studies in History and Film
	Or
HUMN 5236	Studies in Film
HIST 5237	Nazi Cinema and the Third Reich
HIST 5238	Weimar Cinema and the Great War
HIST 5239	The Vietnam War in Film
HIST 5330	Memory and Representation in Holocaust Cinema
HUMN 5238	World Cinema
HUMN 5239	Indian Cinema

## Writing

In addition to the core requirements, students may pursue an emphasis in Writing by choosing one of three sub-plans described below. Each sub-plan requires a minimum of 18 units of coursework.

### Composition Pedagogy Sub plan

Required Courses:

WRIT 5132	Seminar in Rhetorical Theories I
	Or
WRIT 5133	Seminar in Rhetorical Theories II
	and
WRIT 5130	Composition Theory
WRIT 5131	Writing Pedagogy
WRIT 5135	Special Topics in Linguistics
	Plus six additional units from WRIT rubric

### Professional Writing Sub plan

Required Courses:

WRIT 5132	Seminar in Rhetorical Theories I
	Or
WRIT 5133	Seminar in Rhetorical Theories II
	and
HUMN 5037	Writing for the Technical Professions
HUMN 5131	Writing for the Business Professions
HUMN 5134	Editing
WRIT 5137	Grant and Proposal Writing
	6 additional units from WRIT rubric

### Rhetoric and Writing Studies Sub plan

Required Courses:

WRIT 5132	Seminar in Rhetorical Theories I
	Or
WRIT 5133	Seminar in Rhetorical Theories II
	and
WRIT 5130	Composition Theory
WRIT 5131	Writing Pedagogy
WRIT 5134	Special Topics in Discourse Studies
WRIT 5135	Special Topics in Linguistics
	3 additional units from WRIT rubric

## History of Ideas

In addition to the core requirements, students are required to take 12 credits in courses from HIST, HUMN, LITR, PHIL, or WMST.

### Capstone options:

Students select one of the following four options as a capstone for the completion of the M.A. in Humanities:

1. Thesis - 30 hours of coursework plus 6 hours of thesis research. This option is recommended for students who plan to move on to a Ph.D. degree.
2. Project - 30 hours of coursework plus 6 hours of project research.
3. Internship - 30 hours of coursework plus 6 hours of internship.
4. Comprehensive Exam - 36 hours of coursework plus a comprehensive written examination.

\* Studio arts and applied graphic design students may only select project or internship options.

The thesis, project, or internship should be interdisciplinary in its orientation, concept, and context. Master's projects, thesis, internships, and exams are requiring registration in appropriate course rubrics (HUMN 6939 Master's Thesis Research (p. 291); HUMN 6839 Master's Project Research (p. 291); HUMN 6739 Master's Internship (p. 291)). These require continuous registration during each fall and spring semester until completion.

## Electives

Students may choose 0-15 hours of electives (in related disciplines such as ARTS, COMM, CRCL, DMST, HIST, LITR, PHIL, and WMST) and up to 6 elective hours can be 3000-4000 level courses.

## LITERATURE M.A.

Graduate studies in Literature at UHCL lead to the Master of Arts (M.A.) degree. Students may study literature from the distant past to the present. Concentrations are available in American Studies (p. 261), Composition and Rhetoric (p. 261), and Professional Writing (p. 262).

### Admission to the Program

Applicants for admission to the Literature M.A. must have earned at least a 3.00 GPA across 12 or more hours of upper-division undergraduate courses in the study of literary texts; courses in writing, language, linguistics, and English education do not count toward the 12 hours. Graduate literature courses taken as a non-degree student or while enrolled in another M.A. program may be credited toward the 12-hour upper-level literature requirement but will count toward the hours required for the M.A. only after the upper-division course requirement has been met.

Applicants who reside, or received their B.A., in a country where English is not the first language must submit a writing sample of at least 2500 words on a subject in literary studies with their application for admission.

Undergraduate students in the final semester of their Literature B.A. and Post-Baccalaureate students enrolled in their final three hours of required undergraduate LITR coursework may, with permission from their faculty adviser and their course instructor, take one graduate (5000-level) LITR course. However, undergraduate students may not count a graduate course toward their undergraduate degree. Post-Baccalaureate students who need to complete some or all of the upper-level undergraduate coursework required for admission to the M.A. program are strongly encouraged to take LITR 3301 Literary Studies: Genres and Critical Perspectives and 4000-level LITR coursework. Post-Baccalaureate students may count up to two of these upper-level undergraduate courses for credit toward their M.A. degree with approval by the program.

Applications and inquiries should be addressed to the university Office of Admissions or HSH Advising Coordinator.

### Advising

Every M.A. student is assigned an adviser from the full-time Literature faculty. Early in the first semester, the student must initiate a meeting with the faculty adviser to create an individual Candidate Plan of Study (CPS).

### Degree Requirements

The Literature M.A. offers two 36-hours plans of study featuring different capstones:

- Coursework-Comprehensive Option (default plan): 36 hours of coursework + comprehensive written exam (LITR 6909 Literature Comprehensive Exam (p. 293), a zero-credit-hour course).
- Thesis Option: 30 hours of graduate coursework + minimum of 6 hours thesis (LITR 6939 Master's Thesis Research (p. 293)) + thesis defense conference.

Incoming students are automatically enrolled in the Coursework-Comprehensive Option. This option offers the broadest exposure to literature and the quickest and lowest-cost path to complete the M.A. in Literature. Unlike the Thesis Option, it rarely requires additional semesters.

### Required Coursework

During their first year of graduate work, all candidates for the M.A. in Literature must take LITR 5132: Literary Theory (p. 292).

Students must also take 18 hours of Literature courses focused on analysis of literary texts that satisfy the following distribution requirements:

- two courses in British Literature, one pre-Restoration and one post-Restoration;
- one course in American Literature;
- one course in Multicultural/World Literature; and
- two additional courses devoted to the study of literary texts.

The Concentrations in American Studies (p. 261), Composition and Rhetoric (p. 261), and Professional Writing (p. 262) have additional requirements as set forth below.

### **Required LITR Hours**

Each capstone option requires the specified number of graduate LITR courses.

- Coursework-Comprehensive Option: at least 27 of 36 coursework hours must be graduate LITR (5000-level) courses.
- Thesis Option: at least 24 of the 30 coursework hours must be graduate LITR (5000-level) courses.

All non-LITR courses must be approved by faculty advisers and support the primary graduate LITR course in an intellectually coherent plan of study, or they will not count toward the hours required for the M.A.

Undergraduate LITR courses (4000-level and lower) will not count toward the M.A. In special circumstances and with permission of the instructor and the student's faculty adviser, a student may register for an undergraduate course as a graduate Independent Study (LITR 5939 Independent Study in Literature (p. 293)). The student must complete graduate-level assignments as specified by the instructor in the Independent Study contract.

### **Comprehensive Examination Capstone**

The comprehensive examination requires students to think comparatively about the courses they have taken and texts they have read, to demonstrate knowledge of those texts and literary history, and to exhibit competence in critical thinking and composition. Examinations are designed to reflect and to support the student's chosen course of study.

The comprehensive examination is offered on two weekends each semester; students may opt for either weekend. Special accommodations for students with disabilities may be made according to university policy: communicate with faculty adviser and the Office of Disability Services. For complete examination guidelines, consult the Capstone Options Guide for Literature M.A. Students, available on UHCL's Literature program webpage (<http://hsh.uhcl.edu/LITR>).

### **Thesis Capstone**

Students who wish to pursue the thesis option must petition for reclassification as they approach the 30-hour coursework minimum. A thesis may be an original essay in criticism and/or scholarship or an original creative work of substantial complexity and quality that demonstrates clear mastery of its form. A creative thesis must also include a substantial "learning commentary" describing the thesis's background and composition, its literary models, and its potential for continued development. Students wishing to write creative theses must take at least one of the genres offered through the graduate Seminars in Creative Writing (LITR 5430 Creative Writing (p. 292)). Students cannot be enrolled for thesis hours (LITR 6939 Master's Thesis Research (p. 293)) until they have a complete and approved proposal on file in the HSH Advising Office.

Master's theses require continuous registration in all fall and spring semesters until completion for a minimum of six hours. If students do not maintain continuous registration in LITR 6939 Master's Thesis Research (p. 293), previously accumulated thesis hours will not count toward the 6-hour minimum of LITR 6939 Master's Thesis Research (p. 293) registration required for the Master's degree.

For complete thesis guidelines, consult the Capstone Guide for Literature M.A. students, available on UHCL's Literature program webpage (<http://hsh.uhcl.edu/LITR>).

### **Academic Standards**

As with all academic standards in the UHCL Graduate Catalog, the following academic performance standards apply to all LITR M.A. students regardless of the catalog under which they entered the university.

### **Minimum GPA for Graduation**

Students are required to achieve at least a 3.00 GPA in all graduate LITR courses and other CPS-approved courses which are taken while enrolled in the graduate LITR program or which are granted transfer credit.

### **F Grades**

A student who receives a grade of F for any reason, lapsed Incompletes included, will be suspended for one long (fall or spring) semester and be required to complete advising before being cleared to enroll. A second F will result in dismissal from the program with the option to apply for readmission.

Timely Completion of the M.A.

All requirements for the M.A. in Literature must be completed within five calendar years of first enrollment in the Literature graduate program. Students whose period of enrollment in the Literature M.A. exceeds five continuous years will be dismissed from the program and may not apply for readmission. Students who withdraw from the program before five years have elapsed are eligible for readmission; however, courses previously completed expire five years from the end of the semester in which they were taken.

### **Hours Completed as a Non-Degree Graduate Student**

The advising and degree-planning process is integral to the student's educational experience. The Literature program therefore will accept toward the number of required hours no more than two graduate (5000-level) LITR courses completed while a student holds Graduate Non-Degree Student status. These courses will remain current for five years from the end of the semester in which they were taken.

### **Accountability**

Students are responsible for working with their faculty adviser to ensure that all coursework and plans of study comply with catalog provisions. Variances will be approved only in exceptional cases; students desiring a variance must petition the LITR program and the department chair or associate dean through their faculty adviser.

### **American Studies Concentration**

The concentration in American Studies provides a broad understanding of the relationship between American literature, history, and culture. It prepares students to study for the Ph.D. in American Studies or Literature or to pursue careers in government or Foreign Service.

**Students complete the requirements of the Literature degree and include the following in their plans:**

LITR 5132                      Literary Theory

**Two courses from (may be repeated for credit when content varies.)**

ANTH 5032/CRCL              Political Economy

5032

LITR 5431                      American Literature

**One course with American (Western Hemisphere) content from:**

ANTH, ARTS, SOCI, HIST, HUMN, PHIL, WMST.

Note: One of the above courses must be in ANTH or SOCI.

### **Composition and Rhetoric Concentration**

Students may obtain an M.A. in Literature with an emphasis in Composition and Rhetoric or Professional Writing. The Composition and Rhetoric Concentration prepares students to teach composition at the community college and university levels.

**Required Courses (9 hours)**

LITR 5130	Composition: Theory and Practice
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**Six additional units from any of the following:**

LITR 5037	Writing for the Technical Professions
LITR 5038	Writing for the Business Professions
LITR 5039	Editing
LITR 5131	Studies in Composition and Rhetoric
LITR 5739	Writing Center Practicum
LITR 6739	Graduate Internship

LITR 5131 Studies in Composition and Rhetoric (p. 292): (variable topics)

**Composition and Rhetoric Certificate**

Students who successfully complete at least 12 hours of approved composition and rhetoric courses can apply for a Certificate of Composition and Rhetoric. Eligible students should contact the Writing Program Certificate Coordinator early in the semester in which they expect to graduate.

**Professional Writing Concentration**

The Professional Writing Concentration prepares students for positions as business, science, and technical writers.

**Professional Writing Certificate**

Students who successfully complete at least 12 hours of approved composition and rhetoric courses can apply for a Certificate of Professional Writing. Eligible students should contact the Writing Program Certificate Coordinator early in the semester in which they expect to graduate.

**Required Courses (9 hours)**

LITR 5036	Public Relations Writing
LITR 5037	Writing for the Technical Professions
LITR 5038	Writing for the Business Professions
LITR 5039	Editing
LITR 5131	Studies in Composition and Rhetoric
LITR 5931	Research Topics in Literature

LITR 5131 Studies in Composition and Rhetoric: (p. 292) (recommended for students who plan to teach Professional Writing)

LITR 5931 Research Topics in Literature (p. 293): (When topic is in professional writing, rhetoric, or related field.)

**DEPARTMENT OF PSYCHOLOGY**

The Department of Psychology at UHCL includes the undergraduate Bachelor of Science in Psychology and the graduate Master of Arts in Psychology degrees. The discipline of psychology is the scientific study of human behavior which includes the critical analyses of data and the potential for application in our communities. All aspects of the degrees are guided by the suggested curricula of the American Psychological Association and developed by our faculty for optimum learning in the classroom, laboratory, and applied settings. Faculty expertise and course requirements with the majors include learning and cognition, developmental psychology, sociocultural psychology, biological bases of behavior, and scientific methods. The psychology of diverse peoples and experiences is included in these areas.

Graduate students who complete their degree in Psychology gain a specific orientation within psychology through critical analysis application and the integration and synthesis of knowledge. Students also acquire research and practical experience through the thesis, project, or internship options. Students graduating with the Master's in Psychology are prepared to be human services and research managers, to teach at the community college level, or to pursue doctoral degrees. Students who complete a concentration within the Master of Arts program will complete a separate application.

The Women's Studies program at UHCL offers a certificate at the graduate level. Women's Studies is interdisciplinary but for administrative purposes is aligned with the Department of Psychology. Students gain understanding of multiple and alternative perspectives of lived experience related to race,

ethnicity, class, sexual orientation, ability, and additional identities. Women's Studies students learn to value social action toward the empowerment of women and girls; such students go on to a variety of careers including social services in non-profit and governmental agencies, research education, business, and law as well as graduate programs.

## PSYCHOLOGY M.A.

For the graduate programs in Clinical Psychology (p. 245), Family Therapy (p. 246), School Psychology (p. 247), and Industrial-Organizational Psychology (p. 241), please see their respective sections.

The graduate program in Psychology leads to the Master of Arts (M.A.) degree. The program is a vehicle for advanced study of human behavior and provides students with a variety of theoretical perspectives from across psychology such as social, cognitive, developmental, and neuropsychology. The program is designed for students planning to work in social service or research centers, teach at the community college level, or pursue a doctoral program.

The Master of Arts in Psychology requires 36 hours with a thesis or project as the master's option, or 39 hours with the internship as the master's option. Any undergraduate prerequisite hours not completed before enrollment are additional.

All applicants must attain a GRE score of 280 or higher and have a cumulative GPA of 3.00 or higher.

### Prerequisites

The following prerequisites are required for this degree.

1. PSYC 2301 Introductory Psychology or equivalent (three hours).
2. Four courses from the following eight areas in psychology with a grade of "B-" or better in each course. Grades of "C+" or below are not acceptable. At least two of the four courses must have been taken at the upper level.
  - a. PSYC 3315 Psychological Thinking
  - b. PSYC 3321 Learning
  - c. PSYC 3331 Theories of Personality
  - d. PSYC 4311 Social Psychology
  - e. PSYC 4314 Child Psychology (Developmental Psychology)
  - f. PSYC 4316 Brain and Behavior (Biopsychology; Physiological Psychology)
  - g. PSYC 4351 Abnormal Psychology
  - h. PSYC 4382 Cognitive Psychology
3. Course in statistics. Students whose undergraduate work does not include three hours in statistics must take PSYC 4370 Behavioral Statistics.
4. Students are expected to demonstrate graduate-level writing ability. Those students whose writing is deemed unacceptable will be advised to take remedial courses.

## Degree Requirements

### Core Classes (18 hours)

PSYC 6036	Research Design and Statistics I
PSYC 6037	Research Design and Statistics II

### Students must take at least four of the following five core Psychology classes:

PSYC 5038	Foundations of Development: Infancy and Childhood
	Or
PSYC 5437/SOCI 5437	Aging
	Or
PSYC 5039	Foundations of Developmental Psychology: Adolescent
PSYC 5235	Learning Principles



PSYC 5532/SOCI 5532	Advanced Social Psychology
PSYC 6832	Advanced Cognitive and Affective Psychology
PSYC 6134	Biological Basis of Behavior

(Note: PSYC 6134 Biological Basis of Behavior (p. 300): If an equivalent undergraduate course was taken, students may substitute PSYC 5432 Psychoactive Drugs (p. 296) or PSYC 6030 Sensation and Perception (p. 298).)

### **Master's Option**

Students select one of the options listed below:

PSYC 6739	Graduate Internship
PSYC 6839	Master's Project Research
PSYC 6939	Master's Thesis Research

These three options require considerable advance planning. Students may have to meet additional criteria before being permitted to begin one of these options. Students wanting one of these options must make arrangements with a faculty adviser at least one semester in advance. The university reserves the right to deny admittance to or remove a specific student from a specific internship. Master's projects, theses, and internships require continuous registration during each fall and spring semester until completion, for a minimum of six hours. If students do not maintain continuous registration in the master's project, thesis, or internship, previously accumulated master's option credits will not count toward the master's degree.

Completion of PSYC 5135 Ethics in Psychology (p. 294) is a prerequisite for all PSYC internships.

### **Area of Specialization**

Twelve additional hours (18 additional hours for students completing the internship option) are selected from Psychology and/or other relevant disciplines with the approval of the academic adviser. These hours are designed to provide a specific disciplinary focus within psychology. These courses may focus on biopsychology, life-span development, human performance, or some other area of choice.

### **Grades**

Only grades of "B-" or better will count toward the Master of Arts in Psychology. Grades of "C+" or below are not acceptable.

## **Applied Cognitive Psychology Concentration**

Applied Psychology is the application of principles and techniques of psychology to real-world problems. In Applied Cognitive Psychology (ACP), principles and methods associated with Cognitive Psychology are applied to the human-machine interface to improve the usability and effectiveness of the interface. The Applied Cognitive Psychology Concentration is designed to focus on Human Factors and thus provides students with a well-rounded foundation in psychology, the user-centered design process, and the methods used to evaluate human-machine interfaces. Students will obtain basic competency in perception, cognition, and information processing systems as well as how to apply this knowledge to the design of the human-machine interface.

Practicum and research experiences will be provided in laboratory and industrial settings. All students will complete a major research project prior to graduation. The concentration includes a course sequence that prepares the student to take the exam to become a Certified Professional Ergonomist (CPE) or Certified Human Factors Professional (CHFP).

For more information about applying for this concentration, please contact Dr. Nicholas Kelling at [kelling@uhcl.edu](mailto:kelling@uhcl.edu).

### **Research and Statistics (6 hours)**

PSYC 6036	Research Design and Statistics I
PSYC 6037	Research Design and Statistics II

### **Core Psychology Courses (12 hours)**

PSYC 6030	Sensation and Perception
PSYC 6832	Advanced Cognitive and Affective Psychology

### **Students must take at least two of the following three Psychology classes.**

PSYC 5235	Learning Principles
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PSYC 5532/SOCI 5532    Advanced Social Psychology  
 PSYC 6134                Biological Basis of Behavior

### **Required Applied Cognitive Psychology Courses (18 hours)**

PSYC 5932                Research Topics in Applied Cognitive Psychology  
 PSYC 6431                User-Centered Design  
 PSYC 6434                Human Factors Engineering  
 PSYC 6435                Human Factors Methods and Analysis  
 PSYC 6439                Practicum in Applied Cognitive Psychology

PSYC 5932 Research Topics in Applied Cognitive Psychology (p. 298): must be taken for two semesters.

### **Applied Cognitive Psychology Elective (3 hours)**

Three additional hours are selected from Psychology or other relevant disciplines with the approval of the academic adviser. These hours are designed to provide a specific disciplinary focus within Applied Cognitive Psychology.

### **Master's Option (6 hours)**

PSYC 6739                Graduate Internship  
 Or

PSYC 6939                Master's Thesis Research

PSYC 6739 Graduate Internship (p. 303), PSYC 6939 Master's Thesis Research (p. 304): prerequisite PSYC 6439 Practicum in Applied Cognitive Psychology (p. 302)

## **HUMAN FACTORS/ERGONOMICS CERTIFICATE**

Students enrolled in the Human Factors/Ergonomics Certificate program complete the following courses. For more information, please contact Dr. Nicholas Kelling at [kelling@uchl.edu](mailto:kelling@uchl.edu).

### **Requirements**

#### **Courses**

PSYC 6036                Research Design and Statistics I  
 PSYC 6037                Research Design and Statistics II  
 PSYC 6434                Human Factors Engineering  
 PSYC 6431                User-Centered Design  
 PSYC 6435                Human Factors Methods and Analysis  
 INDH 5335                Ergonomic Methods and Analysis Techniques

#### **TOTAL CREDIT HOURS:**

39 (for thesis students)

45 (for internship students)

## **APPLIED DEVELOPMENTAL PSYCHOLOGY CONCENTRATION**

The Applied Developmental Psychology Concentration is the application of research and theory on lifespan development to real-world issues in various settings. This concentration is designed to give students exposure to theory and research crossing the entire human lifespan and assist them in realizing how these apply in terms of education, public policy, non-profit work, and other settings. They are also trained on how to use this science-based knowledge for many practical applications to promote healthy behavioral, social, cognitive, emotional, and biological development in persons of all ages.

### **Requirements**

#### **Research and Statistics (6 hours)**

PSYC 6036                Research Design and Statistics I  
 and  
 PSYC 6037                Research Design and Statistics II

#### **Core Psychology Courses (Select 3 of 4 below-9 hours)**

PSYC 5235                Learning Principles  
 PSYC 5532/SOCI 5532    Advanced Social Psychology  
 PSYC 6832                Advanced Cognitive and Affective Psychology

PSYC 6134                      Biological Basis of Behavior

### **Required Applied Developmental Psychology Courses (12 hours)**

PSYC 5038                      Foundations of Development: Infancy and Childhood  
 PSYC 5039                      Foundations of Developmental Psychology: Adolescent  
 PSYC 5437/SOCI                Aging  
 5437  
 PSYC 6733                      Applied Developmental Psychology

### **Elective Applied Developmental Courses (select 1-3 hours)**

PSYC 5438                      Development of Gender and Racial Identity  
 SOCI 5434                      Marriage and Family  
 SOCI 5435                      Gendered Inequality: Work and Family

or course negotiated with faculty adviser.

## **BEHAVIORAL NEUROSCIENCE CONCENTRATION**

Behavioral Neuroscience, also known as biological psychology, biopsychology, or psychobiology, is the study of the neural basis of behaviors. This includes the study of biology, pharmacology, physiology, and genetics. This concentration is designed to give students a strong background in both psychology and neuroscience. Graduates of this concentration will be prepared to pursue a career in neuroscience or biomedical research or apply to doctoral programs. One of the most important prerequisites needed for both research careers and doctoral admission is research experience. Therefore, this concentration places a strong emphasis on research participation. Students will be expected to be active members of research teams that make research presentations at professional conferences and culminate in capstone research experience. Students must take a course in general biology before entering this concentration. To fulfill all prerequisites for graduate courses, it is recommended that students additionally take courses in general chemistry, anatomy and physiology, statistics, cognitive psychology, and physiological psychology.

Applying to the Program

Students wishing to enroll in the Behavioral Neuroscience Concentration must formally apply. Additional information can be obtained by contacting Dr. Chris Ward ([wardchris@uhcl.edu](mailto:wardchris@uhcl.edu)) or Dr. David Malin ([malin@uhcl.edu](mailto:malin@uhcl.edu)).

## **Requirements**

### **Research and Statistics (6 hours)**

PSYC 6036                      Research Design and Statistics I  
                                          and  
 PSYC 6037                      Research Design and Statistics II

### **Required Behavioral Neuroscience Courses (12 hours)**

PSYC 5235                      Learning Principles  
 PSYC 6134                      Biological Basis of Behavior  
 PSYC 6832                      Advanced Cognitive and Affective Psychology  
 BIOL 5635                      Neuroscience

### **Core Psychology Courses (Select 1 of 2-3 hours)**

PSYC 5031                      Human Growth and Development  
 PSYC 5532/SOCI                Advanced Social Psychology  
 5532

### **Elective Behavioral Neuroscience Courses (Select 3-9 hours)**

PSYC 5432                      Psychoactive Drugs  
 PSYC 5736                      Behavioral Medicine  
 PSYC 6030                      Sensation and Perception  
 PSYC 6335                      Behavioral Pharmacology Research  
 PSYC 6336                      Behavioral Neuroscience Research  
 EXHS 5131                      Applied Exercise Physiology: Neuromuscular  
 EXHS 5335                      Exercise Principles for Special Populations

Other courses from the College of Science and Engineering can be substituted with approval of the faculty of the concentration.

**Master's Option (6 hours)**

PSYC 6739	Graduate Internship
	Or
PSYC 6839	Master's Project Research
	Or
PSYC 6939	Master's Thesis Research

Choosing to complete a Graduate Internship and the internship placement must be approved by the faculty of the concentration. Students who take internship must also take PSYC 5135 Ethics in Psychology (p. 294) (3 hours). If the internship placement is outside of social services, students must choose an extra elective to complete the 42 required hours.

**APPLIED SOCIAL ISSUES CONCENTRATION**

This applied approach focuses on the Social Issues Concentration. Psychologist Kurt Lewin called for social science researchers to connect theory with real world social problems when he said, "There is nothing so practical as a good theory." Through coursework exposure to current psychological scholarship on social issues and its application to real-world problems, students gain access to strategic approaches for addressing social issues in research, teaching, community, and non-profit settings. Success and invaluable experience will provide guidance in future years of applied social issues work. Students will learn how psychology research informs social justice action and social policy efforts for challenging group disparities. Some social issues addressed by the concentration include prejudice/stereotyping/discrimination, oppression and privilege, social forces affecting marginalized groups (e.g., LGBT community, people of color, women), poverty, conflict mediation, activism, and advocacy.

**Applying to the Program**

Students wishing to apply to the Applied Social Issues concentration must be admitted to the Psychology Master's program and also formally apply to ASI. Additional Information can be obtained by contacting Dr. Kim Case by email (caseki@uhcl.edu). All application materials will be submitted via email as well. Only students formally admitted to ASI are approved to use the ASI candidate plan of study.

**Requirements****Research and Statistics (6 hours)**

PSYC 6036	Research Design and Statistics I
PSYC 6037	Research Design and Statistics II

**Core Psychology Courses (Select 3 classes-9 hours)**

PSYC 5031	Human Growth and Development
PSYC 5235	Learning Principles
PSYC 6134	Biological Basis of Behavior
PSYC 6832	Advanced Cognitive and Affective Psychology

**Required Social Issues Courses (12 hours)**

PSYC 5532/SOCI 5532	Advanced Social Psychology
PSYC 5533	Psychology of Gender, Race, and Sexuality
PSYC 6035	Social Issues Methods and Analysis

**Social Issues Electives (Select 2 classes-6 hours)**

CRCL 5131	Gender, Culture, and Power
CRCL 5732	U.S. Social Movements
PSYC 5438	Development of Gender and Racial Identity
PSYC 5137	Trauma and Resilience
PSYC 5534/SOCI 5333	Minorities and Majorities
SOCI 5035	Human Rights and Social Justice
SOCI 5337	Complex Organizations
SOCI 5433	Social Conflict and Mediation
SOCI 5435	Gendered Inequality: Work and Family
SOCI 5633	American Immigration Studies
WMST 5732	Seminar in Women's Studies
	Or

PSYC 5732/HUMN 4372/HUMN 5732/PSYC 4372/WMST 4372 Seminar in Feminist Theory

CRCL 5131 Gender, Culture, and Power (p. 278): (choose this course if you have not already taken the undergraduate course Women in Society).

### **Master's Option (6 hours)**

PSYC 6739 Graduate Internship  
PSYC 6939 Master's Thesis Research

PSYC 6739 Graduate Internship (p. 303): Interns must also take PSYC 5135 Ethics in Psychology (p. 294) (3 hours).

## **WOMEN'S STUDIES CERTIFICATE**

Women's Studies is an interdisciplinary curriculum administered by the College of Human Sciences and Humanities. Women's Studies courses offer challenging new perspectives by exploring the special contributions of women and the impact of gender in a variety of academic disciplines.

Inquiries should be addressed to the program director of Women's Studies at [womensstudies@uhcl.edu](mailto:womensstudies@uhcl.edu).

### **Certificate Requirements**

Nine hours of Women's Studies courses in any combination.

#### **Highly recommended:**

WMST 5732 Seminar in Women's Studies

### **M.A. in Humanities - Women's Studies Concentration requirements:**

See Humanities M.A. (p. 256)

Within Concentration I, Texts, students select nine hours of graduate Women's Studies courses.

#### **Highly recommended:**

HUMN 5732/HUMN 4372/PSYC 4372/PSYC 5732/WMST 4372 Seminar in Women's Studies

## **DEPARTMENT OF SOCIAL AND CULTURAL SCIENCES**

The Department of Social and Cultural Sciences provides students with the critical thinking skills and analytical knowledge to understand the social context of their intellectual, artistic, and professional work. The faculty of our interdisciplinary department span the social sciences: Behavioral Sciences - General M.A. (p. 268), Criminology M.A. (p. 270), Cross-Cultural Studies M.A. (p. 271), and Sociology M.A. (p. 273). The department's elective courses highlight interdisciplinary approaches and intellectual diversity that foster critical investigation and curiosity. Students may choose from a variety of courses that examine the political, social, cultural, and geographical forces that shape social life.

### **BEHAVIORAL SCIENCES - GENERAL M.A.**

The graduate program in Behavioral Sciences leads to the Master of Arts M.A. degree. The plan is a vehicle for advanced multidisciplinary study of human behavior. Students should desire to work on a problem from multiple perspectives. Students may work on this degree through a pre-developed concentration or an individually tailored degree. Reasons for pursuing a degree can include learning about theories from different disciplines related to a specific problem, identifying methods from a variety of disciplines to investigate programs, and participating in a capstone experience that examines a specific problem.

#### **Admissions**

In addition to the general requirements to be admitted to HSH, applicants are asked to provide a 1-3-page statement explaining why the applicant wants to pursue a Behavioral Sciences degree. Applicants

will then be contacted to develop a potential degree plan for their specific interests. Students will be selected for admission based on the program's capacity to provide courses that further the student's degree plan and the level of interest in multidisciplinary inquiry.

Immediately after submitting admission materials to UHCL, please mail the statement interest to the:

Behavioral Sciences Admission Committee

c/o Dr. Robert Bartsch

Box 15

University of Houston-Clear Lake

2700 Bay Area Blvd

Houston, TX 77058

Furthermore, a minimum of twelve undergraduate upper-level hours in the behavioral sciences is required. If this requirement has not been met prior to admission, then such courses must be taken before beginning work toward the Master of Arts.

## **Degree Requirements (36 hours)**

Grades of "B-" or better must be earned for at least 30 hours of coursework. Grades of "C+" or below are not acceptable for these 30 hours. Grades of "C" are not acceptable for any classes.

### **Methods and Statistics (6 hours)**

#### **Option 1**

PSYC 6036	Research Design and Statistics I
PSYC 6037	Research Design and Statistics II

#### **Option 2**

SOCI 6730	Graduate Statistics
SOCI 6731	Graduate Research Methods

#### **Option 3**

SOCI 6730	Graduate Statistics
CRCL 5631	Cross-Cultural Methods

#### **Option 4**

CRIM 5036	Criminological Research and Statistics I
CRIM 5037	Criminological Research and Statistics II

### **Capstone (6 hours)**

BSCI 6739	Graduate Internship
BSCI 6839	Master's Project Research
BSCI 6939	Master's Thesis Research

### **Identified Concentration or Individualized Courses (24 hours)**

Students must complete a concentration listed below or create an individualized plan of study. The concentration or the individual plan must be identified in the student's Candidate Plan of Study before the student may begin taking classes.

Individualized plans must have the following characteristics:

At least 12 credit hours from a combination of courses from the following areas: BSCI, GEOG, PSYC, SOCI, CRCL, ANTH, and CRIM.

No more than 12 of these 24 hours of courses from one area.

## **Capstone Notes**

Students wishing to complete a master's option must submit a master's option proposal. For the thesis or project the proposal should be 3-6 pages in length. It should include a literature review, with references and a statement of the proposed methodology for carrying out the thesis or project. Before registering for the thesis or project, students must have the approval of a faculty member who agrees to supervise the work. Faculty supervise work based on their availability and their ability to help students

in an area. Before registering for an internship, students must apply thorough the internship coordinator and meet the required criteria, including a grade point average of 3.00 or better. The university reserves the right to deny admittance to or remove a specific student from a specific internship. Completion of PSYC 5134 Interviewing and Assessment (p. 294) is a prerequisite of an internship in a human services setting, unless an equivalent course have been taken previously. PSYC 5135 Professional Issues in Human Service (p. 294) is a prerequisite for all internships. These course may be part of a student's identified concentration or individualized courses.

## **Women's Studies Concentration**

Students may elect to have an identified concentration in Women's Studies. This concentration makes students eligible for the Women's Studies certificate sponsored by the Women's Studies program.

### **Courses**

As part of this area of specialization students take at least 9 hours selected from:

CRCL 5131	Gender, Culture, and Power
PSYC 5337	Violence Against Women
PSYC 5533	Psychology of Gender, Race, and Sexuality
PSYC 5732/HUMN	Seminar in Feminist Theory
4372/HUMN	
5732/PSYC	
4372/WGST 4372	

Note: PSYC 5732 Seminar in Feminist Theory (p. 297) is strongly recommended.

Students must take 3 hours of Women's Studies classes from graduate-level ARTS, HIST, HUMN, LITR, or PHIL.

Students must take an additional 12 hours of electives.

## **CRIMINOLOGY M.A.**

The graduate program in Criminology leads to the Master of Arts (M.A.) degree. This degree requires 36 hours with a thesis, project, or internship or 39 hours with the additional coursework option.

The academic goal of the program is to provide students with a comprehensive, in-depth understanding of crime: why it occurs, how it is measured, and how it might be controlled. An additional goal is to help students develop the knowledge and skills needed to attain successful careers within the criminal justice system or advance in their current careers.

Undergraduate courses are not allowed for this degree.

## **Degree Requirements**

### **Courses**

CRIM 5036	Criminological Research and Statistics I
CRIM 5037	Criminological Research and Statistics II
CRIM 5136	Race and Crime
CRIM 5331/CRIM	Advanced Criminology
5331	
CRIM 5336/SOCI	Law and Society
5336	

### **Six hours selected from the following core courses:**

CRIM 5133/SOCI	Advanced Juvenile Delinquency
5133	
CRIM 5139	Correctional Institutions
CRIM 5338/CRIM	Criminal Law
4334/SOCI 4334/SOCI	
5338	
CRIM 5432	Culture of Law Enforcement

## Master's Options

Students may select this option or the Coursework Master's Option.

### Choose one of the following options:

CRIM 6739	Graduate Internship
CRIM 6839	Master's Project Research
CRIM 6939	Master's Thesis Research

Students choosing one of these three options must select nine hours of electives from Criminology and/or other relevant disciplines with the approval of their academic adviser for a total of 36 hours.

## Coursework Master's Option

Students may select this option or the Master's Option.

### Students selecting the coursework option must take:

CRIM 6735	Seminar in Criminology
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plus 15 hours of electives from Criminology and/or other relevant disciplines for a total of 39 hours.

Students may not enroll in this course until they have completed at least 24 hours of their degree plan.

### Available Criminology Electives:

CRIM 5135/SOCI 5135	The Death Penalty
CRIM 5137	Prevention and Control of Crime
CRIM 5138	Homeland Security
CRIM 5332/SOCI 5332	White-Collar Crime
CRIM 5333	Computer Crime
CRIM 5335/SOCI 5335	Criminal Justice and the Mass Media
CRIM 5339	Comparative Criminology
CRIM 5431	Domestic Violence
CRIM 5433	Serial Murder
CRIM 6734	Future of Crime and Justice

Courses from the core course list not utilized to fulfill the core requirement may be used as electives.

## CROSS-CULTURAL STUDIES M.A.

The Master of Arts (M.A.) program in Cross-Cultural Studies examines the relationships among culture, diversity, and power in the U.S. and in a global context. The program emphasizes the study of differences and inequalities structured by race, gender, ethnicity, class, sexuality, and nationality. It develops an understanding of social and political conflict and strategies of conflict resolution. Cross-Cultural Studies is an interdisciplinary program including disciplines as diverse as Anthropology, History, Literature, and Sociology. By exploring similar questions in diverse disciplines and using a range of methodological approaches, students gain an understanding of the complexities of culture and diversity. The program emphasizes religion, gender, human rights, and immigration. Focusing on contemporary and historical issues, courses provide theoretical and practical training that may be applied in a variety of fields, including non-profit, legal, service, religious, and educational institutions.

## Degree Requirements

### Core Requirements (9 hours)

CRCL 5031	Theories of Cultural Diversity
CRCL 5037	Theories and Practices of Mediation
CRCL 5631	Cross-Cultural Methods

### Foundation Courses (6 hours)

CRCL 5033/SOCI 5236	Religion and Community
CRCL 5035	Human Rights and Social Justice
CRCL 5131	Gender, Culture, and Power
CRCL 5533	Community Health in Cross-Cultural Perspective
CRCL 5733	Program Seminar: Contemporary Issues in Cross-Cultural Studies



**Area Studies (3 hours)**

These courses address cultural and historic aspects of populations in a specific geographic region as well as immigrants and refugees living in Houston and the U.S.

CRCL 5232	Cultures of Mexico and Central America
CRCL 5535	Cultures of Asia
CRCL 5537/ANTH 5537	Topics in African Studies
CRCL 5538	Cultures of the Middle East

**Program Courses (9 hours)**

CRCL 5039	Environment and Society
CRCL 5132	Women of Color
CRCL 5531	Families, Communities, and Diversity
GEOG 5134	Geographic Information Systems
HIST 5232	U.S. Social Movements
HIST 5432	Studies in European History
HIST 5434	Studies in Latin American History
HUMN 5035	Texts and Images III
LITR 5831	World/Multicultural Literature
PSYC 5533	Psychology of Gender, Race, and Sexuality
SOCI 5333/PSYC 5534	Minorities and Majorities
SOCI 5537	Urban Problems
SOCI 5633	American Immigration Studies

**Electives (3 hours)**

Select any of the above courses OR select another course with approval of adviser.

**Master's Option****6 hours required**

Select one:

CRCL 6939	Master's Thesis Research
CRCL 6839	Master's Project Research
CRCL 6739	Graduate Internship

Students are encouraged to select the internship option. Students must contact the internship coordinator or thesis/project adviser the semester before beginning an internship, project, or thesis.

**Coursework Option**

Students selecting a coursework option will complete 36 hours of courses plus:

**Courses**

CRCL 6909	Cross-Cultural Studies Comprehensive Exam
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**Concentration**

In order to organize their studies, explore a specific topic, and prepare for careers, students may select one of the following concentrations.

**Urban Studies**

(select three of the following courses)

ANTH 5931	Research Topics in Anthropology
CRCL 5039	Environment and Society
GEOG 5132	Urban Political Ecology
GEOG 5134	Geographic Information Systems
SOCI 5537	Urban Problems

**Religions in Dialogue**

(select three of the following courses)

CRCL 5033/SOCI 5236	Religion and Community
CRCL 5931	Research Topics in Cross-Cultural Studies
HUMN 5336	Philosophy in Religion

CRCL 5931 Research Topics in Cross-Cultural Studies (p. 280): Topic must be Islam in Society and Religions in Dialogue.

### **Women, Gender, and Sexuality**

(select three of the following courses)

CRCL 5131	Gender, Culture, and Power
CRCL 5132	Women of Color
CRCL 5531	Families, Communities, and Diversity
CRCL 5538	Cultures of the Middle East
HIST 5232	U.S. Social Movements
PSYC 5533	Psychology of Gender, Race, and Sexuality

HIST 5232 U.S. Social Movements (p. 288): Topic must be American Feminisms.

### **Latin American Studies**

(select three of the following courses)

ANTH 5333	Cultures of Mexico and Central America
	Or
CRCL 5232	Cultures of Mexico and Central America
GEOG 5931	Research Topics in Geography
HIST 5434	Studies in Latin American History
WMST 5931	Research Topics in Women's Studies

GEOG 5931 Research Topics in Geography (p. 287): Topic must be Geography of Latin America.

WMST 5931 Research Topics in Women's Studies (p. 312): Topic must be Latina and Latin American Feminisms.

## **SOCIOLOGY M.A.**

Are you curious about social problems? Do you have ideas about how to improve society? Are you interested in social policies and their effects? If so, Sociology may be for you. A Sociology degree prepares you for a wide range of careers in the following areas: business and industry, government, community and social services, the legal system, education, and research. Our majors work in nonprofit organizations, government, marketing, urban planning, and human resources. They also work with at-risk youth, senior citizens, and people struggling with substance abuse. Our faculty have areas of specialization in family sociology, medical sociology, immigration, religion, race and ethnic relations, social inequality, complex organizations and nonprofit organizations, and conflict resolution.

The Candidate Plan of Study (CPS) must include the following requirements:

1. A minimum of twelve undergraduate upper-level hours in the behavioral sciences (Anthropology, Psychology, and Sociology). If this requirement has not been met prior to admission, then such courses must be taken before beginning work toward the Master of Arts.
2. A minimum of six hours in one of the following master's options:
  - a. Master's Thesis
  - b. Master's Project
  - c. Graduate Internship
3. Registering for a master's thesis, project, or internship should not be seen as an automatic right. Students wishing to complete a master's option must submit a master's option proposal. For the thesis or project, the proposal should be 3-6 pages in length. It should include a literature review with references and a statement of the proposed methodology for carrying out the thesis or project. Before registering for thesis or project, a student must have the approval of a faculty member who agrees to supervise the work. Before registering for an internship, a student must apply through the internship coordinator and meet the required criteria, including a grade point average of 3.00 or better. The university reserves the right to deny admittance to or remove a specific student from a specific internship.
4. Grades of "B-" or better must be earned for at least 30 hours of coursework. Grades of "C+" or below are not acceptable for these 30 hours.

5. Maximum of 12 graduate credits earned at another institution may be applied toward the Master of Arts degree if the following requirements are met:
  - a. The course or courses are pertinent to the degree objective and the CPS.
  - b. The course or courses were taken not more than five years before admission to graduate study at UHCL.
  - c. Grades of "B-" or better were earned. Grades of "C+" or below are not acceptable.
  - d. The course or courses were not applied to a graduate degree already earned.
  - e. The course or courses were not taken by correspondence or extension.
6. At least 24 credits of the degree plan must be earned at UHCL.

## Degree Requirements

### General Requirements

#### 1. Thesis Option (30 hours)

SOCI 5131	Contemporary Sociological Theory
SOCI 6730	Graduate Statistics
SOCI 6731	Graduate Research Methods
SOCI 6432	Qualitative Research Methods
	Or
GEOG 5134	Geographic Information Systems
SOCI Core	9 hours of three core SOCI classes listed below
SOCI Electives	3 hours SOCI elective classes
SOCI 6939	Master's Thesis Research

The thesis is a 35-40 page paper that could potentially be publishable in a Sociology scholarly journal; it must be in American Sociological Association format, use real data, contain a literature review, and test at least one hypothesis derived from a Sociological theory. This option requires a thesis committee, a proposal, a completed thesis approved by the student's thesis committee consisting of a least two members, and the successful oral defense with a thesis committee.

#### 2. Project Option (36 hours)

SOCI 5131	Contemporary Sociological Theory
SOCI 6730	Graduate Statistics
SOCI 6731	Graduate Research Methods
SOCI 6432	Qualitative Research Methods
	Or
GEOG 5134	Geographic Information Systems
SOCI Core	9 hours of three core SOCI classes listed below
SOCI Electives	9 hours SOCI elective classes
SOCI 6839	Master's Project Research

A project is a 35-40 page paper that is a more applied scholarly work than a thesis. It might involve analyzing already existing data from a student's employer, conducting evaluation research of a new program at a social service agency, or developing a training module to address a social problem. It must be in American Sociological Association format, use real data, contain a literature review, and be based on concepts found in Sociological theory. This option requires a project committee consisting of at least two committee members, a proposal, and a completed project approved by the student's project committee.

#### 3. Internship Option (36 hours)

SOCI 5131	Contemporary Sociological Theory
SOCI 6730	Graduate Statistics
SOCI 6731	Graduate Research Methods
SOCI 6432	Qualitative Research Methods
	Or
GEOG 5134	Geographic Information Systems
SOCI Core	9 hours of three core SOCI classes listed below
SOCI Electives	9 hours SOCI elective classes
SOCI 6739	Graduate Internship

An internship can be completed in one of two ways: 1) students may complete a 500-hour internship at a social service agency, nonprofit organization, or other association related to career goals and with the approval of the Sociology Internship Coordinator; or 2) students may complete a teaching internship,

which consists of acting as a teaching assistant for a community college professor in the first semester and then teaching their own course in the second semester, most likely Introduction to Sociology at a community college.

#### 4. Coursework Option (36 hours)

SOCI 5131	Contemporary Sociological Theory
SOCI 6730	Graduate Statistics
SOCI 6731	Graduate Research Methods
SOCI 6432	Qualitative Research Methods
	Or
GEOG 5134	Geographic Information Systems
SOCI Core	15 hours core SOCI classes listed below
SOCI Electives	9 hours SOCI elective classes
SOCI 6909	Sociology Comprehensive Exam

Students selecting a coursework option will take 36 hours of courses including at least 15 hours of Core Sociology classes. Students will then sign up for SOCI 6909 Sociology Comprehensive Exam (p. 311), preferably in the last semester of the degree. The Comprehensive Exam will be either a research proposal developed by the student in consultation with their faculty adviser or a written exam that includes questions from all full-time sociology faculty.

#### Core Sociology Courses

Students must take a minimum of nine hours selected from the following:

SOCI 5032	Seminar in Mental Health and Illness
SOCI 5233/SOCI 3317	Religion and Immigration Studies in Houston
SOCI 5236/CRCL 5033	Religion and Global Change
SOCI 5333/PSYC 5534	Minorities and Majorities
SOCI 5334	Social Stratification
SOCI 5337	Complex Organizations
SOCI 5433	Social Conflict and Mediation
SOCI 5434	Marriage and Family
SOCI 5435	Gendered Inequality: Work and Family
SOCI 5438	Sociology of the Life Course and Aging
SOCI 5537	Urban Problems
SOCI 5633	American Immigration Studies
SOCI 5731	Politics and Protest
SOCI 5732	Social Problems and Dystopian Film
SOCI 6734	Seminar in Women's Health
SOCI 6737	Seminar in Medical Sociology
SOCI 6736	Seminar in Global Health

**Graduate Sociology students are also encouraged to structure their plans of study to reflect concentrations within the discipline.**

#### 1. Graduate Concentration in Diversity

(must successfully complete 3 of the following courses)

SOCI 5233/SOCI 3317	Religion and Immigration Studies in Houston
SOCI 5236/CRCL 5033	Religion and Global Change
SOCI 5333/PSYC 5534	Minorities and Majorities
SOCI 5334	Social Stratification
SOCI 5633	American Immigration Studies

#### 2. Graduate Concentration in Work and Occupations

(must successfully complete 3 of the following courses)

SOCI 5337	Complex Organizations
SOCI 5433	Social Conflict and Mediation
SOCI 5435	Gendered Inequality: Work and Family
SOCI 5532/PSYC 5532	Advanced Social Psychology

#### 3. Graduate Concentration in Urban Studies

(must successfully complete 3 of the following courses)

GEOG 5132	Urban Political Ecology
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GEOG 5134	Geographic Information Systems
SOCI 5233/SOCI 3317	Religion and Immigration Studies in Houston
SOCI 5333/PSYC 5534	Minorities and Majorities
SOCI 5334	Social Stratification
SOCI 5537	Urban Problems
SOCI 5633	American Immigration Studies

#### **4. Graduate Concentration in Health and Medicine**

(must successfully complete 3 of the following courses)

SOCI 5032	Seminar in Mental Health and Illness
SOCI 5232	Environmental Health
SOCI 6734	Seminar in Women's Health
SOCI 6736	Seminar in Global Health
SOCI 6737	Seminar in Medical Sociology
SOCI 6738	Seminar in Bioethics, Biotechnology, and the Body

#### **5. Graduate Concentration in Family Sociology**

(must successfully complete 3 of the following courses)

SOCI 5434	Marriage and Family
SOCI 5435	Gendered Inequality: Work and Family
SOCI 5437/PSYC 5437	Aging
SOCI 5438	Sociology of the Life Course and Aging
SOCI 5533	Sociology of Human Intimacy
SOCI 5535	Cross-Cultural Perspectives on the Family

## **ANTH - ANTHROPOLOGY COURSES**

### **ANTH 5032 - Political Economy**

Survey of current anthropological approaches to political and economic issues.

Cross-Listed as: CRCL 5032 Political Economy

### **ANTH 5333 - Cultures of Mexico and Central America**

Survey of anthropological approaches to regions of Mexico, Central America, and the U.S.-Mexico border. Students will be exposed to methods, theories, and case studies and will gain skills required to conduct future research on this topic.

### **ANTH 5334 - Native American Cultures**

Examination of social and cultural diversity of indigenous peoples of North America from anthropological and historical perspectives.

### **ANTH 5531 - Families, Communities, and Globalization**

Examination of ideas of family, race, gender, and relatedness in transnational and cross-cultural perspectives. Draws on case studies from anthropology and other fields.

### **ANTH 5535 - Cultures of Asia**

Survey of anthropological approaches to Asian societies.

### **ANTH 5537 - Topics in African Studies**

Investigation of cultural diversity of African societies and African diaspora. Students will engage with methods, theories, and case studies and gain skills required to conduct research on the topic. Topics vary; may be repeated for credit with permission of instructor.

Cross-Listed as: CRCL 5537 Topics in African Studies.

### **ANTH 5538 - Cultures of the Middle East**

Survey of anthropological and other approaches to understanding societies of the Middle East. Students will be exposed to methods, theories, and case studies and will gain skills required to conduct future research on the topic.

**ANTH 5931 - Research Topics in Anthropology**

Identified by specific title each time course is offered. Topics vary; may be repeated for credit with permission of instructor.

**ANTH 5939 - Independent Study in Anthropology**

Permission of instructor required.

## **ARTS - ARTS COURSES**

**ARTS 5037 - Studies in Art History**

Understanding and interpreting art history. Topics vary; may be repeated for credit with permission of instructor.

**ARTS 5038 - Crafts Design and History**

Supervised projects in crafts history, design, and techniques. Topics vary; may be repeated for credit.

**ARTS 5231 - Sculpture and Ceramics Studio**

Supervised projects. Investigation of three-dimensional artwork, approaches, and processes. Topics vary; may be repeated for credit with permission of instructor.

**ARTS 5233 - Art of Ancient Iraq and the Near East**

The art, history, and culture of Ancient Iraq and the Near East. Topics include prehistoric art, state formation, ideology, and empire.

Cross-Listed as: HUMN 5233 Art of Ancient Iraq and the Near East

**ARTS 5234 - Art of the Ancient Greek World**

An introduction to art history and culture of ancient Greece from the Bronze Age through the Hellenistic period.

Cross-Listed as: HUMN 5234 Art of the Ancient Greek World

**ARTS 5331 - Painting-Drawing-Printmaking**

Supervised projects. Topics vary; may be repeated for credit with permission of instructor.

**ARTS 5631 - Weaving Studio**

Supervised projects in weaving with an emphasis on technique and design. Topics vary; may be repeated for credit.

**ARTS 5919 - Independent Study in Art**

Permission of instructor required. May be taken for 1 hour of credit.

**ARTS 5931 - Research Topics in Art**

Identified by specific title each time course is offered. Topics vary; may be repeated for credit with permission of instructor.

**ARTS 5939 - Independent Study in Art**

Permission of instructor required.

## **BSCI - BEHAVIORAL SCIENCES COURSES**

**BSCI 5931 - Research Topics in Behavioral Sciences**

Identified by specific title each time course is offered. Topics vary; may be repeated for credit with permission of instructor.

**BSCI 5939 - Independent Study in Behavioral Sciences**

Permission of instructor required.

**BSCI 6739 - Graduate Internship**

Internship as a capstone experience for graduate students.

Prerequisite: 24 hours of graduate-level coursework and approval of internship coordinator. Students seeking an internship must have completed PSYC 5135 Professional Issues in Human services and, if in Human Services internship, must have completed PSYC 5134 Interviewing and Assessment. Arrangements for internships should be completed by the beginning of the prior semester.

**BSCI 6839 - Master's Project Research**

Capstone project for Behavioral Science students. Approval of adviser, project director, and department chair required.

**BSCI 6939 - Master's Thesis Research**

Capstone thesis for Behavioral Science students. Approval of adviser, thesis director, and department chair required.

## **COMM - COMMUNICATION COURSES**

**COMM 5931 - Research Topics in Communication**

Identified by specific title each time course is offered. Topics vary; may be repeated for credit with permission of instructor.

**COMM 5939 - Independent Study in Communication**

Permission of instructor required.

## **CRCL - CROSS-CULTURAL STUDIES COURSES**

**CRCL 5031 - Theories of Cultural Diversity**

Theoretical approaches to cultural interpretation and methods of cultural comparison. Emphasis on cultural diversity as expressed in formations of nationalism, ethnicity, race, class, family, and gender; and roots of racism and tolerance.

**CRCL 5032 - Political Economy**

Survey of current anthropological approaches to political and economic issues.

Cross-Listed as: ANTH 5032 Political Economy.

**CRCL 5033 - Religion and Community**

Examination of the nature of religious experience from a comparative perspective. Basic belief, ritual, and institutional structures of major world faiths with attention to the operation of religious communities in multicultural settings.

Cross-Listed as: SOCI 5236 Religion and Global Change.

**CRCL 5035 - Human Rights and Social Justice**

Examination of methods, theories, debates, and case studies related to human rights in the United States and globally. Students will gain skills required to conduct future research on the topic.

**CRCL 5037 - Theories and Practices of Mediation**

Application of mediation techniques to the needs of community groups, churches, businesses, and non-governmental agencies.

**CRCL 5039 - Environment and Society**

Examination of diverse conceptions of and values attached to the natural world history of human-induced changes to the environment. Analysis of global movements. Exploration of the changing role of civil society in solving environmental problems.

**CRCL 5131 - Gender, Culture, and Power**

Exploration of the many ways gender is constructed cross-culturally. Examination of how different societies conceptualize genders and assign them social, economic, and political significance. Analysis of relationship between and among gender and class, race, ethnicity, and nationality.

**CRCL 5132 - Women of Color**

Examination of the experiences of women of color in the United States and globally using race, class, and sexuality as analytical tools to explore these experiences.

**CRCL 5231 - Studies in European History**

Critical examination of major themes in the European past including historiographical analysis. Topics vary; may be repeated for credit with permission of instructor.

**CRCL 5232 - Cultures of Mexico and Central America**

Survey of anthropological approaches to societies of Mexico, Central America, and the U.S.-Mexico border. Students will be exposed to methods, theories, and case studies and will gain skills required to conduct future research on the topic.

**CRCL 5238 - Negotiating Across Cultures**

Examination of challenges facing international organizations and multinational corporations in negotiating across cultures. Explores decision-making and its relation to beliefs and values of people of diverse cultures and political systems.

**CRCL 5239 - Egypt in Transition**

Examination of methods, theories, and case studies of Egypt and the Middle East. Students will conduct research on a specific topic.

**CRCL 5330 - Cultural Study Abroad**

Students will be exposed to theories, methods, and case studies of a foreign nation; students will conduct research on a specific topic. Topics vary; course may be repeated with permission of instructor.

**CRCL 5332 - Diversity in Urban America**

Examination of classical theories of urban life and urban development; exploration of urban issues such as ethnic diversity, transportation, and policy.

**CRCL 5333 - Minorities and Majorities**

The pattern of interaction among race, ethnic, and gender groups; personality and structural effects of prejudice and discrimination. Includes both U.S. and cross-cultural perspectives.

**CRCL 5434 - Studies in Latin American History**

Critical examination of major issues and themes in Latin American history. Topics vary; may be repeated for credit with permission of instructor. Offered only in the spring semester.

**CRCL 5531 - Families, Communities, and Diversity**

Examination of ideas of family, race, gender, and relatedness in transnational and cross-cultural perspectives. Draws on case studies from anthropology and other fields.

**CRCL 5533 - Community Health in Cross-Cultural Perspective**

Explores the history and status of community health as well as the cultural and social determinants of health in a cross-cultural perspective.

**CRCL 5534 - Native Americans**

Examination of social and cultural diversity in indigenous peoples of North America from an anthropological and historical perspective.

**CRCL 5535 - Cultures of Asia**

Anthropological approaches to Asian societies.

**CRCL 5537 - Topics in African Studies**

Investigation of cultural diversity of African societies and African diaspora. Students will engage with methods, theories, and case studies and gain skills required to conduct research on the topic. Topics vary; may be repeated for credit with permission of instructor.

Cross-Listed as: ANTH 5537 Topics in African Studies.



**CRCL 5538 - Cultures of the Middle East**

Survey of anthropological and other approaches to understanding societies of the Middle East. Students will be exposed to methods, theories, and case studies and will gain skills required to conduct future research on the topic.

**CRCL 5631 - Cross-Cultural Methods**

Examination of methods used in a variety of disciplines to study differences based on culture, race, ethnicity, gender, class, and nationality.

**CRCL 5731 - Seminar in American Multicultural Literature**

Survey of minority or immigrant literature; intensive study of a particular ethnic group's texts and authors; a trans-ethnic theme or topic; a major author or authors. Topics vary; may be repeated for credit with permission of instructor.

**CRCL 5732 - U.S. Social Movements**

Analysis and comparison of ideology, composition, and social role of such reform movements as abolitionism, civil rights, feminism, labor unions, populism, progressivism, and socialism. Topics vary; may be repeated for credit with permission of instructor.

**CRCL 5733 - Program Seminar: Contemporary Issues in Cross-Cultural Studies**

In-depth exploration of a specific topic in Cross-Cultural Studies. Students will engage in research as part of the course. Topics vary; may be repeated for credit with permission of instructor.

**CRCL 5734 - Cross-Cultural Texts in Dialogue**

Texts representing First-World colonialism and imperialism (e.g., *Heart of Darkness*, *Passage to India*, *Robinson Crusoe*) are read in dialogue with corresponding texts from perspective of the colonized (e.g., *Things Fall Apart*, *Midnight's Children*, *Lucy*); includes postcolonial poetry and theory.

**CRCL 5931 - Research Topics in Cross-Cultural Studies**

Identified by specific title each time course is offered. Topics vary; may be repeated for credit with permission of instructor.

**CRCL 5939 - Independent Study in Cross-Cultural Studies**

Permission of instructor required.

**CRCL 6735 - Research Seminar in Cross-Cultural Studies**

An advanced research seminar in Cross-Cultural Studies. Explores research methods and techniques of cross-cultural studies. Students will write major research paper. Topics vary by semester.

Prerequisite: 24 hours of graduate-level coursework.

**CRCL 6739 - Graduate Internship**

Minimum of two days a week in an approved internship setting. Written report required. Arrangements for internships should be completed by the beginning of the prior semester.

Prerequisite: 24 hours of graduate-level coursework and approval of internship coordinator.

**CRCL 6839 - Master's Project Research**

Approval of adviser, project director, and department chair required.

**CRCL 6909 - Cross-Cultural Studies Comprehensive Exam**

Comprehensive exam for students following coursework option resulting in a research proposal or a written examination.

Prerequisite: 30 hours of coursework.

**CRCL 6939 - Master's Thesis Research**

Approval of adviser, thesis director, and department chair required.

## CRIM - CRIMINOLOGY COURSES

### **CRIM 5036 - Criminological Research and Statistics I**

Design, analysis, and application of criminological research techniques and methods of measurement.

### **CRIM 5037 - Criminological Research and Statistics II**

Further examination of procedures involved in designing and analyzing criminological research.

Prerequisite: CRIM 5036 Criminological Research and Statistics I.

### **CRIM 5133 - Advanced Juvenile Delinquency**

In-depth analysis of delinquency theories, issues, and policies in the U.S. and abroad. Topics include measurement and research, serious violent offenders, gangs, and treatment by justice agencies.

Cross-Listed as: SOCI 5133 Advanced Juvenile Delinquency.

### **CRIM 5135 - The Death Penalty**

History and development of capital punishment as a criminal justice remedy. Focuses on process and issues such as deterrence and discrimination as related to the execution of violent offenders.

Cross-Listed as: SOCI 5135 The Death Penalty.

### **CRIM 5136 - Race and Crime**

Historical and social understanding of racial and ethnic groups in the United States as related to causation of crime and involvement in the criminal justice system.

### **CRIM 5137 - Prevention and Control of Crime**

Theories and application of crime control and prevention in society.

### **CRIM 5138 - Homeland Security**

Examination of events before, during, and after September 11, 2001, in order to prepare for future manmade and natural catastrophic threats to homeland security.

### **CRIM 5139 - Correctional Institutions**

An advanced, theoretical examination of both prisons and jails as total institutions. Includes history of prisons, various philosophies of incarceration, organizational structure, institutional subcultures, and problems encountered in the classification and supervision of incarcerated offenders.

### **CRIM 5331 - Advanced Criminology**

Examination of major theories of crime causation. Emphasis on sociological theories of social structure, social process, and social conflict along with classical and neoclassical perspectives.

Cross-Listed as: SOCI 5331 Advanced Criminology.

### **CRIM 5332 - White-Collar Crime**

Study of financial, physical, and social costs of white-collar crime. Examines both perpetrators and victims. Special attention paid to computer crime.

Cross-Listed as: SOCI 5332 White-Collar Crime.

### **CRIM 5333 - Computer Crime**

Consideration of common forms of computer crime, including financial theft/embezzlement, malicious hacking, international and industrial espionage, and dissemination of pernicious viruses and worms.

### **CRIM 5335 - Criminal Justice and the Mass Media**

Examination of collision between two powerful sets of social institutions: the criminal justice system and the mass media.

Cross-Listed as: SOCI 5335 Criminal Justice and the Mass Media.

### **CRIM 5336 - Law and Society**

Survey of a number of problematic issues in contemporary American society from the perspectives of sociological, philosophical, and legal theories. Course examines the controversial ways the U.S. political system seeks to reconcile individual liberties with collective obligations of the social contract.

Cross-Listed as: SOCI 5336 Law and Society.

**CRIM 5337 - Organized Crime**

Advanced, theoretical examination of organized criminal groups, such as the Mafia and other criminal groups worldwide. Applies historical, economic, political, and legal perspectives. Emphasizes victimless crime, labor rackets, and extortion. Covers special governmental commissions and legislative reforms.

**CRIM 5338 - Criminal Law**

Study of structure and rationale for criminal law; focus on criminal liability, criminal defenses, and types of offenses.

Cross-Listed as: CRIM 4334 Criminal Law, SOCI 4334 Criminal Law, and SOCI 5338 Criminal Law.

**CRIM 5339 - Comparative Criminology**

Comparative study of criminology and institutions of social control in selected Western and non-Western countries.

**CRIM 5431 - Domestic Violence**

Examination of historical and contextual foundations, theories of causation and victimization, legal and enforcement responsibility, and potential solutions to abuse and violence in domestic relationships.

**CRIM 5432 - Culture of Law Enforcement**

Critical analysis of the culture of U.S. policing as it relates to the roles, functions, and family.

**CRIM 5433 - Serial Murder**

Examination of phenomenon of serial murder on national and international bases. Discussions include current and historical serial killers and why they kill as well as case studies and their investigation.

**CRIM 5931 - Research Topics in Criminology**

Identified by a specific title each time course is offered. Topics vary; may be repeated for credit with permission of instructor.

**CRIM 5939 - Independent Study in Criminology**

Permission of instructor required.

**CRIM 6734 - Future of Crime and Justice**

Behavioral perspective on possible and probable futures and their impact on U.S. society and the criminal justice system. Emphasis on socioeconomic and technological factors and trends currently shaping crime in America.

**CRIM 6735 - Seminar in Criminology**

Fulfills coursework option requirement in graduate criminology. Students apply the substantive knowledge and research skills they have acquired to topic selected by instructor.

Prerequisite: CRIM 5036 Criminological Research and Statistics I, CRIM 5037 Criminological Research and Statistics II, 24 hours of graduate-level coursework.

**CRIM 6739 - Graduate Internship**

Minimum of two days a week in approved internship setting. Written report required. Arrangements for internship should be completed by beginning of prior semester.

Prerequisite: 24 hours of graduate-level coursework and approval of internship coordinator.

**CRIM 6839 - Master's Project Research**

Approval of adviser, project director, and department chair required.

**CRIM 6939 - Master's Thesis Research**

Approval of adviser, thesis director, and department chair required.

## DMST - DIGITAL MEDIA STUDIES COURSES

### **DMST 5031 - Graphic Design**

Professional approaches to graphic design. Presentations on design theory and practice. Professional design projects using Adobe Illustrator. Previous art, design, and/or computer skills desirable.

### **DMST 5033 - Advertising Design**

Professional approaches to advertising design, theory, and practice. Advertising design projects requiring photographic and computer skills. Previous art, design, computer, and writing skills desirable.

Prerequisite: DMST 5031 Graphic Design or permission of instructor.

### **DMST 5034 - Global Issues in a Digital Society**

Exploration of global issues topics articulated from theoretical and/or historical approaches as they relate to digital media (film, video, art, texts, photography, and commercial art) and/or social media platforms.

### **DMST 5036 - Digital Video**

Development of methods and processes of video production using non-linear editing equipment. Emphasis on theory and practice. Students develop conceptual video through experimentation and artistic presentation. Students should have working knowledge of video cameras and editing skills. (INST 5635 Instructional Web Design and Development may be taken as an alternative.)

Prerequisite: DMST 5534 Single Camera Video Production.

### **DMST 5039 - Web Development**

Students study function of, critically evaluate, and create Web sites. Students create and publish client-based projects. Topics include HTML, XHTML, CSS, and JavaScript. (INST 5635 Instructional Web Design and Development may be taken as an alternative.)

Prerequisite: Proficiency in Photoshop or equivalent experience with instructor approval.

### **DMST 5131 - Game Design and Theory**

A great game is a perfect fusion of science, technology, art, design and more. And unlike other forms of art, games are truly participatory and interactive experiences. When these experiences are done well, game designers are able to create a sense of flow – an intense state of concentration and focus, allowing players to solve complex problems. This course will explore how to leverage the power of this art form to produce “games for good” or “serious games.”

### **DMST 5132 - 3D Modeling**

3D modeling techniques for animation, images, and 3D computer sculptures. Covers surface and texture mapping and lighting. Students present research on topics related to 3D technologies.

### **DMST 5139 - Advanced Web Development**

Advanced techniques in Web page construction. (INST 5735 Advanced Web Design may be taken as an alternative.)

Prerequisite: DMST 5039 Web Design or equivalent experience with instructor approval.

### **DMST 5230 - Critical Approaches to Digital Media**

Exploration of personal, cultural, social, economic, and political effects of digital communication, using critical/cultural studies theory, approaches, and research skills.

### **DMST 5231 - Advanced Digital Media Design**

Concept-based design course taken the semester before the final project in which students use digital tools from their major areas of study.

### **DMST 5232 - Media and Communication Research Methods**

The purpose of this course is to study, apply, and evaluate qualitative, quantitative, and critical methods employed in scholarly communication and digital media research.

**DMST 5233 - Digital Media Law and Ethics Seminar**

Overview of legal and ethical issues pertinent to the professional communicator regarding issues such as information access, intellectual property, privacy, and defamation. Emphasis on regulation of new technology.

**DMST 5234 - Public Relations Writing**

Writing for corporate, nonprofit, and government organizations, including press releases, public service announcements, speeches, newsletters, grants, etc. Also covers interviewing, public relations, research techniques, layout, and production.

**DMST 5235 - Animation**

Fundamental principles of animation, both computer and traditional. Emphasis on 3D computer animation, editing, and compositing. Story boarding and animation project planning also covered. Students complete animated shorts and present research on 3D technologies, film-making, or storytelling.

Prerequisite: DMST 5132 3D Modeling.

**DMST 5236 - Digital Storytelling**

Introduction to basic story narratives used for a variety of digital media, and applicable narrative theories and structures. Students are expected to have experience with Adobe in order to create storyboards.

Prerequisite: Adobe Photoshop experience.

**DMST 5332 - Motion Graphics**

Examination of the principles of motion design. Processes, techniques, and theories of motion graphics and compositing as they pertain to the integration of typography, imagery, sound, motion, and narrative to create an animated product. Includes project planning, production, and postproduction.

**DMST 5333 - Social Media**

Draws from a range of social theory to critically evaluate the impact of social media on news media, relationships, social change, branding, and politics.

**DMST 5436 - Interactive Animation**

Instruction in 2D animation, Flash Timeline and Objects, Action Script, user interactivity and publishing files. Students study function of and evaluate Web sites done in Flash as communication vehicles.

Prerequisite: DMST 5031 Graphic Design and COMM 4434 Web Design or equivalent experience with instructor approval.

**DMST 5437 - Digital Media and Society**

To pose and discuss questions, ideas, and debates related to digital media technologies and the impact on individuals, society, and the culture.

**DMST 5534 - Video Production 1**

This class teaches the basic nuts and bolts of video production, including capturing video and sound using DSLR cameras, working with lights, fundamental story-telling and interview skills as well as basic non-linear editing skills using either Premiere Pro or Final Cut X. Emphasis will also be placed on conceptual and analytical skills.

**DMST 5535 - Video Production 2**

Building directly on Video Production 1, this class gives students ample opportunity to hone their production skills by producing a series of short video packages. Emphasis is placed on creating a coherent body of work along with a conceptual statement.

**DMST 5538 - Electronic Publishing**

Instruction in design, layout, project management, printing, and electronic publication. Principles, techniques, and theories of typography, photography, illustration, and color to express messages for specific audiences. New trends in publication and automation also included.

**DMST 5831 - Project Management**

Application of knowledge, skills, tools, and techniques to activities related to project, such as creation of unique product, service, or result. Course exposes students to project management practices and tools and imparts ability to choose between management styles to complete projects and initiatives.

**DMST 5931 - Research Topics in Digital Media Studies**

Identified by specific title each time course is offered. Topics vary; may be repeated for credit with permission of instructor.

**DMST 5939 - Independent Study in Digital Media Studies**

Permission of instructor required.

**DMST 6639 - Practicum in Public Relations**

Application of public relations theory and research including in-depth best practices case studies with real world applications such as PR campaign. This course is suggested as a precursor for the PR internship course.

Prerequisite: DMST Core (DMST 5031 Graphic Design and DMST 5230 Critical Approaches to Digital Media) and DMST 5234 Public Relations Writing, DMST 5831 Project Management.

**DMST 6739 - Graduate Internship**

Development of digital media under supervision of selected professor and on-site organizational supervisor. 500 on-site hours required. Includes the production of a professional portfolio. Completed over two semesters.

**DMST 6769 - Graduate Internship**

Development of digital media under supervision of selected professor and on-site organizational supervisor. 500 on-site hours required. Includes the production of a professional portfolio. Completed over one semester.

**DMST 6839 - Master's Project Research**

Permission of adviser, project director, and department chair required.

**DMST 6909 - Master's Exam Option**

Capstone Exam Option. Requires approval of adviser and department chair, with two additional pre-approved advanced courses (6 hours) and testing or additional work to test out of a capstone thesis, project, or internship.

Prerequisite: All previous coursework must be in the process of completion up to the final 6 hours.

**DMST 6939 - Master's Thesis**

Approval of adviser, thesis director, and department chair required.

Prerequisite: 24 hours of DMST.

## **EXHS - EXERCISE AND HEALTH SCIENCES**

**EXHS 5130 - Epidemiology**

Investigation of the cause, transmission, and measurement of disease within a population. Particular focus will be placed on the strength and limitations of various research methods and tools used for population public health. Students will learn to critically assess and problem solve relevant public health problems using epidemiological methods.

**EXHS 5131 - Applied Exercise Physiology: Neuromuscular**

Neuromuscular function: lecture, discussion, and lab experience dealing with the impact of acute and chronic exercise on the neuromuscular system. Emphasis upon responses to various strength training procedures.

**EXHS 5132 - Applied Exercise Physiology: Cardiopulmonary**

Cardiopulmonary function: attention is focused on cardiopulmonary adaptations to acute exercise as well as adaptations associated with regular exercise training. Emphasis upon responses to aerobic training procedures.

**EXHS 5133 - Sports Nutrition**

Study of the effect of nutrition on sports performances and personal health.

Prerequisite: HLTH 4303 Nutrition, Fitness and Weight Control or other undergraduate nutrition course.

**EXHS 5230 - Biostatistics in Public Health**

Examination of advanced statistical techniques, primarily linear modeling. Particular emphasis will be placed on statistical tests used in epidemiological, public health, and physical activity research. Students will also learn to use statistical and graphing software to reduce, organize, and express results.

**EXHS 5231 - Techniques in Human Performance**

Exploration of an in-depth, structured, practical experience in a formalized program dealing with human performance.

**EXHS 5333 - Organizational Wellness**

Examination of the purposes, methods, and objectives of wellness programs in the public and private sector.

**EXHS 5335 - Exercise Principles for Special Populations**

Exploration of relationships among special populations, their respective pathologies, and the way physical activity may influence their physical function.

**EXHS 5931 - Research Topics in Health**

Identified by specific title each time course is offered. Topics vary; may be repeated for credit with permission of instructor.

**EXHS 5939 - Independent Study in Health**

Permission of instructor required.

**EXHS 6031 - Public Health Policy**

Introduction to the US health care system, legislative process, and relationship between public health, health care policy and medicine.

**EXHS 6032 - Advanced Seminar in Sports Medicine**

Discussion of current research issues in cardiopulmonary, metabolic, environmental, and biomechanical factors related to sports medicine.

**EXHS 6033 - Laboratory Techniques and Research Design**

Concepts and methodology related to performing exercise science research. Examination of the various statistical methods and testing procedures used in exercise science research.

**EXHS 6035 - Statistics in Exercise Science**

Application of statistical processes commonly used in exercise science research.

**EXHS 6036 - Biomechanics of Sports and Exercise**

Investigation of the kinematics and kinetics of human movement and the way the laws of physics impact sport and exercise. Particular emphasis will be placed on laboratory and field measurement techniques used to quantify and evaluate human performance.

**EXHS 6037 - Advanced Seminar in Peak Performance**

Examination of the ways to improve performance by enhancing strength, flexibility, speed, power, agility, and coordination. Topics vary; may be repeated for credit with permission of instructor.

**EXHS 6039 - Research in Human Performance**

Practical experience in research methodologies related to exercise and sports science. Students will participate in ongoing research projects in the Human Performance Laboratory including data collection, statistical analysis, and presentation. Topics vary; may be repeated for credit.

**EXHS 6330 - Advanced Seminar in Public Health**

Investigation of the ability of societal and community education, policy, and choices to prevent disease, prolong life, and promote health. Particular emphasis will be directed towards the effect of physical activity, exercise, and nutrition on morbidity and mortality.

**EXHS 6739 - Graduate Internship**

Minimum of two days a week in an approved setting. Written report required. Arrangements for internship should be completed by preregistration.

Prerequisite: 24 hours of graduate-level coursework and approval of internship coordinator.

**EXHS 6839 - Master's Project Research**

Approval of adviser, project director, and department chair required.

**EXHS 6939 - Master's Thesis Research**

Approval of adviser, thesis director, and department chair required.

## GEOG - GEOGRAPHY COURSES

**GEOG 5132 - Urban Political Ecology**

Examination of our relationship with nature in cities with a focus on the political, economic, social, and ecological processes that produce and support our varied urban environments.

**GEOG 5134 - Geographic Information Systems**

Graduate-level introduction to concepts of Geographic Information Systems (GIS), cartography, remote sensing, and Global Positioning Systems (GPS) in the context of social and environmental problems.

**GEOG 5231 - Approaches to Geographic Education**

Geographic content knowledge is linked to teaching strategies and curriculum development. Content focus will address approaches designed to foster geographic knowledge, study skills, and critical thinking.

**GEOG 5931 - Research Topics in Geography**

Identified by specific title each time course is offered. Topics vary; may be repeated for credit with permission of instructor.

**GEOG 5939 - Independent Studies in Geography**

Permission of instructor required.

## HIST - HISTORY COURSES

**HIST 5031 - Research and Methods Seminar**

Research methods and techniques essential to the craft of history, including historiography, bibliography, modes of analysis, and the use of primary and secondary sources. Offered only in the fall semester. This course is required for completion of the M.A. in History.

**HIST 5130 - U.S. and the Soviet Union.**

Exploration of conflict with the Soviet Union with emphasis on the domestic impact in the United States.



### **HIST 5131 - Studies in Early American History, 1607-1815**

Critical examination of major issues and themes in the history of the British North American colonies that became the United States. Topics vary; may be repeated for credit with the permission of instructor.

### **HIST 5132 - The Civil War and Reconstruction**

American society and politics between the 1850s and the 1870s, emphasizing the end of slavery and the emergence of industrial America.

### **HIST 5133 - Antebellum America, 1815-1865**

Examination of specific problems and themes in 19th-century American culture such as changes in family structure, race relations, the status of women, and psychology of popular culture. Topics vary; may be repeated for credit with permission of instructor.

### **HIST 5138 - Local History Seminar**

History of local and nearby areas including Harris, Galveston, Fort Bend, and Brazoria counties; heavy emphasis on student research into local and regional people, events, and institutions. Topics vary; may be repeated for credit with permission of instructor.

### **HIST 5230 - Reel Europe**

Examination of the cultural movements and political developments through European cinema. Our filmic analysis will draw on historical documents, fiction, and political manifesto as a way of understanding broad movements such as the rise of modern technology, artistic modernism, and the political movements of communism, fascism, and terrorism. Students will develop critical and analytical skills through the use of both primary and secondary sources in order to achieve an understanding of the twentieth century cultural history.

### **HIST 5232 - U.S. Social Movements**

Analysis and comparison of ideology, composition, and social role of such reform movements as abolitionism, civil rights, feminism, labor unions, populism, progressivism, and socialism. Topics vary; may be repeated for credit with permission of instructor.

### **HIST 5233 - U.S., 1877-1919**

Topics in transformation of the U.S. wrought by immigration and industrialization between the end of Reconstruction and demobilization after World War I. Topics vary; may be repeated for credit with permission of instructor.

### **HIST 5234 - U.S., 1919-1945**

Topics in modernization of life in the U.S. and crises of the Great Depression and World War II. Topics vary; may be repeated for credit with permission of instructor.

### **HIST 5235 - U.S. Since 1945**

Topics in contemporary U.S. history and exploration of problems involved in analyzing the very recent past. Topics vary; may be repeated for credit with permission of instructor.

### **HIST 5236 - Studies in History and Film**

Exploration of such topics as the history of film genres or filmmakers; the use of film as historical evidence; the correlation of films to history. Topics vary; may be repeated for credit with permission of instructor.

### **HIST 5237 - Nazi Cinema and the Third Reich**

Exploration of the Third Reich through film and cultural artifact. Film was a medium which preserved old notions of identity, while offering new instruments of consensus building. Studies themes such as fascism, gender, violence, national identity, anti-Semitism, and mass culture.

### **HIST 5238 - Weimar Cinema and the Great War**

Study of selected German films from 1918 to 1931 as contributions to debates about rationality, gender, violence, national identity, and the human condition shaped by experiences of the First World War. A cross-disciplinary seminar that draws equally on film theory and history, psychoanalysis, philosophy, and cultural criticism.

**HIST 5239 - The Vietnam War in Film**

Examination of the Vietnam War in U.S. film and cultural artifact. Traces intersection of fact and fiction, evident in decades following the Vietnam War. Explores notions of mourning and memory and the way they relate to post-war experience.

**HIST 5330 - Memory and Representation in Holocaust Cinema**

Exploration of Holocaust memory and representation in American and European cinema. Students will use primary and secondary sources, including history, film, art, and philosophy.

**HIST 5430 - Studies in Women's History**

Critical examination of major themes and issues in the history of women. Topics may vary; may be repeated for credit with the permission of instructor. Women's Studies course.

**HIST 5431 - Biography in European History**

Examination of issues involved in researching and writing biographies of individuals from the European past. Students will read important biographies and write a partial biography.

**HIST 5432 - Studies in European History**

Critical examination of major themes in the European past including historiographical analysis. Topics vary; may be repeated for credit with permission of instructor.

**HIST 5433 - Reformation Europe**

A seminar which examines the Reformation movement in 16th-century Europe.

**HIST 5434 - Studies in Latin American History**

Critical examination of major issues and themes in Latin American history. Topics vary; may be repeated for credit with permission of instructor. Offered only in the spring semester.

**HIST 5439 - Studies in Middle Eastern History**

Critical examination of major issues and themes in Middle Eastern history. Topics vary; may be repeated for credit with permission of instructor.

**HIST 5931 - Research Topics in History**

Identified by specific title each time course is offered. Topics vary; may be repeated for credit with permission of instructor.

**HIST 5939 - Independent Study in History**

Permission of instructor required.

**HIST 6839 - Master's Project Research**

Approval of adviser, project director, and department chair required.

**HIST 6909 - History Comprehensive Exam**

Comprehensive exam for students following Option 4 degree requirements.

**HIST 6939 - Master's Thesis Research**

Approval of adviser, thesis director, and department chair required.

## HUMN - HUMANITIES COURSES

**HUMN 5030 - History of Ideas I**

This course is a graduate seminar exploring a major figure or theme in philosophy, literature, religion, or science in the period from ancient through medieval thought.

**HUMN 5031 - Texts and Images I**

Touchstones of literature and art from ancient times through the Middle Ages. Artists and works such as the Epic of Gilgamesh, Homer, Plato, Virgil, the Bible, Mesopotamian art, classical Greek sculpture, the Parthenon, Dante, and Petrarch.

### **HUMN 5032 - History of Ideas II**

This course is a graduate seminar exploring a major figure or theme in philosophy, literature, religion, or science in the period from modern to recent thought.

### **HUMN 5033 - Texts and Images II**

Touchstones of literature and art from European Renaissance to contemporary times. Artists, such as Rousseau, Goethe, Wordsworth, Austen, Dostoevski, Borges, Proust, Joyce, Gainsborough, Hogarth, Goya, Manet, Cezanne, Picasso, Matisse, Rothko, and Warhol.

### **HUMN 5034 - Global Humanities I**

Through an interrogation of epics, poems, and philosophical texts, this course enables students to arrive at alternative readings of pre-modern civilizations and worlds.

### **HUMN 5035 - Texts and Images III**

Origins and interplay of non-Western traditions; study of founding philosophical and religious traditions such as those of Asia, Africa, the Middle East, and Native America.

### **HUMN 5036 - Global Humanities II**

This course uses cultural theory and literary/filmic texts to help students develop a critical understanding of contemporary issues in the geopolitics of identity.

### **HUMN 5037 - Writing for the Technical Professions**

Theory and practice of creating technical documents such as instructions, procedures, process analyses, and operating manuals. Attention to the importance of form, structure, and design for successful presentation.

### **HUMN 5131 - Writing for the Business Professions**

Advanced seminar in rhetorical analysis of professional communication. Emphasizes production of effective, efficient documents. Includes overview of changing workplace demands and strategies to manage communication projects.

### **HUMN 5133 - Public Relations Writing**

Writing for corporate, government, and non-profit organizations. Press releases, public service announcements, speeches, newsletters, grants, etc. Interviewing, public relations research techniques, layout, and production.

### **HUMN 5134 - Editing**

The interpersonal and linguistic skills required for editing. Students will learn to make documents highly readable by revising for content, mechanics, style, visual design, organization, illustrations, tables, and documentation. Students may also be expected to publish a literary magazine.

### **HUMN 5233 - Art of Ancient Iraq and the Near East**

The art, history, and culture of Ancient Iraq and the Near East. Topics include prehistoric art, state formation, ideology, and empire.

Cross-Listed as: ARTS 5233 Art of Ancient Iraq and the Near East

### **HUMN 5234 - Art of the Ancient Greek World**

An introduction to art history and culture of ancient Greece, from the Bronze Age through the Hellenistic period.

Cross-Listed as: ARTS 5234 Art of the Ancient Greek World

### **HUMN 5235 - Museums and the Public**

This course introduces students to the theory and operations, including strategies of display, collection management, accessions, and public relations, of fine arts museum. The course will include visits to local gallery and museum spaces.

### **HUMN 5236 - Studies in Film**

In-depth analysis of film texts from a topical, generic, historical perspective. Emphasis on theoretical approaches and individual research. Topics vary; may be repeated for credit with permission of instructor.

**HUMN 5237 - Studies in Art History**

Studies in art history, art theory, and criticism. Topics vary; may be repeated for credit.

**HUMN 5238 - World Cinema**

This course empowers students to read cinema through the lens of feminist film theory at once addressing the spectacular, global reach, and intimate personal experience of movies.

**HUMN 5239 - Indian Cinema**

This course aims to make its participants sophisticated readers and critics of Indian cinema by bringing into focus the major historical and cultural movements in the genre.

**HUMN 5336 - Philosophy in Religion**

In-depth examination of issues in contemporary philosophy of religion. Emphasis on application of the logical tools of recent analytic philosophy to traditional questions relating to religion.

**HUMN 5430 - Issues in Art History I: Ancient to Modern**

This course is a graduate-level investigation of the visual culture of the ancient Mediterranean world. Through the study of the artistic works of prior civilizations, students will develop skills in critical thinking, visual analysis, speaking, and writing about visual culture and society.

**HUMN 5431 - Issues in Art History II: Renaissance to the Present**

This is a lecture and discussion-based course which will serve as an introduction to critical issues of the discipline of art history. Course content will not be limited by geography or chronology, although the focus will be on the visual arts from the Renaissance to the Present; nor will this be a continuous survey. Instead, the course will examine case studies within major themes in order to develop critical modes of thinking, speaking, and writing about art.

**HUMN 5732 - Seminar in Women's Studies**

An advanced course in Women's Studies. Analysis and application of feminist theory across multiple disciplines.

Prerequisite: Any other Women's Studies course.

Cross-Listed as: HUMN 4372 Seminar in Women's Studies, PSYC 4372 Seminar in Women's Studies, PSYC 5732 Seminar in Feminist Theory, and WMST 4372 Seminar in Women's Studies.

**HUMN 5915 - Cooperative Education**

Educational paid work assignment by a student in the field of his or her career interest and course of study. Academic supervision and a report required.

**HUMN 5931 - Research Topics in Humanities**

Identified by a specific title each time the course is offered. Topics vary; may be repeated for credit with permission of instructor.

**HUMN 5939 - Independent Study in Humanities**

Permission of instructor required.

**HUMN 6739 - Internship**

Supervised internship in approved internship setting. Comprehensive written report required.

**HUMN 6839 - Master's Project Research**

Approval of adviser, project director, and department chair required.

**HUMN 6909 - Humanities Comprehensive Exam**

Comprehensive exam for students following Option 4 degree requirements.

**HUMN 6939 - Master's Thesis Research**

Approval of adviser, thesis director, and department chair required.

## LITR - LITERATURE COURSES

### **LITR 5034 - Workshop in Poetics**

A comprehensive consideration of elements, mechanics, and compositional strategies in English language poetry; bases for evaluation of both traditional and free verse forms; some attention to the development of the poetic tradition in English since the Middle Ages.

### **LITR 5036 - Public Relations Writing**

Writing for corporate, government, and non-profit organizations. Press releases, public service announcements, speeches, newsletters, grants, etc. Interviewing, public relations research techniques, layout, and productions.

### **LITR 5037 - Writing for the Technical Professions**

Theory and practice of creating technical documents such as instructions, procedures, process analyses, and operating manuals. Attention to the importance of form, structure, and design for successful presentation.

### **LITR 5038 - Writing for the Business Professions**

Advanced seminar in rhetorical analysis of professional communication. Emphasizes production of effective, efficient documents. Includes overview of changing workplace demands and strategies to manage communication projects.

### **LITR 5039 - Editing**

The interpersonal and linguistic skills required for editing. Students will learn to make documents highly readable by revising for content, mechanics, style, visual design, organization, illustrations, tables, and documentation. Students may also be expected to publish a literary magazine.

### **LITR 5130 - Composition: Theory and Practice**

Workshop in approaches to the teaching process; emphasis on composition theory, techniques for teaching description, narration, exposition, syntax, and grammar.

### **LITR 5131 - Studies in Composition and Rhetoric**

Identified by specific title each time course is offered. Topics vary; may be repeated for credit with permission of instructor.

### **LITR 5132 - Literary Theory**

History of main theories of literature; selected concepts, technical constructs, schools of criticism and theory. Literature M.A. candidates must take during first year of graduate work.

### **LITR 5430 - Creative Writing**

Seminar in writing fiction, poetry, drama, or creative nonfiction. Topics vary; may be repeated for credit when genre varies.

### **LITR 5431 - American Literature**

Seminar focused on a particular style, period, genre, or topic in American literature; e.g., Romanticism, Realism, Modernism; fiction, poetry; drama; the city, the frontier. Topics vary; may be repeated for credit.

### **LITR 5434 - British Literature - Pre-Restoration**

Seminar focused on a particular author, period or genre, for instance Chaucer, Shakespeare, Spenser, and Milton; women's writing. Topics vary; may be repeated for credit.

### **LITR 5435 - British Literature - Restoration to the Present**

Seminar focused on a particular period or genre, for instance Restoration, 18th Century, Romantic, Victorian, Modern; poetry or the novel. Topics vary; may be repeated for credit.

### **LITR 5436 - Major Authors**

Intensive study of one or more authors influential in American, English, or world literature. For instance: Euripides, Dante, Dickinson, George Eliot, or Walcott. Topics vary; may be repeated for credit.

**LITR 5437 - Literature and Culture**

Seminar on interdisciplinary approaches to the study of texts within cultures. Topics vary; may be repeated for credit when content varies.

**LITR 5438 - Literature and Gender**

Seminar on texts exploring gender issues. Examination of a range of theoretical approaches to such topics as gender and identity; gender, class, and race; feminist theory; or gendered literary traditions. Topics vary; may be repeated for credit.

**LITR 5439 - Genre, Movement, or Style**

Intensive study of a particular literary genre, movement, or style such as Romanticism, Surrealism, the Gothic, the short story, the epic, confessional poetry, mysteries and detective stories, or magical realism. Topics vary; may be repeated for credit.

**LITR 5739 - Writing Center Practicum**

Preparation of students to work in a one-on-one tutoring environment. Instruction in working with students as peer tutors; emphasis placed on learning about the composing process, strategies for invention, organization, development, revision, and editing. Permission of instructor required.

**LITR 5831 - World/Multicultural Literature**

Survey or in-depth focus on a nation's, region's, culture's, or diaspora's literature, potentially in dialogue with other literary traditions. Topics may include Postcolonial Literature, Literature of India, American Minority or Immigrant Literature, and others. Topics vary; may be repeated for credit.

**LITR 5931 - Research Topics in Literature**

Identified by specific title each time course is offered. Topics vary; may be repeated for credit with permission of instructor.

**LITR 5939 - Independent Study in Literature**

Permission of instructor required.

**LITR 6739 - Graduate Internship**

Supervised composition internship in an approved setting. Comprehensive written report required.

Prerequisite: LITR 5130 Composition: Theory and Practice, LITR 5739 Writing Center Practicum and one semester tutoring in the Writing Center.

**LITR 6909 - Literature Comprehensive Exam**

Comprehensive exam for students following Option 4 degree requirements.

**LITR 6939 - Master's Thesis Research**

Approval of adviser, thesis director, and department chair required.

## PHIL - PHILOSOPHY COURSES

**PHIL 5431 - Metaphysics**

Inquiry into the thought of major thinkers on the nature of reality. The particular philosophers to be studied will vary from semester to semester.

**PHIL 5433 - Continental Philosophy**

The study of major European philosophers of the modern period: Kant, Hegel, Nietzsche, Heidegger, Levinas, and others.

**PHIL 5931 - Research Topics in Philosophy**

Identified by specific title each time course is offered. Topics vary; may be repeated for credit with permission of instructor.

**PHIL 5939 - Independent Study in Philosophy**

Permission of instructor required.

## PSYC - PSYCHOLOGY COURSES

### **PSYC 5030 - Experimental Analysis of Behavior: Special Topics**

This course serves as an introduction to the Experimental Analysis of Behavior. Topics include stimulus equivalence, conditional discriminations, rule-governance, behavioral pharmacology, and verbal behavior.

Prerequisite: PSYC 5235 Learning Principles, PSYC 5435 Conceptual Issues in Behavior Analysis, and PSYC 6238 Applied Behavior Analysis.

### **PSYC 5031 - Human Growth and Development**

An overview of the developmental process throughout the life span. Focus on physical, cognitive, social, and emotional components of development.

### **PSYC 5038 - Foundations of Development: Infancy and Childhood**

The study of theories and research methodologies as applied to infants and children. The focus of the course will be how these theories and methodologies aid in understanding infants' and children's physical, cognitive, and socio-emotional development.

### **PSYC 5039 - Foundations of Developmental Psychology: Adolescent**

Graduate-level introduction to the study of normative psychological development during adolescence. The class will cover contemporary and classic research on biological, cognitive, emotional, and social development during the second decade of life, and on the contextual factors, both interpersonal and institutional, that influence adolescent development.

### **PSYC 5111 - Orientation to School Psychology**

Orientation of students to the field of School Psychology. Addresses the history and development, paradigms for service delivery, and roles and functions of school psychology specialists. Students will accompany practicing LSSP to be directly exposed to roles and functions performed.

Prerequisite: Admission to School Psychology program.

### **PSYC 5131 - Psychopathology of Childhood**

Survey of psychological disorders of childhood and adolescence: diagnostic categories, assessment approaches, etiology, treatment, and prognosis.

Prerequisite: PSYC 5031 Human Growth and Development or equivalent.

### **PSYC 5134 - Interviewing**

Interviewing skills, goal setting, evaluating client progress, cultural sensitivity, and ethics. Critical analysis of research literature.

### **PSYC 5135 - Ethics in Psychology**

Ethics, dual relationships, legal issues, confidentiality, and other professional issues in the delivery of human services.

### **PSYC 5136 - Multicultural Counseling**

Examination of culturally sensitive clinical practice with ethnic and other minority clients.

Prerequisite: Admission to the Clinical Psychology, Family Therapy, or School Psychology program.

### **PSYC 5137 - Trauma and Resilience**

Theories and data concerning psychological response to traumatic events, resilience, and recovery.

### **PSYC 5138 - Mindfulness and Acceptance Therapies**

Examination of the theory and research supporting recent trends in behavior therapy, particularly the group of therapies interested in the constructs of mindfulness and acceptance.

Prerequisite: Admission to the Clinical Psychology, Family Therapy, or School Psychology program.

### **PSYC 5231 - Psychotherapy: Theory and Research**

Forms of modern psychotherapy: psychoanalysis, humanistic, existential, and behavioral.

Prerequisite: PSYC 3331 Theories of Personality; PSYC 4351 Abnormal Psychology; or equivalent.  
Admission to the Clinical Psychology, Family Therapy, or School Psychology program.

### **PSYC 5233 - Introduction to Family Therapy**

Introduction to theories and techniques of family and marital therapy, family process, and lifestyle of the family.

### **PSYC 5234 - Individual and Family Development Across the Lifespan**

Overview of individual and family process and modifications to family structures over the course of the family cycle (e.g., birth of child, adolescence and mid-life, launching and empty nest, etc.).

Prerequisite: PSYC 5233 Introduction to Family Therapy and admission to the Family Therapy program.

### **PSYC 5235 - Learning Principles**

Basic principles of learning and their applications to human problems. Preparation for more advanced applications courses. An undergraduate learning or behavioral modification course is recommended as a preparation.

### **PSYC 5236 - Family Assessment**

An overview of assessment methods and instruments related to marital and family dysfunctions. Diagnosis of dysfunctional relationship patterns and of nervous and mental disorders.

Prerequisite: PSYC 5233 Introduction to Family Therapy and admission to the Family Therapy program.

### **PSYC 5239 - Group Psychotherapy**

An introduction to the theory and practice of group psychotherapy, including the study of group dynamics and group process. Students participate as group members and practice, under supervision, as group facilitators.

Prerequisite: PSYC 5731 Basic Psychotherapy Skills and one therapy course; admission to the Clinical Psychology, Family Therapy, or School Psychology program.

### **PSYC 5331 - Personnel Psychology**

Overview of the issues and problems encountered by industrial/organizational psychologists. Topics include job analysis, employee selection, performance appraisal, reliability and validity, and employment law.

Prerequisite: Pre- or Co-requisite: PSYC 6036 Research Design and Statistics I and PSYC 6037 Research Design and Statistics II.

### **PSYC 5332 - Organizational Psychology**

Overview of the issues and problems which organizational psychologists examine and the methods they employ. Topics include work motivation, job attitudes, and organizational change.

### **PSYC 5333 - Leadership in Organizations**

Interdisciplinary examination of the determinants and consequences of effective and ineffective leadership in various types of organizations.

Cross-Listed as: SOCI 5339 Leadership in Organizations.

### **PSYC 5334 - Change and Organizational Development**

Introduces students to notion of change at both individual and organizational levels. Survey of organizational change techniques and strategies. Students learn to work in groups and apply OD models to diagnose organizational problems and recommend interventions.

Prerequisite: PSYC 5332 Organizational Psychology.

Cross-Listed as: SOCI 5430 Organizational Development.

### **PSYC 5335 - Career Counseling**

Review of theories of career choice, accessing vocational information, theories, and methods of career assessment and counseling techniques to facilitate career development across the lifespan.



**PSYC 5336 - Behavior in Complex Organizations**

Study of how complex organizations are used as "social tools" to attain specific ends; exploration of issues of organizational structure, goals, technology, boundaries, resources, and power. Focus on behavioral consequences of bureaucratic hierarchy.

**PSYC 5337 - Violence Against Women**

Global perspectives of violence against women by men. Topics include sexual assault, battering, and harassment. Critical analysis of research literature.

**PSYC 5338 - Cross-Cultural Communications**

Examination of the role of cross-cultural communication in economic, political, and social transactions. Examination of the impact of cultural beliefs, values, and behavior patterns on communication with members of different cultures and identifies the factors that facilitate cross-cultural communications.

**PSYC 5339 - Training and Development**

Overview of training and development in organizations with particular emphasis on needs assessment, the learning environment, and methods of program evaluation.

**PSYC 5431 - Group and Organizational Behavior**

Examination of theories of group and organizational behavior and their application to such settings as the criminal justice system and corporate organizations. Inter-group conflict and conflict resolution also considered.

**PSYC 5432 - Psychoactive Drugs**

Legal and illegal drugs and their effects on mental state and behavior; how they work on the nervous system; why people use them; attempts to control them.

**PSYC 5433 - Substance Abuse: Causes and Treatments**

Study of the factors that contribute to substance abuse and the various treatment modalities.

**PSYC 5434 - Introduction to Art Therapy Theory and Practice**

History, theory, and practice of art therapy; introduction to psychodynamic, humanist, and behaviorist contributions.

**PSYC 5435 - Conceptual Issues in Behavior Analysis**

Coverage of major theories that have contributed to contemporary behavior analysis. Topics include radical behaviorism, philosophy of science, and a functional analysis of language (verbal behavior).

Prerequisite: PSYC 5235 Learning Principles.

**PSYC 5436 - Adult Development**

Examination of common development patterns during the adult years. Emphasis on the interrelationships among work, family, and leisure.

Cross-Listed as: SOCI 5436 Adult Development.

**PSYC 5437 - Aging**

Study of current and future issues relating to the elderly from both a psychological and a societal perspective.

Cross-Listed as: SOCI 5437 Aging.

**PSYC 5438 - Development of Gender and Racial Identity**

Examination of theoretical approaches to the study of gender and racial/ethnic identity development.

**PSYC 5530 - Group Dynamics and Teamwork**

Emphasis on individual and group processes that contribute to group effectiveness. Students will work in groups to facilitate learning group dynamics concepts.

Prerequisite: PSYC 5332 Organizational Psychology.

**PSYC 5532 - Advanced Social Psychology**

Theory, methodology, and research findings pertinent to the individual in social context.

Cross-Listed as: SOCI 5532 Advanced Social Psychology.

**PSYC 5533 - Psychology of Gender, Race, and Sexuality**

Sex roles, stereotyping, socialization of women and men, feminism, female sexuality, feminist therapy, androgyny, situation of minority women. Women's Studies course.

**PSYC 5534 - Minorities and Majorities**

The pattern of interaction among race, ethnic, and gender groups; personality and structural effects of prejudice and discrimination. Course includes both U.S. and cross-cultural perspectives.

Cross-Listed as: SOCI 5333 Minorities and Majorities.

**PSYC 5535 - Cross-Cultural Perspectives on the Family**

Cross-cultural data are used to examine family systems including marriage, sex roles, and child rearing.

**PSYC 5536 - Occupational Health Psychology**

Effects of work environment on employees' health and well-being. Emphasis on promotion of wellness and prevention of negative health-related consequences within organizational settings.

**PSYC 5537 - Professional Issues in Industrial/Organizational Psychology**

Survey of issues related to professional ethics, relevant legislation, professional affiliations, professional identity, and professional responsibilities. Topics vary; may be repeated for credit.

**PSYC 5731 - Basic Psychotherapy Skills**

Counseling skills development and micro-skills laboratory experience.

Prerequisite: Courses in abnormal psychology and personality or permission of instructor. Admission to the Clinical Psychology, School Psychology, or Family Therapy program.

**PSYC 5732 - Seminar in Feminist Theory**

An advanced course in Women's Studies. Analysis and application of feminist theory across multiple disciplines.

Prerequisite: Any other Women's Studies course.

Cross-Listed as: HUMN 4372 Seminar in Women's Studies, HUMN 5732 Seminar in Women's Studies, PSYC 4372 Seminar in Women's Studies, and WMST 4372 Seminar in Women's Studies.

**PSYC 5734 - Professional Practice, Law, and Ethics**

Issues in professional practice: career planning, licensing, Texas law, ethics, and professional standards and responsibilities.

Prerequisite: Admission to the Clinical Psychology, School Psychology, or Family Therapy program.

**PSYC 5735 - Anxiety and Stress Management**

Examination of development and maintenance of stress and anxiety. Focus on anxiety disorders, stress conditions, and methods of treatment including cognitive-behavioral therapy, progressive muscle relaxation, exercise, meditation, stress inoculation, and pharmacological approaches.

**PSYC 5736 - Behavioral Medicine**

Clinical applications of behavioral principles in the prevention and treatment of physical disease.

Prerequisite: Pre- or Co-requisite: A course in behavior analysis or in learning principles.

**PSYC 5737 - Family Therapy Professional Ethics**

Issues in the professional practice of family therapy: legal and professional standards and responsibilities, ethics, licensing, and Texas law.

Prerequisite: Admission to the Family Therapy program.

**PSYC 5738 - Family Therapy Practicum**

Supervised clinical experience working with families including study of advanced family systems interventions and a focus on students' own families.

Prerequisite: PSYC 5233 Introduction to Family Therapy, PSYC 5731 Basic Psychotherapy Skills, PSYC 5737 Family Therapy Professional Ethics, and PSYC 6531 Psychopathology. Admission to the Family Therapy program.

**PSYC 5831 - Gender and Cultural Perspectives in Therapy**

Examination of women's pathology from social perspectives; feminist critique of traditional psychotherapy. Analysis of values and power issues in rape, incest, battering, obesity, and assertiveness. Women's Studies course.

**PSYC 5832 - Clinical Hypnosis**

Induction techniques, tests for depth of trance and hypnotically induced phenomena including sensory changes, cognitive changes, and suggestibility. Emphasis on clinical applications of phenomena.

Prerequisite: Admission to the Clinical Psychology, School Psychology, or Family Therapy program.

**PSYC 5911 - Selected Topics in Psychology**

Identified by specific title each time course is offered. Topics vary; may be repeated for credit with permission of instructor.

**PSYC 5919 - Independent Study in Psychology**

Permission of instructor required. May be taken for 1, 2, or 3 credit hours.

**PSYC 5929 - Independent Study in Psychology**

Permission of instructor required. May be taken for 1, 2, or 3 credit hours.

**PSYC 5931 - Research Topics in Psychology**

Identified by specific title each time course is offered. Topics vary; may be repeated for credit with permission of instructor.

**PSYC 5932 - Research Topics in Applied Cognitive Psychology**

Special topics class focused on current research topics in the field of applied psychology especially those topics which have crossover into other psychological fields and non-psychology disciplines.

**PSYC 5939 - Independent Study in Psychology**

Permission of instructor required. May be taken for 1, 2, or 3 credit hours.

**PSYC 6011 - Seminar in Advanced Statistics**

Overview of advanced topics in statistics, e.g., multiple regression, meta-analysis, and signal-detection analysis.

Prerequisite: Pre- or Co-requisite: graduate-level statistics course.

**PSYC 6030 - Sensation and Perception**

Exposes students to the complexities and mechanisms of human sensation/perception. Class will focus on details of human sensation/perception and the application of such knowledge.

**PSYC 6031 - Behavioral Assessment**

Study of various behavioral assessment instruments, single subject research designs, and ethics as applied to behavioral analysis.

Prerequisite: PSYC 5235 Learning Principles and PSYC 6238 Applied Behavior Analysis or equivalent. Admission to the M.A. program, Graduate Certificate in Behavior Analysis, or School Psychology Program.

**PSYC 6032 - Intellectual Assessment**

Review of theory underlying intelligence tests with emphasis on the CHC approach. Supervised practice in the administration, scoring, and interpretation of intellectual tests, specifically the Wechsler Scales and Woodcock-Johnson.

Prerequisite: Pre- or Co- requisite: PSYC 6036 Research Design and Statistics I and PSYC 6037 Research Design and Statistics II. Admission to the Clinical Psychology or School Psychology program.

**PSYC 6033 - Personality Assessment**

An overview of the major psychological assessment techniques. Emphasis on structured interviews, personality inventories, and projective techniques.

Prerequisite: PSYC 6531 Psychopathology or PSYC 5131 Psychopathology of Childhood. Admission to the Clinical Psychology or School Psychology program.

**PSYC 6034 - Consultation in School Psychology**

Models of consultation: consultation as a collaborative problem-solving process in the schools. Focus on primary and secondary intervention/prevention strategies. Supervised project involving consultation and requiring field experience.

Prerequisite: 31 hours of School Psychology coursework.

**PSYC 6035 - Social Issues Methods and Analysis**

Examination of qualitative and feminist methods, program evaluation, action research, researcher reflexivity, research with community partners, and strategies for connecting research to real-world social issues and public policy in applied settings. Permission of instructor required.

**PSYC 6036 - Research Design and Statistics I**

Application and design of research methodologies for the behavioral sciences with special emphasis on experimental and quasi-experimental research designs.

Prerequisite: Undergraduate course in statistics.

**PSYC 6037 - Research Design and Statistics II**

Application of statistical analysis to research results in the behavioral sciences with special emphasis on analyzing experimental and quasi-experimental research designs.

Prerequisite: PSYC 6036 Research Design and Statistics I.

**PSYC 6038 - Clinical Practicum**

Application of therapy skills with clients under supervision. Written report required.

Prerequisite: PSYC 5731 Basic Psychotherapy Skills and PSYC 6531 Psychopathology. Admission to the Clinical Psychology program; permission of the instructor and twelve hours of graduate-level coursework including Basic Psychotherapy Skills, Psychopathology, and two therapy or testing courses.

**PSYC 6039 - School Psychology Practicum**

Application of assessment skills with clients under supervision. Written reports required. Field experience required.

Prerequisite: Pre- or Co-requisite: 31 hours of School Psychology coursework which must include PSYC 5731 Basic Psychotherapy Skills, PSYC 6032 Intellectual Assessment, and PSYC 6133

Personality Assessment of the Child. Admission to the School Psychology program and permission of instructor.

**PSYC 6111 - Student Diversity in Learning**

Study of potential effects of racial, cultural, ethnic, experiential, socioeconomic, gender-related, and linguistic variables that affect development and learning. Development of cultural competency and necessary skills for providing services to diverse populations of children and families in an educational setting.

**PSYC 6121 - Ethics and Law in School Psychology**

Exploration of ethical and legal guidelines pertinent to delivery of psychological services in a school setting. Planning and establishing a professional identity for career development; understanding legalities, ethics, and standards of practice for school psychology; and working effectively with special populations and problems in school settings.

**PSYC 6130 - Psychological Measurement**

This is an introductory core clinical course that focuses on methods and objective measures used in the assessment of child, adolescent and adult patients across a wide range referral questions. It is designed to

cover major domains of assessment across the life span. It is also designed to provide information and training in the skills needed for conducting psychological assessments.

**PSYC 6132 - Seminar in Professional School Psychology**

History and foundation of school psychology, roles, and functions of the school psychologist, special education laws, and professional issues related to the practice of school psychology.

Prerequisite: 51 hours of School Psychology coursework.

**PSYC 6133 - Personality Assessment of the Child**

Supervised practice in the use of major personality tests for children and adolescents, including projective and objective/empirical measures. Report writing required.

Prerequisite: PSYC 5131 Psychopathology of Childhood and PSYC 6032 Intellectual Assessment. Admission to the Clinical Psychology or School Psychology program.

**PSYC 6134 - Biological Basis of Behavior**

The role of the nervous system in perception, movement, drives, emotions, higher mental processes, and mental illness.

**PSYC 6137 - Family Research**

Overview of research methods with a focus on research in family process and family therapy.

Prerequisite: PSYC 5236 Family Assessment. Admission to the Family Therapy program.

**PSYC 6139 - Intervention I: Academic and Cognitive Skills**

Overview and clinical practice of research-based interventions to promote academic and cognitive skills in school-aged children. Topics include bilingual education, preschool education, curriculum-based assessment, and design of reading interventions.

Prerequisite: Admissions to the School Psychology program or permission of instructor.

**PSYC 6230 - Intervention II: Social and Behavioral Skills**

Overview and clinical practice in school, community, and family interventions that promote safe schools and social competence among children and youth.

Prerequisite: PSYC 6139 Intervention I: Academic and Cognitive Skills. Admission to the School Psychology program or permission of instructor.

**PSYC 6231 - Intervention III: Affective and Adaptive Skills**

Theories and evidence-based counseling interventions for youth; field-based experience; crisis intervention; prevention issues.

Prerequisite: Admission to School Psychology program; successful completion of PSYC 5131 Psychopathology of Childhood, PSYC 6133 Personality Assessment of the Child, and PSYC 6139 Intervention I: Academic and Cognitive Skills.

**PSYC 6233 - Advanced Family Therapy**

In-depth review of family systems and family therapy paradigms.

Prerequisite: PSYC 5233 Introduction to Family Therapy. Admission to the Family Therapy program or permission of instructor. Must be taken in conjunction with/or PSYC 5731 Basic Psychotherapy Skills.

**PSYC 6234 - Systems and Symptoms**

In-depth study of systems theory with emphasis on clinical implications.

Prerequisite: PSYC 6233 Advanced Family Therapy. Admission to the Clinical Psychology, School Psychology, or Family Therapy program.

**PSYC 6235 - Behavioral/Cognitive Therapies**

Application of principles of behavior and cognition to individual therapy.

Prerequisite: Pre- or Co-requisite: PSYC 5235 Learning Principles or previous course in learning. Admission to the Clinical Psychology, School Psychology, or Family Therapy program.

**PSYC 6236 - Child and Adolescent Family Therapy**

Family therapy approaches to problems of children and adolescents; focus on multiple contexts such as family, school, and community.

Prerequisite: PSYC 5233 Introduction to Family Therapy and PSYC 5234 Family Life Cycle.

Admission to the Family Therapy program.

**PSYC 6238 - Applied Behavior Analysis**

The use of learning principles in applied areas such as education, business, health, and human services.

Prerequisite: Pre- or Co-requisite: PSYC 5235 Learning Principles or equivalent.

**PSYC 6239 - Behavioral Interventions I**

Specialized application of behavior analytic principles and methods, focusing on acquisition, maintenance, and generalization of behavior; requires up to 10 hours per week of field activities.

Prerequisite: PSYC 5235 Learning Principles, PSYC 6238 Applied Behavior Analysis, PSYC 6338 Ethics and Professional Issues in Behavior Analysis, and PSYC 6339 Research Methods in Behavior Analysis.

**PSYC 6330 - Research and Practicum in Applied Behavior Analysis**

Supervised application of behavior analytic principles and methods in community settings. Completion of a research project is required. Students may enroll in this course twice, for up to six hours of credit.

Prerequisite: PSYC 6239 Behavioral Interventions I, PSYC 6331 Behavioral Interventions II, PSYC 6338 Ethics and Professional Issues in Behavior Analysis, and PSYC 6339 Research Methods in Behavioral Analysis.

**PSYC 6331 - Behavioral Interventions II**

Specialized application of behavior analytic principles and methods, focusing on the reduction of behavior disorders; requires up to 10 hours per week of field activities.

Prerequisite: PSYC 6031 Behavioral Assessment, PSYC 6338 Ethics and Professional Issues in Behavior Analysis, and PSYC 6339 Research Methods in Behavior Analysis.

**PSYC 6332 - Advanced Consultation and Program Design/Evaluation**

More in-depth coverage of consultation models. Supervised projects involving consultation. Methods to evaluate effective interventions and service delivery methods for at-risk and special populations. Field experience required.

Prerequisite: Admission to the School Psychology program, 40 hours of coursework that must include PSYC 6034 Consultation in School Psychology and PSYC 6139 Intervention I: Academic and Cognitive Skills.

**PSYC 6333 - Research Design and Statics I for I/O Psychology**

Application and design of research methodologies for organizations with a focus on action research, quasi-experimental design and interpretation of results.

Prerequisite: Class is designed is I/O majors. To be enrolled in this class, a student must have passed an undergraduate (or more advanced) statistics class.

**PSYC 6334 - Research Design and Statistics II for I/O Psychology**

Application and interpretation of statistical analysis and research results in organizations with a special emphasis on reporting and creating actionable items for organizational implementation.

Prerequisite: PSYC 6333 Research Design and Statistics I for I/O Psychology; class is designed for I/O majors.

**PSYC 6335 - Behavioral Pharmacology Research**

Laboratory investigation of drug/brain behavior relationships in the rat. Readings from primary research literature, laboratory experiments, and research reports. Permission of instructor required.

**PSYC 6336 - Behavioral Neuroscience Research**

Laboratory investigation of brain/behavior relationships in the rat. Readings from primary research literature, laboratory experiments, and research reports. Permission of instructor required.

**PSYC 6337 - Development and Treatment of Mood and Anxiety Disorders**

This class will provide training and information regarding how mood and anxiety disorders develop, are maintained, and are most effectively treated. It will include the training on the empirically validated treatments for both mood and anxiety disorder. This class will enable students develop a foundation for expertise in mood and anxiety disorders.

**PSYC 6338 - Ethics and Professional Issues in Behavior Analysis**

Ethics and professional standards in the practice of behavior analysis.

Prerequisite: Pre- or Co-requisite: PSYC 5235 Learning Principles. Admission to the Behavior Analysis program or permission of instructor.

**PSYC 6339 - Research Methods in Behavior Analysis**

Application and design of research methodologies for behavior analysis. Topics include measurement, experimental design, data analysis, social validity, and ethical considerations.

Prerequisite: Pre- or Co-requisite: PSYC 5235 Learning Principles. Admission to the M.A. program or Graduate Certificate in Behavior Analysis or permission of instructor.

**PSYC 6419 - Seminar in Applied Cognitive Psychology**

Examination of ethical issues associated with human factors/human computer interaction, current research in the field, and special topics. All Applied Cognitive Psychology students must be enrolled in the class every long semester they are in the program. Permission of instructor required.

**PSYC 6431 - User-Centered Design**

Study of the way users should be included in the design process including needs analysis, requirements writing, iterative testing of low/medium/high fidelity prototypes, and implementation of requirements and evaluations. Students will independently apply the UCD process to an applied problem.

**PSYC 6434 - Human Factors Engineering**

Analysis of principles of human factors, along with introduction and overview of the HF/E disciplines.

**PSYC 6435 - Human Factors Methods and Analysis**

Study of human factors methods necessary for developing and testing human-machine interfaces and systems that support efficient and effective performance.

**PSYC 6439 - Practicum in Applied Cognitive Psychology**

Students apply methods they have learned to practical problems in human factors/human computer interaction. Permission of instructor required.

**PSYC 6531 - Psychopathology**

Current issues and research in behavior pathology.

Prerequisite: Admission to the Clinical Psychology, Family Therapy, or School Psychology program.

**PSYC 6533 - History and Systems**

This course is designed to assist students in an appreciation of changes in psychology over time. This includes a general overview of the philosophical origins of the field, major approaches to the field of Psychology and how each has emerged and influenced the other and changes in conceptual and methodological approaches to the field over time.

**PSYC 6534 - Couple and Sex Therapy**

Practice of couples therapy including theory and practice as well as the etiology of sexual dysfunctions and introduction to principles and practices of sex therapy.

Prerequisite: PSYC 5233 Introduction to Family Therapy and PSYC 5731 Basic Psychotherapy Skills. Admission to a professional psychology program.

**PSYC 6538 - Performance Appraisal and Feedback**

An overview of performance appraisal, evaluation, and measurement in organizations, as well as the delivery and reception of organizational and supervisory feedback.

Prerequisite: PSYC 5331 Personnel Psychology

**PSYC 6539 - Practicum in Industrial/Organizational Psychology**

Supervised application of psychological principles in an organizational setting. Review of ethical, legal, and professional issues. Written report required. Permission of instructor required.

Prerequisite: PSYC 5331 Personnel Psychology, PSYC 5332 Organizational Psychology, PSYC 6036 Research Design and Statistics I, and PSYC 6037 Research Design and Statistics II.

**PSYC 6636 - Clinical Internship**

Arrangements must be completed by preregistration. Students are required to meet all academic requirements and professional development standards before starting internship.

Prerequisite: PSYC 5734 Professional Practice, Law and Ethics, PSYC 5738 Family Therapy Practicum (2 semesters), PSYC 6038 Clinical Practicum or PSYC 6039 School Psychology Practicum: program approval for placement in an appropriate internship.

**PSYC 6666 - Clinical Internship**

Minimum of two days a week in an approved internship setting. Written report required. Arrangements for internship must be completed by preregistration.

Prerequisite: Admission to the Clinical Psychology, School Psychology, or Family Therapy program.

**PSYC 6733 - Applied Developmental Psychology**

Culmination of a graduate concentration that prepares students to use developmental research in applied settings, e.g. medical centers, advocacy and services specifically for age groups within the discipline, including public analysis and application.

**PSYC 6734 - Assessment in Industry**

Psychological testing and measurement theory as it applies to assessment of people in organizations. Covers different assessment tools and their use in industry.

Prerequisite: PSYC 6036 Research Design and Statistics I and PSYC 6037 Research Design and Statistics II.

**PSYC 6735 - Seminar in Industrial/Organizational Psychology**

Issues related to the practice of I/O psychology. Topics include professional issues, consulting skills, and career development. This is a hands-on course.

Prerequisite: Students must have a minimum cumulative graduate GPA of 3.00 and completion of all core I/O courses.

**PSYC 6736 - Advanced Personality Theory**

Advanced seminar on the dynamics of personality.

**PSYC 6739 - Graduate Internship**

Internship as a capstone experience for graduate Psychology students.

Prerequisite: 24 hours of graduate-level coursework and approval of internship coordinator. Students seeking an internship must have completed PSYC 5135 Professional Issues in Human Services and, if in Human Services internship, must have completed PSYC 5134 Interviewing and Assessment. Written report required. Arrangements for internships should be completed by the beginning of the prior semester.

**PSYC 6832 - Advanced Cognitive and Affective Psychology**

Latest theories and research findings related to human cognition and affect. Topics include perception, attention, memory, language, unconscious processing, emotions, and motivational states.

Prerequisite: PSYC 4382: Cognitive Psychology.



**PSYC 6836 - Post-Graduate Internship in School Psychology**

This site-based internship focuses student experience in the role(s) of School Psychology and directed study for the National School Psychology Credentialing Examination.

Prerequisite: Graduate degree in School Psychology or equivalent and permission of instructor.

**PSYC 6839 - Master's Project Research**

Approval of adviser, project director, and department chair required.

**PSYC 6939 - Master's Thesis Research**

Approval of adviser, thesis director, and department chair required. PSYC 6036 Research Design and Statistics I and PSYC 6037 Research Design and Statistics II suggested.

**PSYC 7032 - Intellectual Assessment**

This course provides training in the major cognitive assessment techniques. Emphasis and training will be placed on the WAIS-IV, WISC-V, WJ-IV, DAS-II and Binet5 including integrative reports of these measures. Teaching strategies will include didactic training, experiential training, clinical application, and report writing.

**PSYC 7033 - Personality Assessment**

This course provides training in the major psychological assessment techniques. Emphasis and training will be placed on structured interviews, objective measurement, and personality inventories, including integrative reports of these measures. Teaching strategies will include didactic training, experiential training, clinical application, and report writing.

**PSYC 7034 - Neuropsychological Assessment**

This is an advanced course with the goal of introducing students to the theory and practice of clinical/school neuropsychology. Students will learn to assess and interpret the relationship between nervous system function, cognition, emotion and behavior; and to apply this knowledge in diagnostics and design of individualized interventions. Students will gain an understanding of the field through review of adult and pediatric medical diseases and psychological disorders. Teaching strategies will include didactic training, experiential training, clinical application, and report writing.

**PSYC 7038 - Practicum**

This course is 2-semester sequence where students will provide clinical services (assessment, therapeutic intervention and consultation) in the university psychological services clinic. Course components involve didactic training, experiential training, clinical application, and report writing. The course is designed to teach data-based problem solving to diagnostic assessment and evidence-based treatment.

**PSYC 7039 - External Practicum/Internship**

Students develop conceptual and professional skills related to the practice at a field site, including practice with various specified assessment, intervention and consultation activities.

**PSYC 7130 - Experimental Methodology**

This is the first of a three-course sequence (with PSYC 7131 Quantitative Analysis I (p. 304) and PSYC 7132 Quantitative Analysis II (p. 304)) and focuses on quantitative methodology related to psychological research and design. Topics will include research ethics, validity, reliability, measurement design, sampling, single subject design, experimental and quasi-experimental design.

**PSYC 7131 - Quantitative Analysis I**

This is the second of a three-course sequence (with PSYC 7130 Experimental Methodology (p. 304) and PSYC 7132 Quantitative Analysis II (p. 304)) and focuses on quantitative techniques of inquiry that pertain to experimental analysis. Topics will include descriptive statistics, hypothesis testing using parametric and non-parametric statistics, and factorial designs.

Prerequisite: PSYC 7130 Experimental Methodology.

**PSYC 7132 - Quantitative Analysis II**

This is the third of a three-course sequence (with PSYC 7130 Experimental Methodology (p. 304) and PSYC 7131 Quantitative Analysis I (p. 304)) and focuses on higher level quantitative techniques of inquiry including regression and correlation analyses.

Prerequisite: PSYC 7130 Experimental Methodology and PSYC 7131 Quantitative Analysis I.

### **PSYC 7136 - Multicultural and Diversity Issues**

Perspectives on the role of culture in understanding human behavior and pathology. The emphasis is on the centrality of culture in understanding health and psychopathology in clinical, school, community, and medical settings. Focus will be on clinical practice with individuals from diverse socio-cultural groups. This course will familiarize students with perspectives on culture and diversity and facilitate the development of “cultural competence” in research and clinical practice.

### **PSYC 7138 - Mindfulness and Acceptance Therapy**

This course will familiarize students with the theory and research supporting recent trends in behavior therapy, particularly constructs of mindfulness and acceptance. This course will train students to in the “how-to” of empirically supported mindfulness and acceptance treatments for a variety of disorders. Finally, the class will review evidence for the efficacy and effectiveness of mindfulness and acceptance therapies. Students will be responsible to training others in areas of mood or anxiety disorders.

### **PSYC 7139 - Intervention I: Academic and Cognitive Skills**

This course provides training in curriculum-based, criterion-referenced and norm-referenced academic assessment techniques; covers universal screening, benchmarking and progress monitoring, and incorporates the comprehensive RtI process. Emphasis and training will be placed on objective measurement, learning evidence-based interventions for academic deficits, and the use of data to generate tailored evidence-based interventions based on patterns of academic and cognitive strengths and weaknesses.

### **PSYC 7232 - Advanced Child Behavioral Therapy**

This course will provide training in skills necessary for working with families of children with a variety of clinical and health issues. This class will train students in the “how-to” of several empirically supported treatments for a variety of disorders in children and adolescents. Further, the course will cover how to engage in assessment, treatment, consultation, and coordination of care within an evidence-based approach. Finally, the class will review evidence for the efficacy and effectiveness of interventions, as well as clinical issues related to the practice of psychotherapy with children, adolescents, and families.

### **PSYC 7235 - Advanced Behavioral Therapy**

This course will train students to become familiar with the benefits and limitations of identifying and using empirically supported psychological treatments (ESTs) and the professional controversies surrounding identification and dissemination of ESTs. Students become familiar with a number of ESTs for various disorders in clinical and health populations.

### **PSYC 7239 - Advanced Group Psychotherapy**

This course will focus mainly on didactic teaching of fundamental group psychotherapy concepts and experiential exercises, including participating in group activities. Students will be trained to run different types of groups with a variety of populations. Students will also experience feedback to meet personal and professional needs.

### **PSYC 7331 - Design/Evaluation of School Health Programs**

This course will cover the eight components of the CDC Coordinated School Health model (Health Education; Healthy and Safe School Environment; Counseling and Mental Health Services; Parent and Community Involvement; Staff Wellness; Promotion Health Services; Physical Education; Nutrition Services). The course is designed to address the current health issues facing school-aged children and the links between academic success and health issues.

Prerequisite: Psy.D. major

### **PSYC 7332 - Advanced Consultation and Program Design/Evaluation**

Students will examine theories and models of both mental health consultation and program evaluation. Students will be expected to demonstrate their expertise via practical exercises. This course will familiarize students in different types of program evaluation, including needs assessment, formative research, process evaluation, monitoring of outputs and outcomes, impact assessment, and cost analysis.

**PSYC 7333 - Pediatric Psychology**

This course will provide training and information related to providing clinical services with children and adolescents within a medical setting, to gain competency in treating patients presenting with a range of medical conditions, and to develop skills for designing and implementing research involving medically ill patients. This course will also provide information regarding the interaction between mental and physical health and ethical and sociocultural considerations in behavioral medicine.

**PSYC 7334 - Adult Behavioral Medicine**

This course will help students learn: 1) how to provide clinical services within a medical setting; 2) how to gain competency treating patients presenting with a range of medical conditions (as primary or secondary diagnoses); 3) how to develop an understanding of interactions between mental and physical health; and 4) how to develop skills for implementing research involving medically ill patients.

**PSYC 7337 - Development and Treatment of Mood and Anxiety Disorders**

This course will provide training and information regarding how mood and anxiety disorders develop, are maintained, and are most effectively treated. It will include the training on the empirically validated treatments for both mood and anxiety disorder. This class will enable students develop a foundation for expertise in mood and anxiety disorders.

**PSYC 7736 - Professional Issues in Medical/Health Psychology**

This course will provide training and information related to the professional issues when working in a medical setting. This course will also provide information regarding the interaction between mental and physical health and ethical and sociocultural considerations in medical psychology.

**PSYC 7936 - Clinical Practice, Consultation, and Supervision**

Introduction (first semester) and advanced (second semester) training in concepts, processes, and styles of supervision. The course also offers students the opportunity to gain experience in providing supervision to other clinical and school psychology students in training. The course also provides students with the knowledge and skills necessary to engage in consultation, negotiation/mediation, and systems-level intervention in mental health and education settings. The course covers theories and practices of consultation and supervision, including legal and ethical issues. Course must be repeated in a second semester for a total of 6 hours.

**PSYC 8930 - Doctoral Dissertation**

This course is designed to develop understandings, skills, and outlooks to conduct original, independent research in an area of specialization (pediatric psychology, health psychology, clinical psychology, school psychology). The instructor of record is the student's Dissertation Chair. This course may be repeated for up to 9 hours.

**PSYC 8931 - Doctoral Internship**

Internship is the culminating experience of the student's program. It involves a planned program of participation in a specific setting and allows the opportunity to integrate coursework, research, theory, and practical experiences in a supervised, applied setting. The internship occurs on a full-time basis and consists of approximately 1500 clock hours for 3 consecutive semesters.

## **SOCI - SOCIOLOGY COURSES**

**SOCI 5032 - Seminar in Mental Health and Illness**

Overview of mental health and illness beginning with a comparison of the sociological perspective of mental illness to biological and psychological views. We will then examine how social factors relate to patterns of mental illness in society. Finally, we will examine various aspects of mental health systems and policies.

**SOCI 5035 - Human Rights and Social Justice**

Examination of methods, theories, debates, and case studies related to human rights in the United States and globally. Students will gain skills required to conduct future research on the topic.

**SOCI 5131 - Contemporary Sociological Theory**

Exploration of major developments in sociological theory since 1930, including critical theory, feminist theory, post-modern theory, and rational choice theory.

**SOCI 5133 - Advanced Juvenile Delinquency**

In-depth analysis of delinquency theories, issues, and policies in the U.S. and abroad. Topics include measurements and research, serious violent offenders, gangs, and treatment by justice agencies.

Cross-Listed as: CRIM 5133 Advanced Juvenile Delinquency.

**SOCI 5135 - The Death Penalty**

Introduction to history and development of capital punishment as a social institution. Topics such as deterrence, discrimination, execution of innocent prisoners, process, and law are covered.

Cross-Listed as: CRIM 5135 The Death Penalty.

**SOCI 5136 - Women and the Law**

Evolution of women's legal rights in the United States. Examination of contemporary issues in the context of human rights law. Legal status of women in economic, political, and judicial sectors.

**SOCI 5137 - Race and the Law**

Evolution of legal rights of race/ethnic groups in the U.S. from a sociological perspective. Examination of the civil rights movement, hate crimes, and Affirmative Action policy.

**SOCI 5232 - Environmental Health**

Interdisciplinary approach to evaluate the relationships between the social structure, social capital, the physical environment, and health disparities.

**SOCI 5233 - Religion and Immigration Studies in Houston**

Exploration of the dynamic relationship between religion and immigration with a specific focus on the role faith communities play in the migrant experience.

Cross-Listed as: SOCI 3317 Religion and Immigration Studies in Houston

**SOCI 5236 - Religion and Global Change**

Examination of religion in the modern world, religious identities, and the process of secularization, all from a global, cross-cultural perspective.

Cross-Listed as: CRCL 5033 Religion and Community.

**SOCI 5237 - Religion and Immigration in Houston**

Examination of the changing nature of religion in America by focusing on the diversity of religion in Houston, Texas. We will focus on immigrant religious groups as well as the changing structure of American denominations.

**SOCI 5238 - Negotiating Across Cultures**

The challenges facing international organizations and multinational corporations in negotiating across cultures and generating decisions that take into account the beliefs and values of people of diverse cultures and political systems.

**SOCI 5239 - Egypt in Transition**

Examination of culture, history, religion, and politics of Egypt and the Middle East. It explores sociological, historical, and cross-cultural forces shaping modern Egypt.

**SOCI 5330 - Cultural Study Abroad**

Examination of culture, history, religion, and politics of another country; students will conduct research on a specific topic. Involves foreign travel. Topics vary; may be repeated for credit with permission of instructor.

Prerequisite: Semester-long course focusing on the study abroad country.

**SOCI 5331 - Advanced Criminology**

Study of criminal behavior from the perspectives of biology, psychology, and sociology. Examination and critique of major theories within each discipline.

Cross-Listed as: CRIM 5331 Advanced Criminology.

**SOCI 5332 - White-Collar Crime**

Study of financial, physical, and social costs of white-collar crime. Examination of perpetrators and victims of consumer fraud, environmental crimes, unsafe products, and political corruption.

Cross-Listed as: CRIM 5332 White-Collar Crime.

**SOCI 5333 - Minorities and Majorities**

The pattern of interaction among race, ethnic, and gender groups; personality and structural effects of prejudice and discrimination. Course includes both U.S. and cross-cultural perspectives.

Cross-Listed as: PSYC 5534 Minorities and Majorities.

**SOCI 5334 - Social Stratification**

Patterns of social and economic inequality in the United States. Distribution of income and wealth, social mobility, life changes, education, and power. Class, race, and gender differences will be discussed as well as patterns of social change.

**SOCI 5335 - Criminal Justice and the Mass Media**

Examination of the collision between two powerful sets of social institutions: the criminal justice system and the mass media.

Cross-Listed as: CRIM 5335 Criminal Justice and the Mass Media.

**SOCI 5336 - Law and Society**

Survey of a number of problematic issues in contemporary American society from the perspectives of sociological, philosophical, and legal theories. Examination the controversial ways our political system seeks to reconcile civil liberties with the collective obligations of the social contract.

Cross-Listed as: CRIM 5336 Law and Society.

**SOCI 5337 - Complex Organizations**

Study of how complex organizations are used as "social tools" to attain specific ends; exploration of issues of organizational structure, goals, technology, boundaries, resources, power, organizational environments, and exercises in designing prototype organizations.

**SOCI 5338 - Criminal Law**

Study of structure and rationale for criminal law; focus on criminal liability, criminal defenses, types of offenses, and contemporary issues, with attention to the Model Penal Code.

Cross-Listed as: CRIM 4334 Criminal Law, SOCI 4334 Criminal Law, and CRIM 5338 Criminal Law.

**SOCI 5339 - Leadership in Organizations**

Overview of the topic of leadership in organizations from multiple perspectives including psychology, sociology, and management.

Cross-Listed as: PSYC 5333 Leadership in Organizations.

**SOCI 5430 - Organizational Development**

Overview of the current theories and methods of organizational development and the role of the behavioral sciences in the process.

Cross-Listed as: PSYC 5334 Change and Organizational Development.

**SOCI 5431 - Group and Organizational Behavior**

Examination of theories of group and organizational behavior and their application to settings such as the criminal justice system and corporate organizations. Inter-group conflict and conflict resolution also considered.

**SOCI 5432 - Human Services Management**

Management principles, leadership, conflict resolution, budgeting, and fundraising in human services agencies, government, and other community organizations.

**SOCI 5433 - Social Conflict and Mediation**

Examination of theories of social conflict and application of dispute resolution/mediation techniques to needs of the community groups, courts, churches, businesses, and non-governmental agencies.

**SOCI 5434 - Marriage and Family**

This graduate seminar will introduce students to a wide range of studies in the sociology of the family, improving their ability to analyze critically work in this field and inspiring students' own family-related research.

**SOCI 5435 - Gendered Inequality: Work and Family**

Examination of two important institutions in American society: work and the family. Explanation of the way gender, work, and family life interconnect and influence each other.

**SOCI 5436 - Adult Development**

Examination of common development patterns during the adult years. Emphasis on the interrelationships among work, family, and leisure.

Cross-Listed as: PSYC 5436 Adult Development.

**SOCI 5437 - Aging**

Study of current and future issues relating to the elderly from both psychological and societal perspectives.

Cross-Listed as: PSYC 5437 Aging.

**SOCI 5438 - Sociology of the Life Course and Aging**

Introduction of students to the life course. In particular, the course introduces students to the theories, methods, and substantive topics which exemplify the life course paradigm.

**SOCI 5532 - Advanced Social Psychology**

Theory, methodology, and research findings pertinent to the individual in a social context.

Cross-Listed as: PSYC 5532 Advanced Social Psychology.

**SOCI 5533 - Sociology of Human Intimacy**

Inquiring into the forms and dynamics of human intimacy. Topics include attraction, sexuality, marriage and divorce, domestic violence, friendship, and loneliness.

**SOCI 5535 - Cross-Cultural Perspectives on the Family**

Examination of cross-cultural data related to family systems in terms of marriage, sex-roles, and child rearing. May include Women's Studies content.

**SOCI 5536 - Culture and Economic Change**

Examination of the cross-cultural effects of cultural values and social organization on business endeavors, entrepreneurship, and economic change. Exploration of the role of transitional corporations in breaking down traditional practices and possibly creating new cultures.

**SOCI 5537 - Urban Problems**

Examination of classical theories of urban life and urban development; exploration of urban problems such as crime, transportation, suburban conflict, and corresponding urban policy.

**SOCI 5633 - American Immigration Studies**

Examination of the central concepts and major paradigms in the study of American immigration.

**SOCI 5731 - Politics and Protest**

Exploration of the issues of race, religion, sex, and gender in American politics and protests.

**SOCI 5732 - Social Problems and Dystopian Film**

Examination of the dystopian film in the context of sociological perspectives on contemporary social problems.

**SOCI 5931 - Research Topics in Sociology**

Identified by specific topic each time the course is offered. Topics vary; may be repeated for credit with permission of instructor.

**SOCI 5939 - Independent Study in Sociology**

Permission of adviser and instructor required. May be repeated for credit with permission of adviser and instructor.

**SOCI 6338 - Strategic Planning**

Introduction to planning and decision-making approaches that reflect anticipated changes in organizational, environmental, and competitive conditions.

**SOCI 6432 - Qualitative Research Methods**

Overview of qualitative research methods. During the semester, students will gain hands-on experience in qualitative research. Students will gain entry to a research site, collect qualitative data, and present research findings.

**SOCI 6730 - Graduate Statistics**

Multivariate statistical analysis including advanced regression, ANOVA, and logistical regression. Students will develop a research project and do statistical analysis; may be part of a student M.A. thesis.

**SOCI 6731 - Graduate Research Methods**

Advanced study of logic, principles, and procedures involving techniques of data collection, organization, and statistical analysis. Students are encouraged to take Graduate Research Methods before taking Graduate Statistics.

**SOCI 6734 - Seminar in Women's Health**

In-depth look at the social and political issues that shape women's health, health care, and social and medial attitudes towards the female body. We will also explore how social and policy changes can improve--or threaten--women's health.

**SOCI 6735 - Seminar in Sociology**

Overview of the discipline of sociology covering recent theoretical trends in the last 20 years. Focus will be on institutions of family, educational system, economy, community, and the state.

Prerequisite: SOCI 5334 Social Stratification and SOCI 5537 Complex Organizations.

**SOCI 6736 - Seminar in Global Health**

Study of a global approach to the study of health and illness, focusing on the various societal factors that shape health, illness, and health care across the world.

**SOCI 6737 - Seminar in Medical Sociology**

Examination of a conceptual and substantive overview of Medical Sociology, focusing on some of the most fundamental and salient sociological issues concerning health, illness, and health care. Using critical thought, students will apply various theoretical perspectives to the changing social reality of health and illness.

**SOCI 6738 - Seminar in Bioethics, Biotechnology, and the Body**

Focus on biomedical developments in contemporary society. Applying critical thought, students will participate in and contribute to debates on the benefits, drawbacks, and ethical issues associated with various technological developments.

**SOCI 6739 - Graduate Internship**

Capstone experience for graduate Sociology students. Minimum of two days a week in an approved internship setting. Written report required. Arrangements for internships should be completed by the beginning of the prior semester.

Prerequisite: 24 hours of graduate course credit before enrolling in internship as well as approval of the Sociology internship coordinator.

**SOCI 6839 - Master's Project Research**

Approval of adviser, project director, and department chair required.

**SOCI 6909 - Sociology Comprehensive Exam**

The comprehensive exam will be either a research proposal developed by the student in consultation with a faculty adviser that synthesizes theory, a literature review, and methodology, or it will be a written exam that includes questions from all full-time Sociology faculty.

**SOCI 6939 - Master's Thesis Research**

Approval of adviser, thesis director, and department chair required.

**SPAN - SPANISH COURSES****SPAN 5031 - Intensive Spanish I**

This course is designed to provide Spanish language proficiency and communication skills: listening, reading, speaking, and writing.

**SPAN 5033 - Intensive Spanish II**

Development of Spanish communication skills: listening, reading, speaking, and writing.

Prerequisite: 1 semester of college Spanish or 2 years of high school Spanish.

**SPAN 5035 - Intensive Spanish III**

Development of Spanish communication skills and cultural backgrounds.

Prerequisite: 2 semesters of college Spanish or 4 years of high school Spanish.

**SPAN 5931 - Research Topics in Spanish**

Identified by specific topic each time course is offered. Topics vary; may be repeated for credit with permission of instructor.

**WRIT - WRITING****WRIT 5130 - Composition Theory**

Introduces graduate students to the current research, theory, and pedagogical approaches that inform the teaching of writing. The overall goal of this course is to provide students with a solid background in composition theory and practice on which to build a lifetime of exploration of this extremely important subject.

**WRIT 5131 - Writing Pedagogy**

Provides a practical guide to teaching writing courses in community college and university settings. Topics can include teaching on-line, working with special populations such as developmental writers or non-native speakers. Topics vary; may be repeated for credit with permission of instructor.

**WRIT 5132 - Seminar in Rhetorical Theories I**

Provides an overview of some of the primary scholarship that has affected the study of global rhetoric from antiquity through the late 18th century

**WRIT 5133 - Seminar in Rhetorical Theories II**

Provides an overview of critical texts that explain global theories and methodologies pertaining to the field of contemporary rhetorical studies from the late 18th to the 21st centuries, includes studies of race, gender, disability, new media, and embodiment.

Prerequisite: WRIT 5132 Seminar in Rhetorical Theories I.

**WRIT 5134 - Special Topics in Discourse Studies**

Writing-intensive seminar, investigating a special issue or topic in the study of discourse, literacy, and disciplinary communication as selected by the instructor. Topics vary; may be repeated for credit with permission of instructor.

**WRIT 5135 - Special Topics in Linguistics**

Graduate seminar investigating a special topic in the study of language, linguistics, and psychosocial communication. Topics vary; may be repeated for credit with permission of instructor.



### **WRIT 5136 - Writing for Graduate School**

Introduces graduate students to the rhetorical and stylistic aspect of graduate-level texts in their disciplines. Students will study and practice writing the types of texts required in these fields.

### **WRIT 5137 - Grant and Proposal Writing**

Project-based course covers the complete process of grant proposal development from project identification, research and assessment of viable funding sources, budget development, and proposal preparation to post-award or rejection follow-up.

### **WRIT 5138 - Multimedia Composition and Theory**

In-depth study of the theory and methods for composing multimedia texts, combining text, audio, video, and images. Students will design and produce texts and publish in e-portfolios.

### **WRIT 5139 - Digital Rhetoric**

Explores the dynamics of on-line, networked reading and writing practices. Encourages critical thinking about how technology informs rhetorical theory and shapes praxis with attention given to the ways individuals, teams, businesses, and organizations construct and distribute knowledge in electronic spaces.

### **WRIT 5931 - Research Topics in Writing**

Identified by specific topic each time the course is offered. Topics vary; may be repeated for credit with permission of instructor.

### **WRIT 5939 - Independent Study in Writing**

Permission of adviser and instructor required.

### **WRIT 6739 - Internship**

Supervised three-unit internship in approved internship setting. Comprehensive written report required.

Prerequisite: Students must have completed at least 15 units of graduate-level courses in the WRIT rubric.

## **WMST - WOMEN'S STUDIES COURSES**

### **WMST 5337 - Violence Against Women**

Global perspectives of violence against women by men. Topics include rape, sexual abuse, incest, female genital mutilation, battering, sexual slavery, and sexual harassment.

### **WMST 5438 - Development of Gender and Racial Identity**

Examination of theoretical approaches to the study of gender and racial/ethnic identity development.

### **WMST 5533 - Psychology of Gender, Race, and Sexuality**

Topics include sex roles, stereotyping, socialization of women and men, feminism, female sexuality, feminist therapy, androgyny, and the situation of minority women.

### **WMST 5732 - Seminar in Women's Studies**

An advanced course in Women's Studies. Analysis and application of feminist theory across multiple disciplines.

Prerequisite: Any other Women's Studies course.

### **WMST 5931 - Research Topics in Women's Studies**

Identified by specific title each time course is offered. Topics vary; may be repeated for credit with permission of instructor.

### **WMST 5939 - Independent Study in Women's Studies**

Permission of instructor required.

## COLLEGE OF SCIENCE AND ENGINEERING

The College of Science and Engineering (CSE) offers high quality academic degrees consistent with the role of a regional public university. Plans within the school prepare graduates to enter fields in natural sciences, mathematics, computing and computer and software engineering. Individuals in the school's plans are expected to develop skills in problem solving, independent study and critical thinking, and to be able to adapt knowledge to new situations and to the benefit of society. Students in these plans attain a sense of professional values and ethics as well as knowledge and skills relevant to their specific subject area. This sense of professional responsibility is essential if society is to benefit from the interfaces with advanced technology and science.

The college supports research and development directed toward producing new knowledge and identifying additional applications of existing knowledge. Dissemination of scientific knowledge through publications and presentations is encouraged, as well as professional service to local, regional, national and international communities.

The College of Science and Engineering has five departments:

- Computing Sciences
- Engineering
- Physical and Applied Sciences
- Biological and Environmental Sciences
- Mathematics and Statistics

The faculty of each department aspires to a professional model that includes balance among the components of the CSE mission which are teaching, research and service.

The Department Chair of Computing Sciences coordinates the plans in Computer Information Systems and Computer Science.

The Department Chair of Engineering coordinates the plans in Computer Engineering, Software Engineering, Systems Engineering and Engineering Management. Support areas include telecommunications, robotics, control systems, industrial modeling, mathematical modeling and petrochemical processes.

The Department Chair of Physical and Applied Sciences coordinates the plans in Chemistry, Physics and Environmental Science (ENSC-INDH and ENSC-GEOL). Sub-plans or specialization areas include technical management, biochemistry, chemical technology management and marketing, medicinal chemistry, petrochemical and process chemistry, environmental geology, industrial hygiene and safety. The Chemistry Program has complete accreditation from the American Chemical Society (ACS).

The Department Chair of Biological and Environmental Sciences coordinates the plans in Biological Science, Biotechnology and Environmental Science (ENSC-BIOL and ENSC-CHEM). Sub-plans or specialization areas include physiology/pre-health, cell/molecular, ecology/microbiology, biotechnology, environmental chemistry, and environmental biology.

The Department Chair of Mathematics and Statistics coordinates the plans in Mathematical Science and Statistics.

## STANDARDS AND REQUIREMENTS FOR DEGREES IN THE COLLEGE OF SCIENCE AND ENGINEERING

### ADMISSION INTO A DEGREE PLAN

Following admission to the university, students' transcript evaluations are forwarded to the Office of Student Advising. All graduate plans require that faculty admissions committees review the students' files and determine whether students will be accepted into degree plans. Students are notified of their

admission status by the associate dean. Once accepted to a degree plan, students meet with academic advisers at New Student Orientation to obtain detailed instructions about completing a Candidate Plan of Study (CPS). The CPS delineates specific requirements of a study area and must be completed during the semester of acceptance into a degree plan.

In general, no more than nine hours for a graduate degree taken at University of Houston-Clear Lake prior to completion of a CPS may be applied toward any degree in the school. These hours, along with the hours accumulated during the semester the CPS is being finalized, will be evaluated for acceptance by the faculty adviser and approved by the associate dean.

## **STANDARDS FOR GRADUATE DEGREES**

The Graduate Record Examination (GRE) is required of all students applying for admission to a graduate plan in the school. Computer Information Systems and Engineering Management may accept the Graduate Management Admission Test (GMAT) in lieu of the GRE. It is recommended that students who apply for admission to a graduate plan have a grade point average (GPA) of at least 3.000 (four-point grade scale) on the last 60 hours of course work. A minimum score of 290 (verbal + quantitative) is preferred. GRE scores will be evaluated by the degree plan's admissions committee and will be used as one of the indicators of the applicant's potential for completion of the plan to which he/she has applied. Individual degree plans may specify additional qualifications (see individual plan descriptions).

All graduate degrees in the College of Science and Engineering require 30-36 hours depending on specific plan requirements; a minimum of 30 hours must be graduate courses. No more than six hours of upper-level (4000 level) credit will be allowed in any master's degree. A maximum of six hours of independent study may be applied to any master's degree. A maximum of six hours of grades within the range of "C+" or "C" may be counted toward any graduate degree.

## **GRADUATE DEGREE OPTIONS**

### ***THESIS OPTION***

Students selecting the thesis option must select a committee and submit a formal thesis proposal to the Office of the Dean prior to enrolling for thesis courses. The thesis committee will consist of at least three members, two of whom must be full-time UHCL faculty members. A fulltime faculty member of the College of Science and Engineering will serve as the chair of the committee. The Office of the Dean will notify students, chairs and committee members of approval of the committee composition. The chair will report the final grades.

Students must register for the appropriate thesis research course no later than the first long semester after the dean has accepted the proposal. See Master's Degree Option: Master's Thesis (p. 97) for more information.

University and CSE guidelines and procedures relating to the graduate thesis committee, thesis proposal, the thesis document and defense are described in the Graduate Thesis Guidelines and Procedures Manual available in the Office of the Dean and online at [http://prtl.uhcl.edu/portal/page/portal/SCE/sce\\_thesis](http://prtl.uhcl.edu/portal/page/portal/SCE/sce_thesis).

### ***EXTENDED COURSE WORK OPTION***

All graduate plans in the College offering this option require a capstone course. See the particular plan area for the specific extended course work option requirements.

### ***INTERNSHIP OPTION***

Some plans offer an internship option. See the particular plan of interest.

## ***RESEARCH PROJECT COURSE OPTION***

Some plans offer a research project course option. See the particular plan of interest.

## **DEPARTMENT OF MATHEMATICS AND STATISTICS**

Students desiring to study in the computing and mathematics division may choose any one of five undergraduate or four graduate plans. Applicants should consult the chair of the division for additional information.

## **MATHEMATICAL SCIENCE AND STATISTICS DEGREES**

### ***GRADUATE DEGREE CANDIDACY***

Students seeking graduate degree candidacy should have a bachelor's degree in a related field. To be accepted for degree candidacy, students should be within 15 hours of completing upper-level foundation courses. These courses are listed in the particular degree area in the catalog. All foundation courses must be completed within one calendar year of first graduate registration at UHCL. Students needing more than 15 hours of upper-level foundation courses are encouraged to complete a second bachelor's degree.

## **MATHEMATICAL SCIENCE M.S.**

The graduate plan in Mathematical Science leads to the master of science (M.S.) degree. Applicants for candidacy should have a bachelor's degree in mathematics. Students with other degrees may apply if their preparation includes a substantial number of advanced credits in mathematics. The GRE score (verbal + quantitative) should be a minimum of 290 points, with a minimum quantitative score of 150. In some cases, additional preparatory courses may be required.

Undergraduate foundation courses for Masters in Mathematics

- Ordinary Differential Equations
- Introduction to Abstract Algebra
- Advanced Calculus
- Introduction to Real Analysis

Course selections will be arranged in consultation with a faculty adviser while preparing the CPS. Students selecting the extended course work option must complete MATH 6837 (Research Project I). This is to be taken after successfully completing nine hours of required core courses or during the last 15-18 hours of graduate mathematics course work. MATH 6838 (Research Project II) will be completed following MATH 6837 (Research Project I) with faculty adviser approval prior to registration. Research Project I and II may not be taken concurrently. Students may enroll in MATH 6838 only when their project adviser determines that they have made good progress toward the completion of their project in MATH 6837. Students who change their research project topic must begin again with MATH 6837.

## **Requirements**

### **Mathematics Core Requirements (18 hours)**

MATH 5131	Abstract Algebra
MATH 5132	Real Analysis
MATH 5136	Ordinary Differential Equations and Dynamical Systems
MATH 5137	Topology and Geometry
	Or
MATH 5333	Numerical Analysis

**Students will select an additional two courses from the following:**

(courses not already satisfying the requirements above):

MATH 5133	Complex Analysis
MATH 5134	Logic
MATH 5137	Topology and Geometry
MATH 5231	Linear Algebra
MATH 5330	Mathematical Software and Modeling Simulation
MATH 5333	Numerical Analysis
MATH 5431	Mathematical Modeling in The Applied Sciences
STAT 5431	Theory and Application of Probability

### **Mathematics Thesis Option (15 hours)**

3 hours of MATH/STAT courses 5000-6000 level

6 hours of MATH electives 4000-6000 level

MATH 6939

Master's Thesis Research

### **Mathematics Extended Course Work Option (15 hours)**

3 hours of MATH/STAT courses 5000-6000 level

6 hours of MATH Electives 4000-6000 level

MATH 6837

Research Project I

MATH 6838

Research Project II

**With adviser's approval, two of the following may count towards the Master's Degree as a 4000-level elective, if taken as a graduate student at UHCL:**

MATH 4341	Introduction to Analysis
MATH 4322	Introduction to Abstract Algebra
MATH 4313	Introduction to Topology

[Provided that equivalent courses have not been completed previously.]

## **STATISTICS M.S.**

The plan in Statistics leads to a Master of Science (M.S.) degree. This plan emphasizes a curriculum that is designed to educate students in the theory and application of statistics. The plan is suitable for students with an undergraduate background in mathematics, engineering or the sciences.

Students with degrees in engineering, science or other fields will be considered if their preparation includes an adequate number of upper-level credits in mathematics and statistics. In some cases, additional preparatory courses may be required.

## **Requirements**

### **Statistics Core Requirements (15 hours)**

The following five courses or their approved substitutes are required:

STAT 5431	Theory and Application of Probability
STAT 5432	Theory and Applications of Statistics
STAT 5532	Linear Models and Regression Analysis
STAT 5533	Statistical Computing
STAT 5535	Experimental Designs and Analysis

### **Statistics Thesis Option (21 hours)**

- 3 credit hours of 4000 - 5000 level STAT courses &
- 3 credit hours of 5000 - 6000 level STAT courses &
- 9 credit hours of 5000 - 6000 level Approved Electives &
- 6 credit hours of STAT 6939 Thesis

### **Statistics Extended Course Work Option (21 hours)**

- 3 credit hours of 4000 - 5000 level STAT courses &
- 3 credit hours of 5000 - 6000 level STAT courses &
- 9 credit hours of 5000 - 6000 level Approved Electives &
- 6 credit hours of Research Project I and II (STAT 6837/STAT 6838) during the last 18 hours of course work.

## MATHEMATICS M.S./STATISTICS M.S.

### Dual Master Degrees

The graduate plan in Mathematics and Statistics leads to a Master of Science (M.S.) degree in Mathematics and a Master of Science (M.S.) degree in Statistics. This plan emphasizes a curriculum that is designed to educate students in both Mathematics and Statistics. The plan is suitable for students with degrees in engineering, science or other fields with an undergraduate background in mathematics.

### Requirements

MATH/STAT courses: At least six of these nine credit hours have to be in the field in which the thesis or research project is done.

#### Math/Stat Core Requirements (33 hours)

The following courses or their approved substitutes are required:

MATH 5131	Abstract Algebra
MATH 5132	Real Analysis
MATH 5136	Ordinary Differential Equations and Dynamical Systems
MATH 5231	Linear Algebra
STAT 5431	Theory and Application of Probability
STAT 5432	Theory and Applications of Statistics
STAT 5531	Multivariate Statistical Analysis
STAT 5532	Linear Models and Regression Analysis
STAT 5533	Statistical Computing

#### Students will select two courses from the following six courses:

MATH 5133	Complex Analysis
MATH 5134	Logic
MATH 5137	Topology and Geometry
MATH 5232	Number Theory
MATH 5333	Numerical Analysis
MATH 5431	Mathematical Modeling in The Applied Sciences

#### Math/Stat Thesis Option (27 hours)

	15 hours of MATH/STAT courses 5000-6000 level
	6 hours of MATH/STAT electives 4000-6000 level
MATH 6939	Master's Thesis Research
	Or
STAT 6939	Master's Thesis Research

#### Math/Stat Extended Course Work Option (27 hours)

Students desiring to follow the extended course work option must complete Research Project I and II (MATH 6837/MATH 6838 or STAT 6837/ STAT 6838) during the last 18 hours of course work.

15 hours of MATH/STAT courses 5000-6000 level  
6 hours of MATH/STAT electives 4000-6000 level

#### One of the following groups:

##### Group 1:

MATH 6837	Research Project I
MATH 6838	Research Project II

##### Group 2:

STAT 6837	Statistics Research and Consulting I
STAT 6838	Statistics Research and Consulting II

At least six of these nine credit hours have to be in the field in which the thesis or research project is done.

## DEPARTMENT OF COMPUTING SCIENCES

Students desiring to study in the computing and mathematics division may choose any one of five undergraduate or four graduate plans. Applicants should consult the chair of the department for additional information.

## GRADUATE COMPUTING DEGREES

### *GRADUATE DEGREE CANDIDACY*

Students seeking graduate degree candidacy should have a bachelor's degree in a related field. To be accepted for degree candidacy, students should be within 15 hours of completing upper-level foundation courses. These courses are listed in the particular degree area in the catalog. All foundation courses must be completed within one calendar year of first graduate registration at UHCL. Students needing more than 15 hours of upper-level foundation courses are encouraged to complete a second bachelor's degree.

## COMPUTER INFORMATION SYSTEMS M.S.

Graduate studies in Computer Information Systems lead to a master of science (M.S.) degree. This plan is designed to prepare students for key technical, administration and management positions in the analysis, design, implementation, maintenance, operation and management of industrial and commercial computer information systems. The GRE score (verbal + quantitative) should be a minimum of 290 points, with a minimum quantitative score of 150.

### Requirements

#### Computer Information Systems Basic Preparation

Students aspiring to graduate degree candidacy must have a bachelor's degree in a related area and a background in Computer Information Systems. Preparatory requirements are proficiency in at least two high level languages, including an object-oriented programming language such as Java, C++ or C# and the following undergraduate course:

Calculus I or Business Calculus

#### Upper-level foundation course requirements:

SWEN 4342	Software Engineering
CSCI 4320	Web Application Development
CSCI 4333	Design of Database Systems
CINF 3331	Business Data Communications
	Or
CENG 3331	Introduction to Telecommunications and Networks
	And
CENG 3131	Laboratory for Telecommunications and Networks

None of the above courses may apply to the graduate degree.

#### Students may select from the thesis option or the extended course work option.

The thesis option requires 33 credit hours of graduate work and the extended course work option requires 36 credit hours.

#### Core Requirements (15 hours)

The following courses, or approved substitutions are required for both the thesis option and extended course work options:

CINF 5231	Strategic Information Systems
CINF 5234	Advanced Systems Analysis and Design
CSCI 5132	Internet Protocols
CSCI 5333	Database Management Systems
CSCI 6530	Research Methods in Computer Science

#### Computer Information Systems Thesis Option (18 hours)

3 hours of CENG/CINF/CSCI/SWEN or other approved related courses  
 6 hours of CINF/CSCI 4000-6000 levels  
 3 hours of CINF/CSCI 5100-6000

CINF 6939	Master's Thesis Research
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CINF/CSCI courses, 5100-6000 level: Students interested in pursuing the thesis option are encouraged to take CINF 5939 (Independent Study in CIS) during their first year, in order to write up their thesis proposals (with the sponsoring of a faculty adviser).

### Computer Information Systems Extended Course Work Option (21 hours)

Students desiring to follow the extended course work option must successfully complete the capstone project course (CINF 6838).

3 hours of CENG/CINF/CSCI/SWEN or other approved related courses

6 hours of CINF/CSCI 4000-6000 levels

9 hours of CINF/CSCI 5100-6000

CINF 6838

Research Project and Seminar

Note: CINF 6838 must be taken after completion of the required core and during last 12 hours.

All electives must be approved before enrolling.

### Specialization in Database Systems

Students interested in developing a specialization in Database Systems may take the following electives:

CSCI 5433

Object-Oriented Database Systems

CSCI 5533

Distributed Information Systems

CSCI 5633

Web Database Development

CSCI 5833

Data Mining: Tools and Techniques

### Specialization in Networking and Security

Students interested in developing a specialization in Networking and Security may take the following electives:

CENG 5333

Network Performance Analysis

CSCI 5233

Computer Security & Integrity

CSCI 5234

Web Security

CSCI 5235

Network Security

CSCI 5431

Client-Server Based Network Programming

CSCI 5531

Advanced Operating Systems

### Suggested Plan of Study (for students in the Thesis Option)

The following study plan for the four regular semesters is recommended as a typical example for incoming full-time CIS students who plan to pursue the thesis option. Individual study plans may vary as long as the prerequisite structures are satisfied. Students should seek the advice of their assigned faculty adviser and set up their Candidate Plan of Study (CPS) as early as possible.

#### Semester 1 (9 credits)

CINF 5231

Strategic Information Systems

CSCI 5132

Internet Protocols

CSCI 5333

Database Management Systems

#### Semester 2 (9 credits)

CINF 5234

Advanced Systems Analysis and Design

CINF 5939

Independent Study in Computer Information Systems

CSCI 6530

Research Methods in Computer Science

#### Semester 3 (9 credits)

CINF 6939

Master's Thesis Research

CINF/CSCI 4000-6000 level elective

#### Semester 4 (6 credits)

CINF 6939

6 hours of CINF/CSCI 5100-6000

Master's Thesis Research

## COMPUTER SCIENCE M.S.

The plan in Computer Science leads to the master of science (M.S.) degree. This plan is designed to prepare students to hold key technical positions in the development of computer-based solutions to complex systems problems.

Students should consult with their faculty adviser to determine if they have sufficient background to satisfy a specific course prerequisite. Foundation and prerequisite courses should be completed before enrolling in any graduate course.



Students expecting credit for foundation courses completed at international institutions must submit course descriptions to the waiver committee in their first semester of enrollment. This will allow proper evaluation and appropriate credit.

Students may select from the thesis option or the extended course work option. The thesis option requires 33 credit hours of graduate work. The extended course work option requires 36 credit hours.

## Requirements

### Computer Science Basic Preparation

Students seeking admission into the degree plan in Computer Science must have a bachelor's degree in computer science or a closely related area and extensive background in computer science. It is expected that the minimum Graduate Record Examination (GRE) score required for acceptance into the plan be reasonably balanced among the different components of the GRE exam. The GRE score (verbal + quantitative) should be a minimum of 290 points, with a minimum quantitative score of 150. Students with bachelor's and master's degrees in related fields of study will be required to complete appropriate background courses. The admissions committee, during evaluation of the student's application, will designate courses to be completed before beginning graduate studies. Preparatory requirements include proficiency in at least two modular computer programming languages, including C or C++ plus the completion of the following undergraduate courses, their equivalents or successful completion of equivalence exams upon approval from the admissions committee.

CENG 3351	Computer Architecture
CSCI 3331	Computer Organization and Assembly Language
CSCI 3352	Advanced Data Structures and Algorithms
CSCI 4333	Design of Database Systems
CSCI 4354	Operating Systems
MATH 2414	Calculus II

### Additionally, at least two of the following must be completed:

CSCI 3321	Numerical Methods
STAT 3334	Probability and Statistics for Scientists and Engineers
SWEN 4342	Software Engineering

None of the above courses may apply towards the graduate degree.

### Core Requirements (12 Hours)

The following courses or their approved substitutions are required for both the thesis and the extended course work options:

CSCI 5333	Database Management Systems
CSCI 5432	Design and Analysis of Algorithms
CSCI 5531	Advanced Operating Systems
CSCI 6530	Research Methods in Computer Science

### Computer Science Thesis Option (21 hours)

Complete the following courses.

CSCI 6939	Master's Thesis Research
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A student must take an additional 15 hours of electives. Pending faculty adviser approval, at most 3 credit hours may be taken at the 4000-level and at most 6 credit hours may be taken from SWEN/ CENG/ SENG rubrics.

Note: All electives must be approved before enrolling.

### Computer Science Extended Course Work Option (24 hours)

Complete the following courses:

CSCI 5134	Concurrent Programming and Software Modeling
CSCI 6838	Research Project and Seminar

A student must take an additional 18 hours of CSCI and CINF electives, pending faculty adviser approval. At most, six credit hours may be taken at the 4000-level and at most, three credit hours may be taken from SWEN/ CENG/ SENG rubrics.

Note: CSCI 6838 must be taken during the last 12 hours, after completion of CSCI 5531 and CSCI 5333. All electives must be approved before enrolling.

## Computer Science Specializations

Students interested in developing a sub-plan should take the corresponding courses listed below:

### Database Systems Specialization

CSCI 5433	Object-Oriented Database Systems
CSCI 5533	Distributed Information Systems
CSCI 5633	Web Database Development
CSCI 5833	Data Mining: Tools and Techniques

### Network Performance and Security Specialization

CENG 5333	Network Performance Analysis
CSCI 5132	Internet Protocols
CSCI 5233	Computer Security & Integrity
CSCI 5234	Web Security
CSCI 5235	Network Security
CSCI 5631	Foundations for Service Oriented Architectures

### Data Mining and Computational Bioinformatics Specialization

BIOT 5733	Bioinformatics
CENG 5634	Artificial Neural Networks
CSCI 5530	Pattern Classification
CSCI 5532	Pattern Recognition and Image Processing
CSCI 5833	Data Mining: Tools and Techniques
CSCI 5933	Computational Bioinformatics

## DEPARTMENT OF ENGINEERING

Students desiring to study in engineering may choose from four graduate plans. The four graduate plans are Computer Engineering (CENG), Software Engineering (SWEN), Systems Engineering (SENG) and Engineering Management (EMGT). Applicants should consult the chair of the division for additional information.

## REQUIREMENTS AND STANDARDS FOR PLANS IN ENGINEERING

### *GRADUATE DEGREE CANDIDACY*

Students seeking graduate degree candidacy should have a bachelor's degree in a related field. To be accepted for degree candidacy, students should be within 15 hours of completing upper-level foundation courses. These courses are listed in the particular degree area in the catalog. All foundation courses must be completed within one calendar year of first graduate registration at UHCL. Students needing more than 15 hours of upper-level foundation courses are encouraged to complete a second bachelor's degree.

## COMPUTER ENGINEERING M.S.

The plan in Computer Engineering leads to the master of science (M.S.) degree. Graduate study in this plan prepares students to occupy leading roles in the development and use of computers and computer systems. The plan in Computer Engineering addresses the evaluation, design and implementation of computer systems for various applications. The curriculum and faculty research emphasize the integration of systems design, software applications and hardware design. Current specializations within the computer engineering degree plan include embedded system design, digital signal processing, computer control systems, industrial automation and robotics, fault-tolerant computing, parallel processing, telecommunications and networking. The plan consists of formal courses, laboratory work and research in one of the specialty areas conducted under the guidance of a faculty adviser.

## Requirements

### Computer Engineering Basic Preparation

Candidates should have a bachelor's degree in Computer Engineering or equivalent. Students should consult an academic adviser to determine if they have sufficient background to satisfy course prerequisites. At a minimum, the following undergraduate courses, or their equivalents, are required and should be completed prior to enrolling in certain graduate courses:

CENG 3112	Laboratory for Digital Circuits
CENG 3312	Digital Circuits
CENG 3151	Laboratory for Computer Architecture
CENG 3351	Computer Architecture
CENG 4313	Microprocessor Interfacing
CENG 4331	Analysis and Design of Linear Systems
CENG 4354	Digital System Design
SCSI 3321	Numerical Methods
SCSI 3331	Computer Organization and Assembly Language

### Computer Engineering Core Requirements (15 hours)

The following courses or their approved substitutions are required for both the thesis and the extended course work options.

CENG 5131	Engineering Applications
CENG 5133	Computer Architecture Design
CENG 6332	High Performance Computer Architecture

### Students will select two more core courses from the following four:

CENG 5334	Fault Tolerant Computing
CENG 5434	Microcomputer Systems Design
CENG 5531	Machine Learning and Applications
CENG 5534	Advanced Digital System Design

### Computer Engineering Elective Requirements (12 hours thesis option, 15 hours non-thesis)

The following courses or their approved substitutions are required for both the thesis and the extended course work options.

6 hours of CENG courses 5100-6000 level  
3 hours of CENG/CSCI/SWEN courses 5100-6000 level

CENG/CSCI/SWEN 4000-6000 level: 3 hours thesis option, 6 hours non-thesis

### Computer Engineering Thesis Option (6 hours)

CENG 6939	Master's Thesis Research
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### Extended Course Work Option (6 hours)

CENG 6838	Research Project and Seminar
CENG 6838	Research Project and Seminar
	Or
	CENG elective 5000-6000 level

CENG 6838: To be taken after completion of core courses and during last 12 hours.

### Digital Signal Processing (DSP) Specialization

Students interested in a Digital Signal Processing Specialization should take the following as electives:

CENG 5431	Digital Signal Processing
CENG 5433	Principles of Digital Communications Systems
CENG 6431	DSP Implementations

### Telecommunications Specialization

Students interested in a Telecommunications Specialization should take the following as electives:

CENG 5333	Network Performance Analysis
CENG 5431	Digital Signal Processing
CENG 5433	Principles of Digital Communications Systems

## ENGINEERING MANAGEMENT M.S.

The graduate plan in Engineering Management (EMGT) leads to the master of science (M.S.) degree. The Engineering Management plan offers the candidate the opportunity to earn an advanced degree in two years while maintaining full-time employment. The broad EMGT curriculum was designed to prepare students with technical backgrounds to become industry leaders. To achieve this objective, the material is targeted to equip the candidate with the knowledge and skills to better manage projects, processes, personnel, products and services by integrating interdisciplinary courses from the College of Business and the College of Science and Engineering. The individuals with engineering and scientific backgrounds will find that this master of science degree may better suit their needs than the traditional MBA.

The Engineering Management (EMGT) curriculum is composed of 36 hours of graduate course work of which 21 hours will be core requirements and 15 hours will be electives with capstone or a thesis option. The 15 hours may be either 12 hours of elective courses with a Capstone (three hours) or six hours of elective courses with Thesis (six hours). The program may be completed either online or face-to-face. The Web site for the Engineering Management program is [http://prtl.uhcl.edu/portal/page/portal/SCE/Engineering/eng\\_management](http://prtl.uhcl.edu/portal/page/portal/SCE/Engineering/eng_management).

### Engineering Management Entrance Requirements

To enter the EMGT plan, applicants must hold a bachelor's degree in engineering, science or another field with significant work experience in science or engineering. The graduate admission committee will ensure that applicants have the appropriate industry or managerial background.

The application materials include a resume summarizing candidate's career objectives and professional experience as well as three letters of recommendation from current or former academic advisers or work supervisors. The Graduate Record Examination (GRE) is required of all candidates applying for admission, a minimum GRE score (verbal + quantitative) of 290 points with a minimum quantitative score of 145. The Graduate Management Admission Test (GMAT) may substitute for the GRE. It is recommended that candidates who apply for admission have a grade point average (GPA) of 3.0 or greater (four point grade scale) on the last 60 hours of course work.

The graduate degree in EMGT requires 36 hours of graduate courses. No 4000 level credits will be allowed for the EMGT master's degree. A maximum of six hours of grades of "C" may be counted toward the graduate degree; grades of "C-" will not apply.

## Requirements

### Foundation Courses Required for Entrance

In addition, the program requires that a set of foundation courses and their prerequisites be completed before enrolling in graduate EMGT program. The foundation courses are:

MATH 2413	Calculus I
STAT 3334	Probability and Statistics for Scientists and Engineers
DSCI 3321	Statistics I

Note- STAT 3334 is equivalent to DSCI 3321. Only one will be counted.

The program may also assign further prerequisites depending upon the candidate's qualification in terms of professional experience and English proficiency. The admission committee based upon plan needs, the guidelines stated herein and UHCL admission requirements will decide acceptance into the program. Once admitted, the candidate must file a Candidate Plan of Study (CPS) in the first semester of enrollment.

### EMGT Core Requirements (21 hours)

The following 21 hours of core requirements must be completed for both thesis and capstone options.

EMGT 5130	New Business Development
EMGT 5231	Engineering Management Planning
EMGT 5330	Service and Operations Management
EMGT 5430	Professional Project Management
EMGT 5531	Technology Planning and Management
MGMT 5032	Human Behavior in Organizations
SENG 5230	Systems Engineering Economics

Note- EMGT 5530 is equivalent to MGMT 5032. Only one will be counted.

### **EMGT Elective Requirements**

The master degree candidates with capstone and thesis options must complete twelve hours of electives and nine hours of elective requirements, respectively from the following:

EMGT 5131	Legal Issues in Engineering Management
EMGT 5230	Negotiation Strategies
EMGT 5331	Six-Sigma Quality
EMGT 5431	Contract Management
EMGT 5630	Quantitative Decision Making for Engineering Management
EMGT 5631	Supply Chain Management
EMGT 5730	Fundamentals of Enterprise Resource Planning Software
SENG 5130	Systems Engineering Processes
SENG 5332	Decision Analysis for Systems Engineering

The following courses may substitute for the aforementioned electives base upon permission of the faculty adviser before enrolling to satisfy specific degree requirement (e.g., 100% online option).

SWEN 5130 Requirements Engineering

MGMT 5133 Teamwork & Leadership Skills

MGMT 5638 Leading Technologies

### **EMGT Capstone Option (21 hours of core requirements + 12 hours of electives + 3 hours of Capstone)**

The Capstone enrollment is limited to candidates who have completed 27 hours of the EMGT core and elective requirements after completion of their prerequisites. Under the capstone option, the master degree candidates must complete 21 hours of core requirements and 12 hours of elective requirements. Capstone course may be available online.

EMGT 6837	Engineering Management Capstone Project
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### **EMGT Thesis Option (21 hours of core requirements + 9 hours of electives + 6 hours of thesis)**

Master degree candidates must complete 21 hours of core requirements and 9 hours of elective requirements. The thesis is counted as 6 hours.

EMGT 6939	Master's Thesis Research
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## **ENGINEERING MANAGEMENT VIA ONLINE**

The Engineering Management program may be taken online. Online courses are offered less frequently than face to face courses. Students requiring 100% of their courses online can expect to take longer to graduate than those who choose a mix of face to face and online courses to fulfill the degree. Foundation courses may only be offered as traditional on campus classes. These courses must be taken either at UHCL or at another university before entry into the EMGT online option. For more information about the Engineering Management program see [http://prtl.uhcl.edu/portal/page/portal/SCE/Engineering/eng\\_management](http://prtl.uhcl.edu/portal/page/portal/SCE/Engineering/eng_management).

## **PROJECT MANAGEMENT AND SIX SIGMA CERTIFICATE**

This is a joint certificate for Project Management and Six Sigma Green Belt. This joint certificate could be obtained by either a non-degree seeking option or a degree-seeking option. For a non-degree seeking option, the admission requirements for the certificate program are as follows: The completion of the foundation courses and an undergraduate GPA of 3.0. (neither GRE nor GMAT is required). A student pursuing the certificate could possibly transfer the certificate courses to the EMGT degree after completion of the certificate. To do this the student must take the GRE or GMAT, apply and be accepted to the EMGT program. To earn the certificate, each of the four UHCL courses listed below must be completed with a grade "B" or better within a four-year time limit ("B-" will not be considered).

The degree-seeking students who are enrolled in EMGT master program could also obtain the certificate by completing the course-set. Contact the SCE advising office for further instructions.

## Requirements

### Courses

EMGT 5230	Negotiation Strategies
EMGT 5231	Engineering Management Planning
EMGT 5331	Six-Sigma Quality
EMGT 5430	Professional Project Management

## SOFTWARE ENGINEERING M.S.

The graduate plan in Software Engineering leads to the master of science (M.S.) degree. Students are best prepared for this program by having an undergraduate degree in Computer Science. Studies in this degree address the foundations, methodologies and tools used in the management, planning, design and engineering of software systems. By providing a careful balance between theory and practice, the plan prepares students for key software positions in industry, government and institutions where software engineering has become a key activity. Students may choose the extended course work option or thesis option. The plan requires core areas of software engineering to be mastered. Each of these areas is covered by a dedicated core course. The plan also allows for further expansion into one of three areas (specializations):

- Software Project Management
- Gaming and Robotics Software
- Software Development

### Credit earned before acceptance.

No more than nine hours of graduate level Software Engineering classes may be applied to the SWEN degree if taken without admission into the program. No more than nine hours graduate credit may be transferred to the Software Engineering degree.

Students accepted in the Software Engineering program must file a Candidate Plan of Study (CPS) with their assigned faculty adviser within the first semester of study. The CPS will list the core courses and all electives and indicate if the student is choosing capstone or thesis option. If a specialization is chosen; four electives will be chosen from the specialization. A student is not required to select a specialization. Once completed, the CPS details all courses the student must take to fulfill the degree requirements.

### Requirements

Students seeking admission into the degree plan in Software Engineering must hold a bachelor's degree in computer science or closely related area which includes an extensive background in computer science and/or computer programming at the undergraduate level. The GRE scores must be a minimum of 290 (verbal + quantitative), with a minimum quantitative score of 150, minimum verbal score of 140 and have a GPA of 3.00 or higher. The faculty graduate admissions committee will decide acceptance into the program based upon program need, the requirements stated herein and university admission requirements. Once admitted, the student must file a candidate plan of study (CPS) in the first semester of enrollment. Foundation (preparatory) courses and other courses that are necessary are added to the CPS and must be completed in or before the first year of enrollment. These preparatory requirements include, but are not limited to: proficiency in at least two modular programming languages, including C or C++, data structures, advanced data structures, operating systems, object oriented programming and design, computer organization and assembly language, software engineering as well as a course in probability and statistics and discrete math or its equivalent.

### Software Engineering Core Requirements (15 hours)

SWEN 5130	Requirements Engineering
SWEN 5232	Software Construction
SWEN 5233	Software Architecture
SWEN 5234	Software Processes

SWEN 5432                      Software Engineering Life Cycle

### **Software Engineering Capstone Option**

(3 hours of capstone + 18 hours of electives\*)

SWEN 6837                      Software Engineering Capstone Project  
                                         6-hour SENG/CSCI/SWEN technical elective 5100-6000 level  
                                         3-hour SENG/CSCI/SWEN technical elective 4000-6000 level  
                                         3-hour SWEN technical elective 4000-6000 level  
                                         6-hour SWEN technical elective 5100-6000 level

Capstone enrollment is limited to students who are in their graduating semester (last 9 hours of study including capstone) and have completed all required foundation courses identified on their CPS and any prerequisites prior to enrollment in capstone.

\*Courses taken as electives in SWEN require permission of the faculty adviser before enrolling.

### **Software Engineering Thesis Option**

(6 hours of thesis + 15 hours of electives\*)

SWEN 6939                      Master's Thesis Research  
                                         6-hour SENG/CSCI/SWEN technical elective 5100-6000 level  
                                         9-hour SWEN technical elective 5100-6000 level

Thesis: Students must form a thesis committee and prepare a thesis proposal in the semester prior to enrollment into thesis. Contact the SCE advising office for instructions.

\*Courses taken as electives require permission of the faculty adviser before enrolling.

### **Software Engineering Specializations**

Students interested in developing a specialization in software engineering such as Gaming, Software Development or Project Management should choose as electives those courses listed under the respective specializations listed below. Any course within a specialization is an allowable elective in SWEN.

#### **Gaming and Robotics Software Specialization**

Pick 4 courses from the 6 below.

DMST 5235	Animation
DMST 5131	Game Design and Theory
DMST 5132	3D Modeling
SWEN 5134	Gaming Software Development with Service Oriented Architecture
SWEN 5136	Software for Robotics
SWEN 5137	Game Design and Development
SWEN 5138	Design and Development of Virtual Worlds, Sims and Animation Scripting

#### **Software Project Management Specialization**

Pick 4 courses from below.

SENG 5330	Risk Management
SWEN 5230	Software Project Management
SWEN 5431	Testing, Validation and Verification
SWEN 5435	Personal Software Process

#### **Software Development Specialization**

SWEN 5131	Software Engineering Tools
SWEN 5132	Software Design Patterns
SWEN 5133	Aspect-Oriented Development
SWEN 5430	Software Metrics

### **Web Based Electives**

(Electives are periodically offered online as well as face to face).

SENG 5330	Risk Management
SWEN 5132	Software Design Patterns
SWEN 5134	Gaming Software Development with Service Oriented Architecture
SWEN 5230	Software Project Management
SWEN 5431	Testing, Validation and Verification
SWEN 5435	Personal Software Process

## SOFTWARE ENGINEERING VIA DISTANCE EDUCATION (ONLINE)

The Software Engineering program may be taken as a partially online degree. Online courses are offered less frequently than face to face courses. Students requiring >50% of their courses online can expect to take longer to graduate than those who choose a mix of face to face and online courses to fulfill the degree. Foundation courses are only offered as traditional face to face classes. These courses must be taken either at UHCL or at another university before entry into the SWEN distance option. For more information about the software engineering degree

see [http://prtl.uhcl.edu/portal/page/portal/SCE/Engineering/Software\\_EngineeringMS/swen\\_degree](http://prtl.uhcl.edu/portal/page/portal/SCE/Engineering/Software_EngineeringMS/swen_degree).

## SOFTWARE ENGINEERING CERTIFICATE

The admission requirements for the certificate program are as follows:

- bachelor's degree in Computer Science or related field with an extensive background in computer science and computer programming
- undergraduate grade point average (GPA) of 3.0 or greater

The GRE is not required for the certificate since the certificate program is considered a non-degree seeking program. A student pursuing the certificate could possibly transfer the certificate courses to the SWEN degree after completion of the certificate. To do this the student must take the GRE, apply and be accepted to the SWEN program. The certificate cannot be pursued at the same time as the SWEN degree since students pursuing a certificate are considered non-degree seeking and therefore cannot be enrolled in a degree seeking program at the same time.

The Software Engineering certificate is designed to prepare students to address important aspects of software development including: developing the student's ability to communicate ideas; develop and manage software products; and to understand the complexities of building quality into a software product. To earn the certificate, the four course set below must be completed within a four-year time limit.

### Requirements

#### Certificate - Software Engineering (4 courses)

SWEN 5130	Requirements Engineering
SWEN 5232	Software Construction
SWEN 5234	Software Processes
	Or
SWEN 5132	Software Design Patterns
SWEN 5432	Software Engineering Life Cycle

## SYSTEMS ENGINEERING M.S.

The graduate plan in Systems Engineering leads to a master of science (M.S.) degree. The plan is designed to prepare engineers who are knowledgeable in interdisciplinary systems engineering approaches and engineering management and who therefore have the full range of concurrent engineering concepts and skills needed to specify, implement and support complete systems. Such knowledge is particularly important in the evolution of systems that are critical to achieving the mission of an organization and to sustaining the safety of life, health, property and the environment. Such systems are vital to many organizations that are served by UHCL such as: aerospace, biomedical, chemical, energy, manufacturing and others. The plan consists of formal courses, laboratory work and research conducted under the guidance of a faculty adviser. Candidates can tailor their plan of study to emphasize systems engineering analysis or systems engineering management. The web site for the Systems Engineering program is <http://sce.uhcl.edu/seng>.



## Requirements

### Basic Preparation

The candidates should have a bachelor's degree and be approved by the graduate admissions committee to ensure that the appropriate background knowledge base is present. This background must include, at a minimum:

STAT 3334 Probability and Statistics for Scientists and Engineers

Candidates who do not have the required or equivalent preparation are required to take the appropriate courses before enrolling in certain graduate career courses in SENG, SWEN, CSCI and CENG. The committee recommends that candidates take CENG 5131 Engineering Applications as a preparation elective.

### Systems Engineering Core Requirements (21 hours)

SENG 5130	Systems Engineering Processes
SENG 5230	Systems Engineering Economics
SENG 5231	Concurrent Engineering
SENG 5232	Engineering Specialty Integration
SENG 5233	Systems Engineering Analysis and Modeling
SENG 5330	Risk Management
SWEN 5230	Software Project Management
	Or
EMGT 5430	Professional Project Management

### Systems Engineering Elective Options

SENG 5332	Decision Analysis for Systems Engineering
SENG 5334	Human Factors Engineering
SENG 5532	Advanced Decision Analysis for Systems Engineering
MGMT 5636	Management of Technology
MGMT 5638	Leading Technology
INDH 5335	Ergonomic Methods and Analysis Techniques
INDH 6332	Safety Engineering

These candidates may also choose elective options from the CENG, SWEN or EMGT engineering programs.

### Systems Engineering Elective Hours

#### Thesis Option

(six hours of thesis + nine hours of electives)

SENG 6939	Master's Thesis Research
	Electives in engineering, science, and mathematics approved by the student's adviser

### Systems Engineering Capstone Option

(3 hours of capstone + 12 hours of electives)

SENG 6837	Systems Engineering Capstone Project
	Electives in engineering, science, and mathematics approved by the students' adviser

## SYSTEMS ENGINEERING CERTIFICATE

Students may already have a Master's degree in a related field and would benefit from a four course set in Systems Engineering basics that would help them advance in their professional career. The candidate could, after receiving a SENG certificate, apply these four courses toward the completion of the master of science degree. The candidate choosing to earn a certificate in Systems Engineering will be required to complete four courses with a 3.0 grade point average or better, based on a 4.0 system. The candidate will be given the option to pick from the following core courses they find most useful to their application:

### Certificate Requirements

#### The Systems Engineering Basics four, three-hour courses are:

SENG 5130	Systems Engineering Processes
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SENG 5230	Systems Engineering Economics
SENG 5330	Risk Management
SENG 5332	Decision Analysis for Systems Engineering
SENG 5231	Concurrent Engineering
SENG 5233	Systems Engineering Analysis and Modeling
SENG 5334	Human Factors Engineering
INDH 5335	Ergonomic Methods and Analysis Techniques
INDH 6332	Safety Engineering

## DEPARTMENT OF PHYSICAL AND APPLIED SCIENCES

### CHEMISTRY M.S.

The plan in Chemistry leads to the master of science (M.S.) degree. Graduate students enrolled in the Chemistry plan may choose from high quality content courses in all of the traditional areas of Organic, Analytical, Physical and Inorganic Chemistry, as well as in the closely related fields of Biochemistry and Environmental Chemistry. Moreover, students are encouraged to further enhance their studies by undertaking research in the format of thesis option or non-thesis (extended coursework) option. The thesis option is strongly recommended for improving the competitiveness in the job market and in Ph.D. school admissions. M.S. students in the thesis option will undertake thesis research with one of the Chemistry program's faculty in any of the above areas and publish the results as appropriate. In contrast, the non-thesis option substitutes thesis research with additional coursework, including two Research Project and Seminar courses. In regard to such research, it should be noted that the Chemistry plan has received endowments from the Welch Foundation in the form of a Chemistry Departmental Research Grant. Those funds have been expended in support of the research efforts carried out by the plan's faculty during the training of students. The Chemistry plan also has an endowment from the Zeon Chemicals Company.

All chemistry courses taken at UHCL more than one year prior to being admitted to the Chemistry plan are subject to faculty review before being accepted for degree credit. The GRE score (verbal + quantitative) should be a minimum of 290 points, with a minimum quantitative score of 150 and an essay of 3.0 or above. Further information on the Chemistry plan is available from the University's website.

### Requirements

#### Chemistry Basic Requirements

Students seeking the master of science (M.S.) degree in Chemistry must have completed, at minimum, the following courses with grades of "C-" or better:

- 8 hours of General (Freshman) Chemistry I and II with laboratory
- 11 hours of Organic Chemistry I and II with laboratory
- Advanced Organic Chemistry
- 8 hours of Analytical Chemistry I and II with laboratory
- 8 hours of Physical Chemistry I and II with laboratory
- 5 hours of Inorganic Chemistry with laboratory

Students who do not fully meet the admission requirements may be admitted provisionally. They will be required to take missing undergraduate courses during their first year with grades of B- or better; such remedial courses will not count toward the graduate coursework.

#### Chemistry Core Requirements

Students must successfully complete a minimum of 18 hours of graduate career chemistry courses, 12 hours of which must be taken at UHCL. All core requirements and chemistry electives must be completed with a grade of "B-" or better.

**A minimum of three hours must come from each of the following areas:**

#### Organic Chemistry

CHEM 5134	Synthetic Organic Chemistry
CHEM 5336	Organometallic Chemistry
CHEM 5337	Physical Organic Chemistry

**Analytical Chemistry**

CHEM 5133	Spectroscopic Identification of Organic Compounds
CHEM 5636	Gas Chromatography - Mass Spectrometry

**Physical Chemistry**

CHEM 5130	Mathematical Methods and Physical Concepts in Chemistry
CHEM 5235	Kinetics of Chemical Reactions
CHEM 5637	Modern Spectroscopy
CHEM 5639	Symmetry in Chemistry

**Inorganic Chemistry**

CHEM 5335	Advanced Inorganic Chemistry
CHEM 5336	Organometallic Chemistry

**Graduate Seminar**

CHEM 6731	Graduate Seminar and Extended Course work option courses (or) Thesis option courses
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**Chemistry Extended Course Work Option**

Under the extended course work option, a minimum of 30 hours of formal course work (including three hours CHEM 6731 Graduate Seminar) must be completed. In addition, students must choose an adviser and complete a total of six hours credit in the two Research Project and Seminar courses (CHEM 6837 and CHEM 6838).

**Chemistry Thesis Option**

Under the thesis option, a minimum of 24 hours of formal course work (including three hours of CHEM 6731 Graduate Seminar) must be completed. In addition, students must complete a minimum of six hours of CHEM 6939, Master's Thesis Research. A maximum of nine hours of CHEM 6939 can be applied toward graduation requirements. Remaining course work for a total of 36 hours may come from CHEM 6838 Research Project and Seminar or additional formal courses.

**Specialization Areas**

Specialization Areas are available to students pursuing the M.S. degree in Chemistry.

**CHEMISTRY SPECIALIZATION AREAS**

Students in the Specialization Area must complete the required courses with grades of "B-" or better.

**Requirements****Required courses for Specialization in Biochemistry and Medicinal Chemistry**

In addition to the M.S. Chemistry core requirements, students are required to take the following courses:

CHEM 5134	Synthetic Organic Chemistry
CHEM 5136	Biofuel
CHEM 5931	Research Topics in Chemistry

**And choose one of the following:**

CHEM 5931	Research Topics in Chemistry
CHEM 5939	Independent Study in Chemistry
CHEM 5919	Independent Study in Chemistry

**Required courses for Specialization in Petrochemical & Process Chemistry**

In addition to the M.S. Chemistry core requirements, the following courses must be selected:

CHEM 5931	Research Topics in Chemistry
CHEM 5635	Introduction to Polymer Chemistry
CHEM 5235	Kinetics of Chemical Reactions

## ENVIRONMENTAL SCIENCE M.S. (INDH AND GEOL)

The graduate plan in Environmental Science leads to the master of science (M.S.) degree. The plan seeks, through an interdisciplinary approach, to prepare students for opportunities in government and the private sector. Graduates of the plan may also be prepared to pursue further academic training in environmental sciences and occupational health. Students must specialize in one of the following areas:

- Environmental Geology
- Industrial Hygiene
- Safety
- Environmental Science - General Online
- Environmental Science - Occupational Safety & Health Online

All graduate students are required to produce a major paper and present a public seminar. Prior to enrolling in ENSC 5530, students must have a faculty adviser and an approved research topic. Following completion of ENSC 5530, the student will be advised into ENSC 6731 or ENSC 6838 or ENSC 6939.

Students pursuing the research project option may be advised to complete hours in independent study or internship in addition to ENSC 6838. Before enrolling in thesis, students must have a faculty thesis adviser and an approved research proposal.

### Requirements

#### Environmental Science Basic Requirements

Students seeking a master's degree must have course work preparation appropriate to their area of specialization. At least 34 hours of natural science and six hours of mathematics are required prior to admission. Candidates should have a "B" average (GPA) 3.0 on the last 60 hours of credit. GRE scores are required by all students applying for the graduate program. Scores will be evaluated by the school's admissions committee.

Students should submit a written statement to the Science and Computer Engineering Academic Advising Office (sceadvising@uhcl.edu) specifying their educational goals and objectives as well as their intended areas of specialization, i.e., Environmental Biology, Environmental Chemistry, Environmental Geology, Industrial Hygiene or Safety. Applicants are also encouraged to submit letter(s) of recommendation as supporting documents. Basic requirement courses do not count toward the degree. These courses do, however, count toward the total hours required above.

#### The following must be completed prior to admission into the graduate plan:

General Chemistry I and II with labs

General Physics I and II with labs

Calculus I

#### The following must be completed prior to or within the first year of study:

Organic Chemistry I

Statistics

#### The master's degree requires completion of a minimum of 36 hours.

The Environmental Science core must be taken in the order listed:

STAT 5135	Applied Statistical Methods
ENSC 5530	Research Methods: Environmental Science
ENSC 6731	Graduate Seminar
	Or
ENSC 6838	Research Project
	Or
ENSC 6939	Master's Thesis Research

#### Environmental Science Thesis Option (36 hours)

STAT 5135	Applied Statistical Methods
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ENSC 5530	Research Methods: Environmental Science
ENSC 6939	Master's Thesis Research

Designated electives 24 hours (maximum of six hours of 4000-level credit) and 6 hours of thesis. Electives are selected in consultation with the faculty adviser and must include at least one course from three of the following rubrics: BIOL, CHEM, GEOL or INDH. A maximum of six hours of environmental management (ENVR) courses may be included.

### **Environmental Science Research Project Course Option (36 hours)**

STAT 5135	Applied Statistical Methods
ENSC 5530	Research Methods: Environmental Science
ENSC 6838	Research Project
	Or
ENSC 6731	Graduate Seminar

Designated electives 27 hours (maximum 6 hours of 4000-level credit). Electives are selected in consultation with the faculty adviser and must include at least one course from three of the following rubrics: BIOL, CHEM, ENSC, GEOL or INDH. A maximum of six hours of environmental management (ENVR) courses may be included.

## **Environmental Science Specializations**

### **Environmental Biology Specialization Electives:**

Selected in consultation with adviser (24-27 hours).

BIOL 5233	Ecotoxicology
BIOL 5234	Population and Community Dynamics
BIOL 5235	Ichthyology
	And
BIOL 5215	Laboratory for Ichthyology
BIOL 5332	Toxicology
BIOL 5333	Industrial Microbiology
BIOL 5531	Aquatic Toxicity Testing
BIOL 5532	Coastal and Estuarine Ecology
BIOL 5533	Ecological Methods
BIOL 5534	Conservation Biology
BIOL 5535	Neotropical Rainforest Ecology
BIOL 5537	Limnology and Aquatic Biology
BIOL 5931	Research Topics in Biology
ENSC 5931	Research Topics in Environmental Science
ENSC 5939	Independent Study in Environmental Science

Cross discipline courses (12 hours maximum) selected from: CHEM 5431, CHEM 5535, CHEM 5731, GEOL 5331, GEOL 5333, GEOL 5532, GEOL 5631, GEOL 5632, GEOL 5931, INDH 5333, ENVR 5332, ENVR 6132.

### **Environmental Chemistry Specialization Electives:**

Selected in consultation with adviser (24-27 hours).

CHEM 4251	Laboratory for Environmental Analysis
CHEM 4356	Soil & Groundwater Remediation
CHEM 5431	Contaminant Fate and Transport
CHEM 5536	Environmental Remediation
CHEM 5731	Environmental Organic Chemistry
CHEM 5535	Sampling & Analysis of Environmental Contaminants
CHEM 5631	Environmental Chemodynamics
BIOT 5535	Environmental Biotechnology
ENSC 5333	Fundamentals of Environmental Engineering
ENSC 5939	Independent Study in Environmental Science

Cross discipline courses (12 hours maximum) selected from: BIOL 5233, BIOL 5332, BIOL 5333, CHEM 5133, GEOL 5331, GEOL 5532, GEOL 5632, INDH 5333, ENVR 5332, ENVR 6132.

### **Environmental Geology Specialization Electives:**

GEOL 4323	Soils in the Environment
GEOL 4356	Soil and Groundwater Remediation
GEOL 5531	Hydrology of Groundwater
GEOL 5532	Hydrology of Surface Water
GEOL 5632	Hazardous Materials in The Geologic Environment

BIOL 5332	Toxicology
CHEM 5431	Contaminant Fate and Transport
CHEM 5535	Sampling & Analysis of Environmental Contaminants

Cross-discipline courses (12 hour maximum) must be selected in consultation with faculty adviser.

### **Industrial Hygiene Specialization Electives:**

INDH 5131	Control of Occupational and Environmental Hazards
INDH 5233	Recognition of Occupational Diseases
INDH 5333	Air Pollution
INDH 5335	Ergonomic Methods and Analysis Techniques
INDH 6135	Radiation Protection
INDH 6232	Analytical Methods for Evaluation of Health Hazards
INDH 6332	Safety Engineering
BIOL 5332	Toxicology

Cross-discipline (12 hour maximum) CHEM/GEOL courses must be approved in advance by the adviser.

### **Safety Specialization Electives:**

INDH 5131	Control of Occupational and Environmental Hazards
INDH 5334	Human Factors Engineering
INDH 5335	Ergonomic Methods and Analysis Techniques
INDH 5931	Research Topics in Industrial Hygiene and Safety
INDH 6232	Analytical Methods for Evaluation of Health Hazards
INDH 6332	Safety Engineering

Cross-discipline (12 hours maximum) BIOL/CHEM/GEOL courses must be approved in advance by the adviser.

## **ENVIRONMENTAL SCIENCE M.S. ONLINE OPTION**

All graduate students are required to produce a major paper and present an online public seminar. Prior to enrolling in ENSC 5530, students must have a faculty adviser and an approved research topic. Following completion of ENSC 5530, and in consultation with their faculty adviser, on-line students will enroll in ENSC 6731 or ENSC 6838 and prepare their major capstone research paper.

### **Requirements**

#### **Environmental Science Online Option (36 hours)**

DSCI 5031	Business Statistics for Decision-Making
ENSC 5530	Research Methods: Environmental Science
ENSC 6731	Graduate Seminar
	Or
ENSC 6838	Research Project
	Designated electives (maximum of 6 hours of 4000-level credit)

#### **Environmental Science General Online Course Electives**

Electives are selected in consultation with the faculty adviser and must include at least one course from three of the following rubrics: BIOL, CHEM, GEOL, and INDH. A maximum of six hours of environmental management (ENVR) courses may be included.

BIOL 5233	Ecotoxicology
BIOL 5332	Toxicology
BIOL 5534	Conservation Biology
BIOL 5931	Research Topics in Biology
CHEM 5431	Contaminant Fate and Transport
CHEM 5535	Sampling & Analysis of Environmental Contaminants
CHEM 5536	Environmental Remediation
ENSC 5333	Fundamentals of Environmental Engineering
ENVR 5332	Environmental Law
ENVR 6133	Environmental Risk Management
GEOL 5531	Hydrology of Groundwater
GEOL 5532	Hydrology of Surface Water
GEOL 5631	Remote Sensing: Applications in Geology
INDH 5131	Control of Occupational and Environmental Hazards
INDH 5233	Recognition of Occupational Diseases
INDH 5333	Air Pollution
INDH 5334	Human Factors Engineering

INDH 5336	Safety, Health and Environmental Issues
INDH 5931	Research Topics in Industrial Hygiene and Safety

### **Environmental Science Occupational Safety & Health Online Course Electives**

Electives are selected in consultation with the faculty adviser and must include at least one course from three of the following rubrics: BIOL, CHEM, GEOL, and INDH. A maximum of six hours of environmental management (ENVR) courses may be included.

BIOL 5332	Toxicology
CHEM 5535	Sampling & Analysis of Environmental Contaminants
ENVR 5332	Environmental Law
INDH 4316	System Safety & Accident Investigation
INDH 5131	Control of Occupational and Environmental Hazards
INDH 5233	Recognition of Occupational Diseases
INDH 5333	Air Pollution
INDH 5334	Human Factors Engineering
INDH 5336	Safety, Health and Environmental Issues

Other online electives may be taken after approval of faculty adviser.

## **PHYSICS M.S.**

The graduate plan in Physics leads to the master of science (M.S.) degree at UHCL. The goal of this program is to prepare students for Ph.D. level work and advanced research in Physics and Astronomy. This program also serves to expand the knowledge base of practicing engineers. Students in this program gain better problem-solving abilities as well as increased knowledge of several aspects of Physics and Astronomy. The physics program provides students with a deeper understanding of the essential science used in many of the engineering disciplines and in the space industry.

### **Requirements**

#### **Physics Basic Preparation**

Applicants for candidacy should have a Bachelor of Science (B.S.) degree in one of the physical sciences, mathematics or engineering disciplines. Applicants with other degrees may also apply if they meet the requirements listed below. Equivalent courses or appropriate substitutions will be determined in consultation with a faculty adviser. If background deficiencies exist, students may be required to take courses that will not apply toward the graduate degree.

#### **Students should take the following courses (or equivalents) in preparation for the program.**

(Note: PHYS 3311 and PHYS 3312 satisfy many of these requirements):

University Physics I and II with Laboratory

Modern Physics with Laboratory

Calculus I, II and III

Differential Equations

Complex Variables

Linear Algebra

Probability and Statistics

Intermediate Electromagnetism

Intermediate Mechanics

Quantum Theory

Thermodynamics and Statistical Mechanics

#### **Physics Core Requirements**

The following 24 hours of graduate physics courses are required for both the thesis and extended course work options.

PHYS 5331	Electrodynamics
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PHYS 5311	Recitation for Electrodynamics
PHYS 5431	Classical Mechanics
PHYS 5411	Recitation for Classical Mechanics
PHYS 5531	Mathematical Methods I
PHYS 5511	Recitation for Mathematical Methods in Physics I
PHYS 5631	Quantum Mechanics I
PHYS 5611	Recitation for Quantum Mechanics I
PHYS 5632	Quantum Mechanics II
PHYS 5612	Recitation for Quantum Mechanics II
PHYS 5731	Statistical Mechanics
PHYS 5711	Recitation for Statistical Mechanics

PHYS 5632, PHYS 5612: (Not required for students completing the sub-plan in technical management)

### Physics Advanced Electives

Advanced SCE courses that meet the needs of students' professional goals may be selected in consultation with a faculty adviser.

### Physics Thesis Option

Under the thesis option, a minimum of 24 hours of formal course work must be completed. In addition, students must complete a minimum of six hours of PHYS 6939; Master's Thesis Research. A maximum of 12 hours of PHYS 6939 can be applied toward graduation requirements. Remaining course work for a total of 36 hours may come from additional formal courses.

### Physics Non-Thesis Option

Under the non-thesis option, a minimum of 30 hours of formal course work must be completed. In addition, students must choose an adviser and complete three credit hours of Independent Research (PHYS 5739, PHYS 5939 or PHYS 6837) and three hours in the Research Project and Seminar Course (PHYS 6838). Students completing the sub-plan in Technical Management should take either PHYS 5739 or PHYS 6838.

## Physics Specialization

### Technical Management Specialization

A good technical manager needs both an advanced broad-based technical background and insight into how to lead a team of people from different technical disciplines. Because physics is the scientific basis of all engineering, it can satisfy much of the broad-based technical requirement for a degree training technical managers. The physics core is complemented by a combination of systems engineering, engineering management and management courses in order to create a plan that provides both the technical background and the leadership training. This results in a unique new approach to training technical managers. Please note that students in this specialization are not required to take PHYS 5632/PHYS 5612. Students enrolled in the Technical Management Specialization should choose 4 courses from those shown below.

### Engineering Management

EMGT 5130	New Business Development
EMGT 5131	Legal Issues in Engineering Management
EMGT 5231	Engineering Management Planning
EMGT 5430	Professional Project Management
EMGT 5530	Organizational Analysis and Management
EMGT 5531	Technology Planning and Management

### Systems Engineering

SENG 5130	Systems Engineering Processes
SENG 5230	Systems Engineering Economics
SENG 5231	Concurrent Engineering
SENG 5330	Risk Management
SENG 5332	Decision Analysis for Systems Engineering
SENG 5532	Advanced Decision Analysis for Systems Engineering

### Management

MGMT 5032	Human Behavior in Organizations
MGMT 5133	Teamwork and Leadership Skills: Theory in Practice



MGMT 5233	Entrepreneurship & Corporate Venturing
MGMT 5331	Personnel Management
MGMT 5636	Management of Technology
MGMT 5638	Leading Technology

## PHYSICS PH.D. COLLABORATIVE UHCL/UH PROGRAM

The first program of its kind, the Collaborative UHCL/UH Physics Ph.D. program establishes a partnership between the master's degree program at UHCL and the Ph.D. program at UH. Select faculty at UH and UHCL hold joint appointments which allow them to ensure the smooth transition of their students from the M.S. to the Ph.D. program. In addition, a Joint Committee helps advise students on their transition.

### Requirements

#### UHCL Physics course requirements:

PHYS 5331	Electrodynamics
PHYS 5311	Recitation for Electrodynamics
PHYS 5431	Classical Mechanics
PHYS 5411	Recitation for Classical Mechanics
PHYS 5531	Mathematical Methods I
PHYS 5511	Recitation for Mathematical Methods in Physics I
PHYS 5631	Quantum Mechanics I
PHYS 5611	Recitation for Quantum Mechanics I
PHYS 5632	Quantum Mechanics II
PHYS 5612	Recitation for Quantum Mechanics II
PHYS 5731	Statistical Mechanics
PHYS 5711	Recitation for Statistical Mechanics

A candidate must earn a grade of "B" or better in the class and on the final exam. Students exploring this option must be accepted into the Graduate Physics program at UH for core courses to count toward candidacy. Therefore, interested students should apply for admissions to both the UHCL and UH physics programs before signing up for Ph.D. candidacy courses. Students accepted into the collaborative Ph.D. program will be subject to the same requirements as other Ph.D. candidates in the UH Physics program. They will complete their Ph.D. thesis under the advisement of a UH and UHCL faculty committee. More information on the program can be found at <http://www.uhcl.edu/sce/collaborative>.

## PHYSICS CANDIDACY CERTIFICATE

Students completing the candidacy requirements for the Collaborative UHCL/UH Physics Ph.D. Program are eligible to receive a physics candidacy certificate. This certificate can be awarded to students independently of the Physics Master's Degree. A student pursuing a certificate has the option of switching to the Physics M.S. degree program at any time during his/her enrollment in the certificate program and can apply all physics coursework taken towards the certificate to the M.S. degree. Qualified students pursuing the Physics M.S. degree have the option of applying for the certificate once the candidacy requirements are satisfied. This certificate does not imply any acceptance into the UH Ph.D. program or the successful completion of all Ph.D. candidacy requirements and is used primarily at UHCL to monitor the progress of students working towards the Physics Ph.D. through our Collaborative Physics Ph.D. program.

## DEPARTMENT OF BIOLOGICAL AND ENVIRONMENTAL SCIENCES

### BIOLOGICAL SCIENCES M.S.

The graduate plan in Biological Sciences leads to the master of science (M.S.) degree. Applicants for candidacy should have a bachelor's degree in Biology, although applicants with other degrees may apply

if their degrees or preparation include a significant number of plan core courses in the Biological Sciences, as well as appropriate chemistry, physics and mathematics courses.

## Requirements

Students should have completed the basic requirements for the bachelor of science degree in Biological Sciences at UHCL or the following courses (including prerequisites or equivalents) before applying for admission:

### Courses

BIOL 3341	Molecular Genetics
BIOL 4341	Biochemistry I
CHEM 2323	Organic Chemistry I
CHEM 2123	Laboratory for Organic Chemistry I
CHEM 2325	Organic Chemistry II
CHEM 2125	Laboratory for Organic Chemistry II
MATH 2413	Calculus I
PHYS 1301	College Physics I
PHYS 1101	Laboratory for College Physics I
PHYS 1302	College Physics II
PHYS 1102	Laboratory for College Physics II
STAT 3308	Computational Statistics

**Students should have completed one of the following courses or its equivalent:**

BIOL 4344	Comparative Animal Physiology
BIOL 4345	Human Physiology
BIOL 4343	Plant Physiology

**Students should also have completed coursework in at least two of the following areas:**

BIOL 2321	Microbiology for Science Majors
BIOL 4311	Ecology
BIOL 4347	Cellular Physiology
BIOL 4351	Molecular Biology

A maximum of six credit hours of the 4000 level courses listed above, taken as foundation required for admission, may be applied toward the MS degree.

The GRE score (verbal + quantitative) should be a minimum of 290 points, with a minimum quantitative score of 150, verbal score of 140 and writing score of 3.5. As a condition of admittance to the graduate program, students who do not meet School GRE and/or GPA standards will be required to meet additional performance criteria, such as past performance in critical courses, withdrawal and drop history, letters of recommendation, personal knowledge of past performance, improvement on repeated courses, work and/or life experiences and individual faculty support as a mentor in the research laboratory.

For students pursuing the Pre-Health Specialization only, MCAT or DAT scores will be considered as grounds for waiving the GRE requirement. A copy of the official MCAT/DAT test score report must be provided.

All graduate students in the Biological Sciences program must complete a Candidate Plan of Study (CPS) with their assigned faculty adviser before they complete 9 hours of graduate credit. Courses completed past the initial 9 hours that are not on the approved CPS may not be counted toward the degree.

The M.S. in Biological Science requires 36 hours of coursework in one of four Specialization Areas, of which 24 hours must be in biology courses. Students enrolling in the non-thesis option must complete 33 hours of coursework (which may include independent study research) and the capstone course, BIOL 6838 Research Project and Seminar. BIOL 6838 must be taken in the last 12 hours. Alternately, students may elect to pursue the thesis option, which requires 27 hours of coursework, plus BIOL 5530 Research Methods (three hours) and BIOL 6939 Master's Thesis (six hours). Students pursuing the master's thesis option are advised to consult with their faculty adviser early in their studies for guidance in preparation for beginning the thesis.

**Information on the certificate option in Biotechnology can be found in the Undergraduate Catalog: Biotechnology Certificate Option.**

## Biological Science M.S. Specializations

(36 hours)

### M.S. in Biological Science with a Pre-Health Specialization

The master's degree in Biological Science with a pre-health focus consists of coursework that is intended to prepare the student for medical/dental/physician assistant/allied health school curricula. The pre-health specialization coursework includes 27 hours of core courses, three hours of capstone course (BIOL 6838), and six hours of graduate electives. A thesis option is also available.

#### Biological Science core coursework (27 hours):

BIOL 4342	Biochemistry II
BIOL 5132	Cell Signaling
BIOL 5332	Toxicology
BIOL 5432	Principles of Pharmacology
BIOL 5435	Advanced Immunology
BIOL 5635	Neuroscience
BIOL 5734	Oncogenes
BIOL 5736	Bioethics
BIOL 5436	Physiological Basis of Disease

#### Designated electives (6 hours):

BIOL 4332	Histology
BIOL 4347	Cellular Physiology
BIOL 4348	Developmental Biology
BIOL 4351	Molecular Biology
BIOL 5131	Membrane Biology
BIOL 5433	Enzymology
BIOL 5437	Human Gross Anatomy
BIOL 5417	Lab for Human Gross Anatomy
BIOL 5731	Advanced Cancer Biology
BIOL 5939	Independent Study in Biological Science

UHCL Pre-Health Advisory Committee Web page: <http://www.uhcl.edu/sce/HPAC>

### M.S in Biological Science with a Cell/Molecular Specialization

The master's degree in Biology with a cell/molecular biology focus consists of coursework that is intended to prepare the student for a career in biomedical research. The cell/molecular specialization includes coursework selected from the list below, in consultation with the faculty adviser, and a three-hour capstone course (BIOL 6838). A thesis option is also available.

#### Core coursework (select 33 hours)

BIOL 5333	Industrial Microbiology
BIOL 5433	Enzymology
BIOL 5435	Advanced Immunology
BIOL 5632	Bioenergetics
BIOL 5634	Apoptosis
BIOL 5731	Advanced Cancer Biology
BIOL 5732	Advanced Molecular Biology
BIOL 5734	Oncogenes
BIOL 5737	Molecular Vectors
BIOL 5738	Gene Therapy
BIOL 5931	Research Topics in Biology
BIOL 5939	Independent Study in Biological Science
BIOL 5x3x	Approved Elective Course
BIOT 5031	Applied Biotechnology
BIOT 5021	Methods of Biotechnology
BIOT 5011	Methods of Biotechnology Discussions
BIOT 5121	Advanced Methods of Biotechnology I
BIOT 5111	Advanced Methods of Biotechnology I Discussions
BIOT 5122	Advanced Methods of Biotechnology II
BIOT 5112	Advanced Methods of Biotechnology II Discussions

## MS in Biological Science with an Ecology/Microbiology/Aquatic and Marine Biology Specialization

The master's degree in Biological Science with an ecology/microbiology/aquatic and marine biology focus consists of coursework that is intended to prepare the student for a career in environmental biology research, consulting, or in the government/regulatory sector. The ecology/microbiology/aquatic and marine biology specialization includes coursework selected from the list below, in consultation with the faculty adviser and a three-hour capstone course (BIOL 6838). A thesis option is also available.

### Core coursework (select 33 hours)

BIOL 5235	Ichthyology
	And
BIOL 5215	Laboratory for Ichthyology
BIOL 5233	Ecotoxicology
BIOL 5234	Population and Community Dynamics
BIOL 5332	Toxicology
BIOL 5333	Industrial Microbiology
BIOL 5334	Microbial Ecology
BIOL 5531	Aquatic Toxicity Testing
BIOL 5532	Coastal and Estuarine Ecology
	and
BIOL 5512	Laboratory for Coastal and Estuarine Ecology
BIOL 5533	Ecological Methods
BIOL 5534	Conservation Biology
BIOL 5535	Neotropical Rainforest Ecology
BIOL 5537	Limnology and Aquatic Biology
	and
BIOL 5517	Limnology and Aquatic Biology
BIOL 5931	Research Topics in Biology
BIOL 5939	Independent Study in Biological Science
BIOL 5x3x	Approved Elective Course
ENSC 5331	Wetlands

## M.S. in Biological Science with a Plant Biology Specialization

The master's degree in Biological Science with a plant biology focus consists of coursework that is intended to prepare the student for a career in plant biochemistry and genetics, nutritional biochemistry and biomedical research. The plant biology specialization includes coursework selected from the list below in consultation with the faculty adviser and a three-hour capstone course (BIOL 6838). A thesis option is also available.

### Core coursework (select 33 hours)

BIOL 5131	Membrane Biology
BIOL 5132	Cell Signaling
BIOL 5433	Enzymology
BIOL 5x3x	Plant Genomic Analysis
BIOL 5533	Ecological Methods
BIOL 5534	Conservation Biology
BIOL 5632	Bioenergetics
BIOL 5732	Advanced Molecular Biology
BIOL 5931	Research Topics in Biology
BIOL 5x3x	Approved Elective Course
BIOL 5939	Independent Study in Biological Science
BIOT 5031	Applied Biotechnology
BIOT 5x3x	Approved Elective

## COOPERATIVE DOCTOR OF CHIROPRACTIC MASTERS OF SCIENCE IN BIOLOGY DEGREE PROGRAM

The Texas Chiropractic College (TCC) and UHCL have established a cooperative D.C./M.S. degree program. Students meeting the requirements (see below) may apply to enter the cooperative D.C./M.S. program. This program provides students with the opportunity to earn a clinical doctorate degree while gaining theoretical knowledge and practical experience in the biological sciences. Students wishing to participate in this cooperative program must be accepted into both the TCC D.C. program and the

graduate program in Biological Sciences at UHCL. Upon completion of the cooperative program the degrees of Doctor of Chiropractic and Master of Science in Biology will be conferred by the Texas Chiropractic College and UHCL, respectively.

Entry Requirements to participate in Cooperative D.C./M.S. Program:

- Independent admission to TCC and the M.S. degree program at UHCL.
- Earn passing grades in all Tri-1 through Tri-5 courses at TCC.
- Prior to enrollment in the cooperative program, the student must earn a Bachelor's degree or have earned TCC's Bachelor of Science (B.S.) degree in Human Biology (at the completion of Tri-5).
- Earn a TCC GPA of 3.0 or higher at the time of application to the program.
- All students who apply to the cooperative D.C./M.S. program are required to follow all UHCL academic standards and policies in addition to those of TCC as well as complete the UHCL application forms and fees.
- Copies of the student's official TCC transcripts showing conferred B.S. degree will be made available for the Biological Sciences graduate department at UHCL.
- Upon acceptance into the program students must maintain a 3.0 or better GPA at UHCL. Earning a "C" at UHCL will result in academic probation in accordance with UHCL policies, which could ultimately result in their dismissal from the M.S. program.
- The GRE Exam will not be required for admission to the cooperative degree program.

Students enrolled in the cooperative D.C./M.S. program will complete a total of 36 hours of advanced courses in the M.S. program at UHCL as detailed below. The required foundation courses for admission to the Biology M.S. degree program [BIOL 3431 (Genetics), BIOL 4431 (Biochemistry), MATH 3038 (Computational Statistics), BIOL 3231 Microbiology, BIOL 4437 Cellular Physiology, and BIOL 4435 (Human Physiology)] will be waived contingent on the candidate's earning a "B" (3.0 GPA) or higher in the first 5 trimesters of TCC classes.

The cooperative degree program consists of 7 hours of course credit for basic science courses at TCC, 17 core degree hours at UHCL, and 12 credit hours of elective courses. Key required courses include two Cooperative Education Work Term courses in which the student will serve as: 1) a laboratory instructor in gross anatomy and 2) as a facilitator for a problem-based learning small group in physiology courses at TCC. A capstone course (3 hours) will also require students write and deliver an original basic science lecture in their area of specialization to first year TCC students. The student will pay all tuition and related course fees, as well as any additional fees (ex. parking, etc.) incurred.

## Requirements for D.C./M.S. Cooperative Degree

Seven (7) transfer hours from TCC courses are required.

### D.C./M.S. Core Requirements

BIOL 5131	Membrane Biology
BIOL 5132	Cell Signaling
BIOL 5435	Advanced Immunology
BIOL 5736	Bioethics
BIOL 5915	Cooperative Education Work Term
BIOL 6838	Research Project and Seminar

### Elective Concentration Area

#### Biological Sciences

Biological Sciences (9 hours required)\*

BIOL 4332	Histology
BIOL 4347	Cellular Physiology
BIOL 4348	Developmental Biology
BIOL 4351	Molecular Biology
BIOL 5432	Principles of Pharmacology
BIOL 5436	Physiological Basis of Disease

\*A maximum of 6 hours of 4000-level courses may be applied to the M.S. degree plan.

## Education

Education (3 hours required)

EDUC 5130	Cognition and Instruction
INST 5130	Learning Theory and Instruction
INST 5035	Creating Digital Resources
INST 5233	Performance Technology
INST 5535	Internet for Instruction
INST 6337	Motivational Design of Instruction

Students in the program will be responsible for completing the program in a timely manner. Neither TCC nor UHCL are responsible for students failing to complete the cooperative degree coursework necessary to earn the DC or M.S. degree. Students must complete the M.S. degree within seven years of starting their first course or they will automatically be dismissed from the cooperative program and will not receive the M.S. degree.

## BIOTECHNOLOGY M.S.

The graduate plan in Biotechnology leads to the Master of Science (M.S.) degree. The Master of Science program in Biotechnology graduate students with a thorough understanding and application of fundamental principles of biotechnology and its related disciplines to develop and manage products and processes and to refine the techniques and tools used in those processes. The student's course of study qualifies them for careers in research and development, teaching, or private industry. Students must specialize in one of the following areas:

- Molecular Biotechnology
- Bioinformatics/ Computational Biology
- Biotechnology Management and Marketing

Applicants for candidacy should have a bachelor's degree in biology or related field and have minimum GRE (verbal +quantitative) score of 290, (minimum quantitative score of 150, verbal score of 140 and writing score of 3.5). Upon acceptance to the M.S. in Biotechnology, students must declare their specialization to be pursued.

## Requirements

### Biotechnology Basic Requirements

Applicants should have completed the appropriate foundation course work prior to admission. Applicants missing certain required courses from their undergraduate preparation but meeting the minimum university standards for admission may be admitted on condition that they complete the specified undergraduate foundation courses for full admission to the program. If additional coursework is required to meet the prerequisites for courses in a specialization area, students may enroll in these courses after admittance to the program.

Applicants must have completed the following courses or their equivalents before applying for admission:

BIOL 3341	Molecular Genetics
BIOL 4341	Biochemistry I
BIOL 4344	Comparative Animal Physiology
	Or
BIOL 4345	Human Physiology
	Or
BIOL 4343	Plant Physiology
BIOL 4347	Cellular Physiology
BIOL 4351	Molecular Biology
STAT 3308	Computational Statistics

In all cases for basic requirements, evidence of completion of the course with a grade of "C" or better is required. A maximum of six credit hours of the 4000-level courses listed above may be applied toward the M.S. degree.

### Specialization Prerequisites

Please be informed that there are additional prerequisites for each specialization/concentration (see below under Specializations for details). In all cases for specialization requirements, evidence of completion of the course with a grade of "C" or better is required.

### Biotechnology Core Requirements for the M.S. Degree

The M.S. degree requires the completion of 36 hours. All core requirements and Biotechnology electives must be completed with a grade of "C" or better and a GPA of  $\geq 3.0$  must be maintained. All graduate students in the Biotechnology program must complete a Candidate Plan of Study (CPS) with their assigned faculty adviser before they complete 9 hours of graduate credit. Courses completed past the initial 9 hours that are not on the approved CPS may not be counted toward the degree.

Although the M.S. in Biotechnology does not require independent study, co-op (internship), field experience (practicum), or thesis, these options are available and students are encouraged to participate in these courses.

In addition to the following required courses there are additional required courses for each specialization:

BIOT 5011	Methods of Biotechnology Discussions
BIOT 5021	Methods of Biotechnology
BIOT 5031	Applied Biotechnology
BIOT 5733	Bioinformatics
BIOT 5736	Bioethics

### Biotechnology Extended Coursework Option

Under the extended coursework option, a minimum of 33 hours of coursework in one of the three Specialization areas, of which 18-24 hours (depending on the specialization) must be biotechnology courses and three hours of BIOT 6838 Research Project and Seminar taken in the last 12 hours.

Non-thesis students who take BIOT 5530 as an elective will still be required to take BIOT 6838.

### Biotechnology Thesis Option

The Thesis Option requires a minimum of 27 hours of Biotechnology in one of the three Specialization Areas and BIOT 5530 Research Methods in Biotechnology and six hours of BIOT 6939 Master's Thesis Option. Graduate students who are pursuing the master's thesis option are advised to consult with their faculty adviser early in their studies for guidance in preparation for beginning the thesis and register for BIOT 5530 Research Methods in Biotechnology early in their studies.

If they take more than 6 hours of 6939, they are not able to count it toward their degree and they only receive a grade for 6 hours. Once they enroll in the course, they have to stay continually enrolled until they graduate. Any hours above the 6 will show a credit only with no grade.

## BIOTECHNOLOGY PROGRAM SPECIALIZATION AREAS AND ELECTIVES

### Molecular Biotechnology Specialization

The M.S. in Biotechnology with a Specialization in Molecular Biotechnology requires 36 hours of coursework, of which 24 hours must be biotechnology (BIOT).

#### Additional required courses for Molecular Biotechnology Specialization:

BIOT 5111	Advanced Methods of Biotechnology I Discussions
BIOT 5112	Advanced Methods of Biotechnology II Discussions
BIOT 5121	Advanced Methods of Biotechnology I
BIOT 5122	Advanced Methods of Biotechnology II

Students must complete Methods of Biotechnology laboratory and discussion sections BIOT 5021/BIOT 5011 before registering for laboratory and discussion sections BIOT 5121/BIOT 5111 and BIOT 5122/BIOT 5112. Students must be registered concurrently for both the laboratory and

discussion courses (BIOT 5021/BIOT 5011, sections BIOT 5121/BIOT 5111 and BIOT 5122/BIOT 5112).

### **Molecular Biotechnology Specialization Electives (9-15 hours)**

BIOT 5231	Advanced Mammalian Tissue Culture
BIOT 5235	Bacterial Taxonomy and Biotechnology Laboratory
BIOT 5331	Stem Cell Biotechnology
BIOT 5431	Plant Genomic Analysis
BIOT 5433	Marine Biotechnology Seminar
BIOT 5535	Environmental Biotechnology
BIOT 5915	Cooperative Education Work Term
BIOT 5921	Laboratory Topics in Biotechnology
BIOT 5931	Research Topics in Biotechnology
BIOT 5939	Independent Study in Biotechnology
BIOT 6011	Biotechnology Practicum
BIOT 6021	Biotechnology Practicum
BIOT 6031	Biotechnology Practicum
BIOL 5131	Membrane Biology
BIOL 5132	Cell Signaling
BIOL 5332	Toxicology
BIOL 5333	Industrial Microbiology
BIOL 5433	Enzymology
BIOL 5435	Advanced Immunology
BIOL 5634	Apoptosis
BIOL 5635	Neuroscience
BIOL 5732	Advanced Molecular Biology
BIOL 5734	Oncogenes
BIOL 5737	Molecular Vectors
BIOL 5738	Gene Therapy
BIOL 5833	Proteomics

#### **Specialization Prerequisites**

Although laboratory courses in Molecular Biology and Biochemistry will greatly assist students, these skills will be reviewed and enhanced in BIOT 5021, Methods of Biotechnology therefore none are required.

### **Bioinformatics/Computational Biology Specialization**

The M.S. in Biotechnology with a Specialization in Bioinformatics/Computational Biology requires 36 hours of coursework, of which 18 hours must be in biotechnology (BIOT). Additional prerequisites for the Bioinformatics/Computational Biology Specialization (UHCL course or equivalent) are:

#### **Additional required courses for Bioinformatics/ Computational Biology Specialization**

CSCI 5833	Data Mining: Tools and Techniques
CSCI 5933	Computational Bioinformatics

CSCI 5833 must be taken prior to CSCI 5933.

### **Bioinformatics/Computational Specialization Electives (9-15 hours)**

BIOT 5111	Advanced Methods of Biotechnology I Discussions
BIOT 5112	Advanced Methods of Biotechnology II Discussions
BIOT 5121	Advanced Methods of Biotechnology I
BIOT 5122	Advanced Methods of Biotechnology II
BIOT 5235	Bacterial Taxonomy and Biotechnology Laboratory
BIOT 5431	Plant Genomic Analysis
BIOT 5915	Cooperative Education Work Term
BIOT 5919	Independent Study in Biotechnology
BIOT 5921	Laboratory Topics in Biotechnology
BIOT 5931	Research Topics in Biotechnology
BIOT 5939	Independent Study in Biotechnology
BIOT 6011	Biotechnology Practicum
BIOT 6031	Biotechnology Practicum
BIOL 5737	Molecular Vectors
BIOL 5833	Proteomics
CSCI 5530	Pattern Classification
CSCI 5532	Pattern Recognition and Image Processing
CSCI 5633	Web Database Development



**Specialization Prerequisites**

UHCL course or equivalent.

CSCI 1320	C Programming
	Or
CSCI 1370	Software Development with Java
CSCI 3303	Fundamentals of Programming
CSCI 4333	Design of Database Systems

In all cases for specialization requirements, evidence of completion of the course with a grade of "C" or better is required.

**Biotechnology Management and Marketing Specialization**

The M.S. in Biotechnology with a Specialization in Management and Marketing Biology requires 36 hours of coursework, of which 18 hours must be in biotechnology (BIOT) or biology (BIOL). Additional prerequisites for the Biotechnology Management and Marketing specialization (UHCL course or equivalent) are:

**Specialization Prerequisites**

UHCL course or equivalent.

If students have not taken MGMT 3301, MGMT 4354 and MKTG 3301 they may take MGMT 5032 and MKTG 5031 to fulfill the foundation requirements of this specialization.

MGMT 3301	Management Theory and Practice
MGMT 4354	Organizational Behavior Theory and Application
MKTG 3301	Principles of Marketing

In all cases for specialization requirements, evidence of completion of the course with a grade of "C" or better is required.

**Additional required courses for Biotechnology Management and Marketing Specialization**

BIOT 5111	Advanced Methods of Biotechnology I Discussions
	Or
BIOT 5112	Advanced Methods of Biotechnology II Discussions
BIOT 5121	Advanced Methods of Biotechnology I
	Or
BIOT 5122	Advanced Methods of Biotechnology II
EMGT 5430	Professional Project Management

Students must complete Methods of Biotechnology laboratory and discussion sections BIOT 5011/BIOT 5021 before registering for laboratory and discussions sections BIOT 5111/BIOT 5121 and BIOT 5112/BIOT 5122. Students must be registered concurrently for both the laboratory and discussion courses (BIOT 5011/BIOT 5021, sections BIOT 5111/BIOT 5121 and BIOT 5112/BIOT 5122).

**Designated Electives:**

Students are required to take 3 of the following electives:

MGMT 5032	Human Behavior in Organizations
MGMT 5133	Teamwork and Leadership Skills: Theory in Practice
MGMT 5434	Negotiation Skills and Strategies
MGMT 5636	Management of Technology
MGMT 5638	Leading Technology

Students enrolled in the Management and Marketing Specialization cannot take more than 15 hours of Management and/or Marketing courses.

**Biotechnology Management and Marketing Specialization Electives (9-15 hours)**

BIOT 5111	Advanced Methods of Biotechnology I Discussions
BIOT 5112	Advanced Methods of Biotechnology II Discussions
BIOT 5121	Advanced Methods of Biotechnology I
BIOT 5122	Advanced Methods of Biotechnology II
BIOT 5915	Cooperative Education Work Term
BIOT 5919	Independent Study in Biotechnology
BIOT 5921	Laboratory Topics in Biotechnology

BIOT 5929	Independent Study in Biotechnology
BIOT 5931	Research Topics in Biotechnology
BIOT 5939	Independent Study in Biotechnology
BIOT 6011	Biotechnology Practicum
BIOT 6021	Biotechnology Practicum
BIOT 6031	Biotechnology Practicum
INDH 6135	Radiation Protection
MGMT 6332	International Management

Students enrolled in the Management and Marketing specialization cannot take more than 15 hours of Management and/or Marketing courses.

## ENVIRONMENTAL SCIENCE M.S. (BIOL AND CHEM)

The graduate plan in Environmental Science leads to the master of science (M.S.) degree. The plan seeks, through an interdisciplinary approach, to prepare students for opportunities in government and the private sector. Graduates of the plan may also be prepared to pursue further academic training in environmental sciences and occupational health. Students must specialize in one of the following areas:

- Environmental Biology
- Environmental Chemistry
- Environmental Science - General Online

All graduate students are required to produce a major paper and present a public seminar. Prior to enrolling in ENSC 5530, students must have a faculty adviser and an approved research topic. Following completion of ENSC 5530, the student will be advised into ENSC 6731 or ENSC 6838 or ENSC 6939.

Students pursuing the research project option may be advised to complete hours in independent study or internship in addition to ENSC 6838. Before enrolling in thesis, students must have a faculty thesis adviser and an approved research proposal.

## Requirements

### Environmental Science Basic Requirements

Students seeking a master's degree must have course work preparation appropriate to their area of specialization. At least 34 hours of natural science and six hours of mathematics are required prior to admission. Candidates should have a "B" average (GPA) 3.0 on the last 60 hours of credit. GRE scores are required by all students applying for the graduate program. Scores will be evaluated by the school's admissions committee.

Students should submit a written statement to the Science and Computer Engineering Academic Advising Office ([sceadvising@uhcl.edu](mailto:sceadvising@uhcl.edu)) specifying their educational goals and objectives as well as their intended areas of specialization, i.e., Environmental Biology, Environmental Chemistry, Environmental Geology, Industrial Hygiene or Safety. Applicants are also encouraged to submit letter(s) of recommendation as supporting documents. Basic requirement courses do not count toward the degree. These courses do, however, count toward the total hours required above.

### The following must be completed prior to admission into the graduate plan:

General Chemistry I and II with labs

General Physics I and II with labs

Calculus I

### The following must be completed prior to or within the first year of study:

Organic Chemistry I

Statistics

### The master's degree requires completion of a minimum of 36 hours.

The Environmental Science core must be taken in the order listed:

STAT 5135	Applied Statistical Methods
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ENSC 5530	Research Methods: Environmental Science
ENSC 6731	Graduate Seminar
	Or
ENSC 6838	Research Project
	Or
ENSC 6939	Master's Thesis Research

### **Environmental Science Thesis Option (36 hours)**

STAT 5135	Applied Statistical Methods
ENSC 5530	Research Methods: Environmental Science
ENSC 6939	Master's Thesis Research

Designated electives 24 hours (maximum of six hours of 4000-level credit) and 6 hours of thesis. Electives are selected in consultation with the faculty adviser and must include at least one course from three of the following rubrics: BIOL, CHEM, GEOL or INDH. A maximum of six hours of environmental management (ENVR) courses may be included.

### **Environmental Science Research Project Course Option (36 hours)**

STAT 5135	Applied Statistical Methods
ENSC 5530	Research Methods: Environmental Science
ENSC 6838	Research Project
	Or
ENSC 6731	Graduate Seminar

Designated electives 27 hours (maximum 6 hours of 4000-level credit). Electives are selected in consultation with the faculty adviser and must include at least one course from three of the following rubrics: BIOL, CHEM, GEOL or INDH. A maximum of six hours of environmental management (ENVR) courses may be included.

## **Environmental Science Specializations**

### **Environmental Biology Specialization Electives:**

Selected in consultation with adviser (24-27 hours).

BIOL 5233	Ecotoxicology
BIOL 5234	Population and Community Dynamics
BIOL 5235	Ichthyology
	And
BIOL 5215	Laboratory for Ichthyology
BIOL 5332	Toxicology
BIOL 5333	Industrial Microbiology
BIOL 5531	Aquatic Toxicity Testing
BIOL 5532	Coastal and Estuarine Ecology
BIOL 5533	Ecological Methods
BIOL 5534	Conservation Biology
BIOL 5535	Neotropical Rainforest Ecology
BIOL 5931	Research Topics in Biology
ENSC 5931	Research Topics in Environmental Science
ENSC 5939	Independent Study in Environmental Science

Cross discipline courses (12 hours maximum) selected from: CHEM 5431, CHEM 5535, CHEM 5731, GEOL 5331, GEOL 5333, GEOL 5532, GEOL 5631, GEOL 5632, GEOL 5931, INDH 5333, ENVR 5332, ENVR 6132.

### **Environmental Chemistry Specialization Electives:**

Selected in consultation with adviser (24-27 hours).

CHEM 4251	Laboratory for Environmental Analysis
CHEM 4356	Soil & Groundwater Remediation
CHEM 5431	Contaminant Fate and Transport
CHEM 5536	Environmental Remediation
CHEM 5731	Environmental Organic Chemistry
CHEM 5535	Sampling & Analysis of Environmental Contaminants
CHEM 5631	Environmental Chemodynamics
BIOT 5535	Environmental Biotechnology
ENSC 5333	Fundamentals of Environmental Engineering
ENSC 5939	Independent Study in Environmental Science

Cross discipline courses (12 hours maximum) selected from: BIOL 5233, BIOL 5332, BIOL 5333, CHEM 5133, GEOL 5331, GEOL 5532, GEOL 5632, INDH 5333, ENVR 5332, ENVR 6132.

### **Environmental Geology Specialization Electives:**

GEOL 4323	Soils in the Environment
GEOL 4356	Soil and Groundwater Remediation
GEOL 5531	Hydrology of Groundwater
GEOL 5532	Hydrology of Surface Water
GEOL 5632	Hazardous Materials in The Geologic Environment
BIOL 5332	Toxicology
CHEM 5431	Contaminant Fate and Transport
CHEM 5535	Sampling & Analysis of Environmental Contaminants

Cross-discipline courses (12 hour maximum) must be selected in consultation with faculty adviser.

### **Industrial Hygiene Specialization Electives:**

INDH 5131	Control of Occupational and Environmental Hazards
INDH 5233	Recognition of Occupational Diseases
INDH 5333	Air Pollution
INDH 5335	Ergonomic Methods and Analysis Techniques
INDH 6135	Radiation Protection
INDH 6232	Analytical Methods for Evaluation of Health Hazards
INDH 6332	Safety Engineering
BIOL 5332	Toxicology

Cross-discipline (12 hour maximum) CHEM/GEOL courses must be approved in advance by the adviser.

### **Safety Specialization Electives:**

INDH 5xxx	System Safety and Accident Investigation
INDH 5131	Control of Occupational and Environmental Hazards
INDH 5334	Human Factors Engineering
INDH 5335	Ergonomic Methods and Analysis Techniques
INDH 5931	Research Topics in Industrial Hygiene and Safety
INDH 6232	Analytical Methods for Evaluation of Health Hazards
INDH 6332	Safety Engineering

Cross-discipline (12 hours maximum) BIOL/CHEM/GEOL courses must be approved in advance by the adviser.

## **ENVIRONMENTAL SCIENCE M.S. ONLINE OPTION**

All graduate students are required to produce a major paper and present an online public seminar. Prior to enrolling in ENSC 5530, students must have a faculty adviser and an approved research topic. Following completion of ENSC 5530, and in consultation with their faculty adviser, on-line students will enroll in ENSC 6731 or ENSC 6838 and prepare their major capstone research paper.

### **Requirements**

#### **Environmental Science Online Option (36 hours)**

DSCI 5031	Business Statistics for Decision-Making
ENSC 5530	Research Methods: Environmental Science
ENSC 6731	Graduate Seminar
	Or
ENSC 6838	Research Project
	Designated electives (maximum of 6 hours of 4000-level credit)

#### **Environmental Science General Online Course Electives**

Electives are selected in consultation with the faculty adviser and must include at least one course from three of the following rubrics: BIOL, CHEM, GEOL, and INDH. A maximum of six hours of environmental management (ENVR) courses may be included.

BIOL 5233	Ecotoxicology
BIOL 5332	Toxicology
BIOL 5534	Conservation Biology
BIOL 5931	Research Topics in Biology
CHEM 5431	Contaminant Fate and Transport
CHEM 5535	Sampling & Analysis of Environmental Contaminants
CHEM 5536	Environmental Remediation

ENSC 5333	Fundamentals of Environmental Engineering
ENVR 5332	Environmental Law
ENVR 6133	Environmental Risk Management
GEOL 5531	Hydrology of Groundwater
GEOL 5532	Hydrology of Surface Water
GEOL 5631	Remote Sensing: Applications in Geology
INDH 5131	Control of Occupational and Environmental Hazards
INDH 5333	Air Pollution
INDH 5334	Human Factors Engineering
INDH 5336	Safety, Health and Environmental Issues
INDH 5931	Research Topics in Industrial Hygiene and Safety

### **Environmental Science Occupational Safety & Health Online Course Electives**

Electives are selected in consultation with the faculty adviser and must include at least one course from three of the following rubrics: BIOL, CHEM, GEOL, and INDH. A maximum of six hours of environmental management (ENVR) courses may be included.

BIOL 5332	Toxicology
CHEM 5535	Sampling & Analysis of Environmental Contaminants
CHEM 5536	Environmental Remediation
ENVR 5332	Environmental Law
INDH 4316	System Safety & Accident Investigation
INDH 5131	Control of Occupational and Environmental Hazards
INDH 5333	Air Pollution
INDH 5334	Human Factors Engineering
INDH 5336	Safety, Health and Environmental Issues

Other online electives may be taken after approval of faculty adviser.

## **ASTR - ASTRONOMY AND SPACE SCIENCE COURSES**

### **ASTR 5131 - Graduate Astronomy**

Quantitative introduction to physics of the stars, interstellar medium, cosmochemistry, the Galaxy, and Universe as determined from a variety of astronomical observations and models.

### **ASTR 5231 - Stellar Structure and Evolution**

Principal concepts, equations, methods and results of the theories of stellar atmosphere and interiors and their relation to observations.

Prerequisite: Core Physics courses or instructor approval.

### **ASTR 5331 - Remote Sensing Instrumentation and Techniques**

Fundamentals of remote sensing; radiative quantities; radiative transfer theory and applications; interaction mechanisms, applications to the development of uses for remote sensing systems from spacecraft and aircraft.

Prerequisite: Core physics courses or instructor approval.

### **ASTR 5431 - Fundamentals of Astrodynamics**

Development of the two-body problem and universal formulation of all types of orbits, initial value problems, two-point boundary value problems, coordinate transformations and trajectory perturbations.

Prerequisite: Core physics courses or instructor approval.

### **ASTR 5432 - Perturbation Methods in Astrodynamics**

A study of the methods of the solution to the perturbed two-body problem with applications to the motion of satellites.

Prerequisite: ASTR 5431 or instructor approval.

### **ASTR 5531 - Planetary Science**

Planetary dynamics, planetary interiors, atmospheres and surfaces; magnetism; models of solar system origin.

Prerequisite: Physical geology or equivalent.

**ASTR 5631 - Astrobiophysics I**

Origin of the universe, stars and planetary systems. Origin and evolution of Earth as a habitable planet and origin and evolution of life.

Prerequisite: PHYS 4342, PHYS 4351, PHYS 5531

**ASTR 5632 - Astrobiophysics II**

The search for life in the universe, including possibilities for finding life on Mars and other solar system bodies and on extra-solar planets and the Search for Extra-Terrestrial Intelligence (SETI).

Prerequisite: ASTR 5631.

**ASTR 5931 - Research Topics in Space Science**

Identified by specific title each time course is offered.

**ASTR 5939 - Independent Study in Space Science**

Prerequisite: Approval of instructor, chair and associate dean required.

## BIOL - BIOLOGY COURSES

**BIOL 5131 - Membrane Biology**

Study of synthesis and function of cellular membranes.

Prerequisite: Biochemistry.

**BIOL 5132 - Cell Signaling**

Detailed study of signal transduction in living cells. Concentration on current knowledge regarding the manner in which cells communicate with one another, integrate incoming signals and respond in appropriate manner.

Prerequisite: BIOL 4341 and BIOL 4347 or equivalent.

**BIOL 5136 - Physiology of Human Aging**

Biological changes in human organ systems with advancing age; theoretical and empirical aspects of aging processes.

Prerequisite: Human physiology.

**BIOL 5215 - Laboratory for Ichthyology**

Advanced laboratory course on identification, anatomy and ecology of fish. Fisheries methods also emphasized. Weekend or weekday field trips and collections required.

Corequisite: BIOL 5235.

**BIOL 5233 - Ecotoxicology**

Study of environmental pollutants and effects on ecosystems.

Prerequisite: BIOL 4325 or BIOL 5332 or equivalent.

**BIOL 5234 - Population and Community Dynamics**

Application of basic population modeling and analysis methods used in the management of animal populations. Emphasis placed on harvested populations and fisheries.

Prerequisite: Ecology and Genetics.

**BIOL 5235 - Ichthyology**

Corequisite: BIOL 5215; Advanced study of biology, ecology and evolution of marine and freshwater fishes.

**BIOL 5332 - Toxicology**

Evaluation of the mechanisms of action, risks and effects of exposure to toxic substances.

Prerequisite: BIOL 4325 or BIOL 4341 or BIOL 4344 or BIOL 4345 or equivalent.

**BIOL 5333 - Industrial Microbiology**

Microbial processes having economic interest to man; fermentation, deterioration, waste disposal: food spoilage and drug preparation.

Prerequisite: Microbiology and biochemistry.

**BIOL 5334 - Microbial Ecology**

A study of the interactions of microorganisms and their environments, including biotic and abiotic components. Topics including metabolic diversity, biogeochemistry, microbial community ecology, microbial diversity, modern methodology are discussed with current research articles.

Prerequisite: BIOL 2321

Corequisite: BIOL 5215

**BIOL 5336 - Neuropsychology Practicum**

Laboratory investigation of drug/brain/behavior relationships in the rat. Readings from primary research literature, laboratory experiments and research report.

Prerequisite: Permission of instructor.

**BIOL 5417 - Lab for Human Gross Anatomy**

This course will cover human gross anatomy in both lecture and lab format. The course will be taught at Texas Chiropractic College. Prosected cadavers will be utilized in the lab. The course will focus on musculoskeletal system.

**BIOL 5432 - Principles of Pharmacology**

Emphasis on principles for evaluating the effects of drugs.

Prerequisite: BIOL 4341, BIOL 4344, or BIOL 4345.

**BIOL 5433 - Enzymology**

Study of enzyme isolation, purification, assay and characterization. Emphasis on kinetics of enzyme catalyzed reactions and on the use of enzymes in medicine and industry.

Prerequisite: BIOL 4341 or equivalent.

**BIOL 5434 - Human Stress**

Stressors and the characteristic physiological manifestations of stress in nervous and hormonal mechanisms.

Prerequisite: BIOL 4345, BIOL 4346 or equivalent.

**BIOL 5435 - Advanced Immunology**

Course will allow students to explore published research that supports currently accepted mechanisms of the immune function. Students will be expected to correlate basic principles of the immune system to the advances in medicine and pathology.

Prerequisite: BIOL 4361 or equivalent.

**BIOL 5436 - Physiological Basis of Disease**

The effects of diseases on normal physiologic functions and the physiologic basis of medical treatments for these diseases will be discussed.

Prerequisite: An introductory Human Physiology course or equivalent.

**BIOL 5437 - Human Gross Anatomy**

This course will cover human gross anatomy in both lecture and lab format. The course will be taught at Texas Chiropractic College. Prosected cadavers will be utilized in the lab. The course will focus on musculoskeletal system.

**BIOL 5512 - Laboratory for Coastal and Estuarine Ecology**

Laboratory study of estuarine and marine organisms and multiple weekday and/or weekend field trips to study sites off campus.

Corequisite: BIOL 5532

**BIOL 5517 - Limnology and Aquatic Biology**

Laboratory study of freshwater organisms and multiple weekend and/or weekday field trips to study sites off campus.

Corequisite: BIOL 5537

**BIOL 5530 - Research Methods in Biology**

Students will develop a research proposal, which allows integrating knowledge and standard procedures in a chosen area of Biology. A written proposal and an oral presentation are required to complete the course.

Prerequisite: Graduate standing.

**BIOL 5531 - Aquatic Toxicity Testing**

Theory of toxicity testing, statistical analysis procedures and laboratory practice in standard aquatic toxicity tests.

Prerequisite: BIOL 4325 or equivalent.

**BIOL 5532 - Coastal and Estuarine Ecology**

Study of physical, chemical and biological nature of estuarine ecosystems.

Prerequisite: BIOL 4311.

Corequisite: BIOL 5512

**BIOL 5533 - Ecological Methods**

Field methods for analysis of ecological systems. Field work and laboratory are required.

Prerequisite: BIOL 4311

Corequisite: BIOL 4311

**BIOL 5534 - Conservation Biology**

Analysis of biological factors that shape species diversity of the earth's ecosystems and the environmental and sociopolitical issues faced in the conservation of biodiversity.

Prerequisite: BIOL 4311 or equivalent.

**BIOL 5535 - Neotropical Rainforest Ecology**

Study of neotropical rain forests, including their physical, chemical and geological characteristics and plant /animal ecology. Students completing course qualify for discounted optional ecology study trip to the Amazon flooded forest areas of Brazil.

**BIOL 5537 - Limnology and Aquatic Biology**

The study of physical, chemical and biological nature of freshwater systems including lakes, ponds, rivers and streams.

Prerequisite: BIOL 4311 or equivalent.

Corequisite: BIOL 5517

**BIOL 5632 - Bioenergetics**

Mechanisms of ATP Synthesis and other aspects of biological energy transduction.

Prerequisite: BIOL 4341 or equivalent.

**BIOL 5634 - Apoptosis**

Students in this course will study the stimuli and pathways involved in programmed cellular death.

Prerequisite: BIOL 4347

**BIOL 5635 - Neuroscience**

This course introduces basic and advanced concepts in neuroscience. The course covers a wide range of topics in this exciting field of science from the molecular level through the anatomical organization of sensory and motor systems.

Prerequisite: Anatomy, Physiology.



**BIOL 5731 - Advanced Cancer Biology**

Cancer, genetics and heredity; prevention, detection and treatment of cancer. Literature research and presentation on molecular basis of various cancers required.

Prerequisite: BIOL 3341 or BIOL 4351 or equivalent.

**BIOL 5732 - Advanced Molecular Biology**

Study of eukaryotic DNA replication, post transcriptional processing, eukaryotic gene regulation, overexpression and repression, protein structure.

Prerequisite: Genetics.

**BIOL 5733 - Epigenetics and miRNA**

Study of epigenetic modifications that can influence gene expression and of microRNAs that can influence protein expression.

Prerequisite: Biochemistry, Genetics and either Cellular Physiology or Molecular Biology

**BIOL 5734 - Oncogenes**

Study of cancer at the level of the gene.

Prerequisite: Molecular biology.

**BIOL 5735 - Cell Cycle Regulation**

Study of controls that regulate the cell cycle.

Prerequisite: Biochemistry I

**BIOL 5736 - Bioethics**

Study of complex situations in biology and medicine that require moral reflection, judgment or decisions.

Prerequisite: General Biology.

**BIOL 5737 - Molecular Vectors**

Properties, construction and use of vectors for molecular cloning and manipulation.

Prerequisite: Prerequisite or corequisite: Molecular biology.

**BIOL 5738 - Gene Therapy**

Gene technologies with applications to disease, cancer, neurological and genetic disorders, cardiovascular and infectious diseases.

Prerequisite: Prerequisite or corequisite: Molecular biology.

**BIOL 5833 - Proteomics**

Analysis of gene function of mRNA expression profiling with cDNA arrays, protein interactions by genome-side two hybrid screening and more direct analysis of protein expression, sequence and structure.

Prerequisite: Molecular Biology.

**BIOL 5915 - Cooperative Education Work Term**

Educational paid work assignment by a student in the field of his/her career interest and course of study. Technical report will be required at the end of the semester.

Prerequisite: Approved Candidate Plan of Study, completed cooperative education file and approval of associate dean and Director of Cooperative Education.

**BIOL 5919 - Independent Study in Biological Science**

Prerequisite: Approval of instructor, chair and associate dean.

**BIOL 5929 - Independent Study in Biological Science**

Prerequisite: Approval of instructor, chair and associate dean.

**BIOL 5931 - Research Topics in Biology**

Identified by specific title each time course is offered.

**BIOL 5939 - Independent Study in Biological Science**

Prerequisite: Approval of instructor, chair and associate dean.

**BIOL 6838 - Research Project and Seminar**

Students will complete a study of the current literature, including methodology and techniques, used in a selected area of Biology. A written review paper and an oral presentation will be required.

Prerequisite: 24 hours completed in approved graduate program.

**BIOL 6939 - Master's Thesis Research**

Prerequisite: Approval of adviser, master's committee and dean.

## BIOT - BIOTECHNOLOGY COURSES

**BIOT 5011 - Methods of Biotechnology Discussions**

Web-based lectures for Methods of Biotechnology Laboratory, discussion of laboratory protocols and techniques.

Corequisite: BIOT 5021

**BIOT 5021 - Methods of Biotechnology**

Required for all students entering the Biotechnology program. Designed to provide training in laboratory skills and analysis. Students will be trained in basic laboratory skills associated with biochemistry, molecular & cell biology, prokaryotic & eukaryotic cell culture, microscopy, data analysis, etc.

Corequisite: Corequisite: BIOT 5011

**BIOT 5031 - Applied Biotechnology**

How recombinant DNA technology can be used to create various useful products using experimental results and actual methodological strategies to illustrate basic concepts. Course is designed for students with backgrounds in biochemistry, molecular genetics or microbiology.

Prerequisite: BIOL 4351.

**BIOT 5111 - Advanced Methods of Biotechnology I Discussions**

Web-based lectures for Methods of Biotechnology Laboratory, discussion of laboratory protocols and techniques.

Corequisite: BIOT 5121.

**BIOT 5112 - Advanced Methods of Biotechnology II Discussions**

Web-based lectures for Methods of Biotechnology Laboratory, discussion of laboratory protocols and techniques.

Corequisite: BIOT 5122.

**BIOT 5121 - Advanced Methods of Biotechnology I**

Designed to provide advanced practical training in current techniques of molecular and cellular biology, including recombinant DNA technology. Southern and Northern analysis of nucleic acids, PCR, DNA sequencing and analysis using current computer programs, western blotting, fluorescent microscopy, etc.

Prerequisite: BIOT 5021

**BIOT 5122 - Advanced Methods of Biotechnology II**

Will focus on describing latest techniques of molecular biology and proteomics, including chromatographic separations of proteins, His-tagged protein an Ni-column purification, design and analysis of dual expression plasmids, RTPCR, 2-D gel electrophoresis and mass spec analysis of proteins, yeast two-hybrid assay.

Prerequisite: BIOT 5021

**BIOT 5231 - Advanced Mammalian Tissue Culture**

Advanced training in the Culture of Mammalian cells. Students will perform laboratories in co-immunoprecipitation assays, western blots, mammalian two-hybrid assays, etc.

Prerequisite: BIOL 4355 or Mammalian Tissue Culture experience.

**BIOT 5235 - Bacterial Taxonomy and Biotechnology Laboratory**

This is an advanced laboratory intensive course that will emphasize methods on the isolation of quality bacterial DNA, PCR amplification, cloning and transformation, restriction fragment length polymorphism (RFLP) analysis, degenerate gradient gel electrophoresis (DGGE), big dye sequencing and bioinformatics data analysis. Graduate level data reporting, analysis and laboratory reports will be required.

Prerequisite: BIOT 5011 and BIOT 5021.

**BIOT 5331 - Stem Cell Biotechnology**

This course is designed to provide students with a thorough introduction to the current knowledge in stem cell biology. Current state of embryonic and adult stem cells research, disease treatment and the future research trends. Students will generate a NIH based mini-based proposal that stimulates their ability to make a hypothesis and generate specific aims that address this hypothesis. Students will learn how to evaluate a journal paper in stem biology and discuss the pros and cons of that paper.

**BIOT 5431 - Plant Genomic Analysis**

Students will acquire a knowledge of genomic structure and methods to perform analysis of genetic variation in Plant Biology. Sub-topics will include marker development that includes AFLP, RFLP, RAPD, SSCP and CAPS. Students will learn how these types of markers are used to genotype different organisms. Assignments will include lectures, laboratory marker analysis, research proposal and oral presentation.

**BIOT 5433 - Marine Biotechnology Seminar**

Students will focus on acquiring scientific literacy skills on the topic of marine biotechnology. Sub-topics will include marine natural products, seafood forensics, biofuels, biomaterials, biosensors and aquaculture. Assignments will include journal clubs, laboratory demonstrations, research proposal and oral presentation.

**BIOT 5530 - Research Methods in Biotechnology**

Students will develop a research proposal, which allows integrating knowledge and standard procedures in a chosen area of Biotechnology. A written research proposal and oral presentation will be required.

**BIOT 5535 - Environmental Biotechnology**

This course introduces the concepts of microbiology and plant biology, the principles and applications of environmental biotechnology. Topics include stoichiometry, kinetics, mass balance, wastewater treatment, landfill, composting, plant-based phytoremediation, biodegradation and bioremediation of contaminated soils and groundwater.

**BIOT 5733 - Bioinformatics**

Examination of the tools and sequence databases for all known genomes.

Prerequisite: BIOL 4351 or equivalent.

**BIOT 5736 - Bioethics**

Study of complex situations in Biology, Biotechnology and Medicine that require moral reflection, judgment or decisions.

Prerequisite: General Biology.

**BIOT 5833 - Proteomics**

Analysis of gene function of mRNA expression profiling with cDNA arrays, protein interactions by genome-side two hybrid screening and more direct analysis of protein expression, sequence and structure.

Prerequisite: Molecular Biology.

**BIOT 5915 - Cooperative Education Work Term**

Educational paid work assignment by a student in the field of his/her career interest and course of study. Technical report will be required at the end of the semester.

Prerequisite: Approved Candidate Plan of Study, completed cooperative education file and approval of associate dean and Director of Cooperative Education.

**BIOT 5919 - Independent Study in Biotechnology**

Prerequisite: Approval of instructor, chair and associate dean.

**BIOT 5921 - Laboratory Topics in Biotechnology**

Identified by specific title each time laboratory is offered.

**BIOT 5929 - Independent Study in Biotechnology**

Prerequisite: Approval of instructor, chair and associate dean.

**BIOT 5931 - Research Topics in Biotechnology**

Identified by specific title each time course is offered

**BIOT 5939 - Independent Study in Biotechnology**

Prerequisite: Approval of instructor, chair and associate dean.

**BIOT 6011 - Biotechnology Practicum**

Practical experience at an off-campus facility such as biotechnology company or research lab. Requires pre-acceptance interview and offer letter from employer, minimum of 10,20 or 30 hours per week and instructor approval.

**BIOT 6021 - Biotechnology Practicum**

Practical experience at an off-campus facility such as biotechnology company or research lab. Requires pre-acceptance interview and offer letter from employer, minimum of 10,20 or 30 hours per week and instructor approval.

**BIOT 6031 - Biotechnology Practicum**

Practical experience at an off-campus facility such as biotechnology company or research lab. Requires pre-acceptance interview and offer letter from employer, minimum of 10,20 or 30 hours per week and instructor approval.

**BIOT 6838 - Research Project and Seminar**

Students will complete a study of the current literature, including methodology and techniques used in a chosen area of Biotechnology. A written review paper and oral presentation will be required

Prerequisite: 24 hours completed in approved graduate program.

**BIOT 6939 - Master's Thesis Research**

Prerequisite: Approval of adviser, master's committee and dean

## CHEM - CHEMISTRY COURSES

**CHEM 5130 - Mathematical Methods and Physical Concepts in Chemistry**

Prepares chemistry graduate students for math and physics concepts they will encounter in graduate physical chemistry courses.

Prerequisite: CHEM 4321, CHEM 4322.

**CHEM 5131 - Gene Synthesis and Synthetic Gene Applications**

Designed for those students who are interested in industrial applications in chemical and biotechnology areas.

Prerequisite: CHEM 3323, Biology and/or Biochemistry.

**CHEM 5132 - Introduction to Chemical Engineering**

This course will provide students with a clear overview of the field of chemical engineering in which chemical engineers and chemists work cooperatively to bring laboratory discoveries into new products

and technologies in various industries such as petroleum refining and petrochemical production, plastics, synthetic fibers and textiles and pharmaceuticals, etc.

### **CHEM 5133 - Spectroscopic Identification of Organic Compounds**

Theory and practice of structure determination using IR, UV-VIS, PMR and MS techniques. Lecture and laboratory instruction.

Prerequisite: Organic chemistry

### **CHEM 5134 - Synthetic Organic Chemistry**

Modern synthetic methods used in organic chemical synthesis. A mechanistic approach is used.

Prerequisite: CHEM 2323, CHEM 2325.

### **CHEM 5135 - Handedness in Science**

Handedness in chemistry, physics, biology, pharmaceuticals and medicine. Origin of chirality: Is it a feature of fundamental physics? Use of chirality to detect life on other planets.

Prerequisite: CHEM 4322, CHEM 5130.

### **CHEM 5136 - Biofuel**

This course will provide an overview of biofuel/bioenergy production; fundamental concepts in biofuel/bioenergy production; renewable feedstocks; thermochemical and biochemical conversions of biomass to biofuel/bioenergy; biodiesel production; environmental impacts, economics and life-cycle analysis; value added processing of biofuel residues and selected case studies.

### **CHEM 5235 - Kinetics of Chemical Reactions**

The study of chemical bonding and structure as applied to practical chemical problems.

Prerequisite: CHEM 4321, CHEM 4322 or equivalent and CHEM 5130.

### **CHEM 5331 - Quantitative Chemical Analysis**

Survey the (chemical and physical) methods to determine the amount or percentage of one or more constituents of a sample. Chemical methods depend upon such reactions as precipitation, neutralization, oxidation, or, in general, the formation of a new compound. The major types of strictly chemical methods are known as gravimetric analysis and volumetric, or titrimetric analysis. Physical methods involve the measurement of some physical property such as density, refractive index, absorption or polarization of light, electromotive force, magnetic susceptibility and numerous others.

### **CHEM 5335 - Advanced Inorganic Chemistry**

The comprehensive study of the theory and properties of compounds containing the main groups of elements in the periodic table.

Prerequisite: CHEM 4335 or equivalent.

### **CHEM 5336 - Organometallic Chemistry**

Systematic study of the compounds containing a carbon-metal bond. Synthesis, structural types and typical reactions of both main group and transition metal compounds are discussed.

Prerequisite: CHEM 2323, CHEM 2325, CHEM 4321, CHEM 4322

### **CHEM 5337 - Physical Organic Chemistry**

Advanced study of the relationships between structure and reactivity of mechanisms operating during organic chemical transformations.

Prerequisite: CHEM 2323, CHEM 2325; CHEM 4321, CHEM 4322.

### **CHEM 5338 - Nucleic Acid Chemistry and Drug**

This course explores how to bring a nucleic acid drug from concept to market, and how a drug's chemical structure relates to its biological function.

### **CHEM 5339 - Polymerization Engineering**

Survey of an engineering field that designs, analyzes and/or modifies polymer materials. Polymer engineering covers aspects of petrochemical industry, polymerization, structure and characterization of

polymers, properties of polymers, compounding and processing of polymers and description of major polymers, structure property relations and applications.

#### **CHEM 5431 - Contaminant Fate and Transport**

Principles of contaminant behavior in the environment. Case studies on important toxic chemicals including heavy metals, petroleum hydrocarbons, soap and detergents, pesticides, and polycyclic aromatic hydrocarbons. Suitable for non-majors.

Prerequisite: CHEM 3333 or equivalent.

#### **CHEM 5535 - Sampling & Analysis of Environmental Contaminants**

Field sampling techniques, US EPA/OSHA/USGS/ASTM standard methodology, field and lab quality assurance/quality control (QA/QC), wet chemical methods and instrumentations for the analysis of environmental contaminants.

Prerequisite: STAT 3308.

#### **CHEM 5536 - Environmental Remediation**

Soil and groundwater pollutant sources, types, migration; chemical and hydrogeological site characterization; chemical/biological/thermal technologies (pump-and-treat, vapor extraction, bioremediation and incineration) for the remediation of contaminated sites such as Superfund sites, landfills, brownfields, leaking storage tanks and oil spills.

Prerequisite: CHEM 3333 or equivalent.

#### **CHEM 5631 - Environmental Chemodynamics**

Focus on the kinetic and thermodynamic mechanisms for chemical movement across air/soil, soil/water, water/sediment and water/air interfaces and how natural processes affect movement of chemicals in air, water, sediment and soil; information vital to performing human and ecological risk assessments.

Prerequisite: CHEM 3333.

#### **CHEM 5632 - Quantum Mechanics I**

Foundations and techniques of Quantum Mechanics and their application to atomic and molecular properties.

Prerequisite: Calculus I, II and either University Physics (calculus-based) I, II or CHEM 4321, CHEM 4322 and either CHEM 5130 or PHYS 5531.

#### **CHEM 5633 - Astrobiochemistry I**

Origin of the universe, the chemical elements, the Earth and life, including pre-biotic chemistry. The nature of the first replicators, origin of the genetic code and the origin of biomolecular chirality.

Prerequisite: CHEM 4321, CHEM 4322, CHEM 5130.

#### **CHEM 5634 - Astrobiochemistry II**

The search for life in the universe, including chemistry of habitable planets, chemical signatures of life on other planets in the solar system and beyond and the Search for Extra-Terrestrial Intelligence.

Prerequisite: CHEM 5633.

#### **CHEM 5635 - Introduction to Polymer Chemistry**

Introduction to the chemistry, structure and properties of polymers.

Prerequisite: CHEM 2323.

#### **CHEM 5636 - Gas Chromatography - Mass Spectrometry**

The study of combined analytical methods such as GC/MS, LC/MS and MS/MS.

#### **CHEM 5637 - Modern Spectroscopy**

Theory and application of spectroscopy including modern laser techniques.

Prerequisite: General Chemistry I, II, CHEM 4321, CHEM 2323, CHEM 2325 and CHEM 5130.

#### **CHEM 5638 - Total Synthesis of Natural Products**

A mechanistic-based approach to the total synthesis of organic natural products.

Prerequisite: Approval of instructor.

### **CHEM 5639 - Symmetry in Chemistry**

Applications of group theory in physical, inorganic and organic chemistry.

Prerequisite: CHEM 2323, CHEM 2325; CHEM 4321, CHEM 4322, CHEM 4335 and CHEM 5130.

### **CHEM 5731 - Environmental Organic Chemistry**

Examine fundamental molecular processes of environmental organic contaminants in natural and engineered systems. Topics include equilibrium partitioning (air-water-soil-biota), sorption to soils and sediments and transformation processes (oxidation, reduction, hydrolysis, photolysis, biodegradation).

Prerequisite: CHEM 3333, CHEM 3320.

### **CHEM 5739 - Internship in Chemistry**

Supervised work experience in an approved industrial firm or government agency. Written and oral report required.

Prerequisite: Approval by adviser and associate dean.

### **CHEM 5915 - Cooperative Education Work Term**

Educational paid work assignment by a student in the field of career interest and course of study. A technical report is required at the end of the semester. (Specific requirements are noted in the Cooperative Education catalog description.)

Prerequisite: Approved Candidate Plan of Study, completed cooperative education file and approval of associate dean and Director of Cooperative Education.

### **CHEM 5919 - Independent Study in Chemistry**

Prerequisite: Approval of instructor, chair and associate dean required.

### **CHEM 5931 - Research Topics in Chemistry**

Identified by specific title each time course is offered.

### **CHEM 5939 - Independent Study in Chemistry**

Prerequisite: Approval of instructor, chair and associate dean required.

### **CHEM 6731 - Graduate Seminar**

Advanced seminar where an in-depth perusal of a chemical topic shall be undertaken and a research proposal and formal presentation shall be completed.

### **CHEM 6837 - Research Project and Seminar I**

Students will develop a research proposal which allows integrating knowledge and standard procedures in the discipline. A written paper and a presentation will be required.

Prerequisite: Admission to graduate program in chemistry.

### **CHEM 6838 - Research Project and Seminar II**

Students will develop a research proposal which allows integrating knowledge and standard procedures in the discipline. A written paper and a presentation will be required.

Prerequisite: CHEM 6837 and 24 hours completed in approved graduate program.

### **CHEM 6939 - Master's Thesis Research**

Prerequisite: Approval of faculty adviser, master's committee and dean.

## **CENG - COMPUTER ENGINEERING COURSES**

### **CENG 5131 - Engineering Applications**

Study of modern engineering techniques emphasizing mathematical methods currently used in industry. The MATLAB software package will be used for problem solving.

Prerequisite: Linear Systems Analysis or equivalent.

**CENG 5132 - Advanced Engineering Applications**

Presentation of modern mathematical and analysis techniques used for problem solving in engineering and other disciplines. Topics include state-space solutions, Fourier and Laplace analysis and probability and statistics. Each topic area will be completed with a solution of a practical example that is of current interest in various areas of technology. The MATLAB software package will be used for solving certain problems.

Prerequisite: CENG 5131.

**CENG 5133 - Computer Architecture Design**

Study of combinational and sequential digital circuit design techniques, digital building blocks, software and hardware aspects of computer architecture and memory systems.

Prerequisite: CENG 3312 or equivalent.

**CENG 5231 - Network System Specification**

The procedures and approaches used to evaluate and specify systems will be covered. Case studies will include systems that combine data acquisition, engineering workstation capability and small-business aspects in a networked group of computers. Laboratory instruction.

**CENG 5232 - Systems Engineering Analysis & Modeling**

Use of computing tools to analyze, model and simulate solutions to complex systems engineering problems.

Prerequisite: SENG 5231 and SENG 5232 or permission of instructor and adviser.

**CENG 5331 - Theory of Information & Coding**

Shannon's theory of information and coding applied to discrete communications channels; theory of finite fields applied to error detection and correction codes.

Prerequisite: Background in digital logic, statistics and linear systems analysis.

**CENG 5332 - Wireless Communications & Networks**

Wireless digital communication/network fundamentals, design approaches, system architectures, applications, performance assessment and security for radio frequency communication technologies.

Prerequisite: CENG 4311 or equivalent.

**CENG 5333 - Network Performance Analysis**

Queuing theory, data link control, routing and flow control, polling and line control, LANs, circuit switching and call processing. Laboratory instruction.

Prerequisite: Background in data communications and probability theory.

**CENG 5334 - Fault Tolerant Computing**

Lectures and research projects involving: design techniques for fault tolerant computers; fault modes; failure mechanisms; failure, fault and error relationship; architectural and software options for fault tolerance; modeling and evaluation techniques.

Prerequisite: Background in probability, computer hardware and computer software.

**CENG 5335 - Digital Systems Testing**

Digital system fault modeling and diagnosis; test synthesis, design for test, functional testing, built-in self-test; discussions of real world practical applications, cost effective techniques and industry standards.

Prerequisite: CENG 4354 or equivalent.

**CENG 5337 - Low Power System Design**

Design of low power digital circuits, processors and systems; analysis of real world low power RISC processors; discussion of next generation power management and energy generation techniques.

Prerequisite: CENG 3351 or equivalent.



**CENG 5431 - Digital Signal Processing**

Sampling, Fourier analysis, FFT's and digital filtering. Laboratory instruction.

Prerequisite: CENG 5131 or equivalent.

**CENG 5432 - Digital Control Systems**

Analysis and synthesis of digital control systems and a comparison of continuous and discrete control systems. Laboratory instructions.

Prerequisite: CENG 5131 or equivalent.

**CENG 5433 - Principles of Digital Communications Systems**

Analysis and synthesis of digital communications systems.

Prerequisite: Linear systems theory and calculus -based probability.

**CENG 5434 - Microcomputer Systems Design**

Software design and use of 32-bit microcomputers and microcontrollers as used in modern computer systems and products. Laboratory instruction.

Prerequisite: Computer architecture and assembly language.

**CENG 5531 - Machine Learning and Applications**

Fundamentals of machine learning and pattern recognition. Topics covered include neural networks, Bayesian inference and non-parametric techniques.

Prerequisite: STAT 3334.

**CENG 5534 - Advanced Digital System Design**

Behavioral and structural design methods and examples using hardware description languages, including control, arithmetic, bus systems, memory systems and logic synthesis from hardware descriptions.

Prerequisite: CENG 4354 or equivalent.

**CENG 5634 - Artificial Neural Networks**

Knowledge of computer algorithms, programming and a basic understanding of calculus, linear algebra, probability and statistical theory. A course covering artificial neural network (ANN) models and computation. The emphasis is on the rationale, theory, modeling, analysis, methodology, evaluation and representative applications of ANN. The computational capabilities and limitations of several popular ANN models are analyzed.

Prerequisite: Senior or graduate standing in computing, mathematics, business or other majors.

**CENG 5719 - Internship in Computer Engineering**

Supervised work experience in an approved industrial firm or government agency. Written and oral report required.

Prerequisite: Approval by adviser and associate dean.

**CENG 5729 - Internship in Computer Engineering**

Supervised work experience in an approved industrial firm or government agency. Written and oral report required.

Prerequisite: Approval by adviser and associate dean.

**CENG 5739 - Internship in Computer Engineering**

Supervised work experience in an approved industrial firm or government agency. Written and oral report required.

Prerequisite: Approval by adviser and associate dean.

**CENG 5915 - Cooperative Education Work Term**

Educational paid work assignment by a student in the field of career interest and course of study. A technical report will be required at the end of the semester. (Specific requirements are noted in the Cooperative Education Catalog description.)

Prerequisite: Approved Candidate Plan of Study, completed cooperative education file and approval of associate dean and Director of Cooperative Education.

**CENG 5919 - Independent Study in Computer Engineering**

Prerequisite: Approval of instructor, chair and associate dean.

**CENG 5929 - Independent Study in Computer Engineering**

Prerequisite: Approval of instructor, chair and associate dean.

**CENG 5931 - Research Topics in Computer Engineering**

Identified by specific title each time course is offered.

**CENG 5939 - Independent Study in Computer Engineering**

Prerequisite: Approval of instructor, chair and associate dean.

**CENG 6332 - High Performance Computer Architecture**

Introduction to systems architecture design and tuning techniques for High Performance Computing; RISC's, cache, pipelines, hypercubes, data-flow and supercomputers. Laboratory instruction.

Prerequisite: Background in computer architecture.

**CENG 6431 - DSP Implementations**

Implementation techniques of digital signal processing applications emphasizing Code Composer Studio and the TI DSP 320 family of digital signal processors. Laboratory instruction.

Prerequisite: CENG 5431 and C Programming.

**CENG 6434 - Advanced Microcomputer System Design**

System and product design with modern microcomputers and micro controllers. Laboratory instruction.

Prerequisite: CENG 5434 or equivalent.

**CENG 6532 - Parallel Processing**

Integrated discussion of the software and hardware design issues involved in parallel processing. Laboratory instruction.

Prerequisite: Background in computer architecture and programming.

**CENG 6533 - Robotics**

Topics of current interest in robotics applied to the study of mechanical systems for robots, robotics control and sensors for robotics. Laboratory instruction.

**CENG 6534 - Digital Systems Synthesis and Optimization**

Digital circuits and models; scheduling algorithms, resource sharing and binding; logic level synthesis and optimization; discussions of latest trends in digital systems using recent research findings.

Prerequisite: CENG 4354 or equivalent.

**CENG 6535 - Bio-Inspired Computing**

Novel problem solving and optimization research projects that require integrating nature, bio-inspired computing knowledge to design, adapt and implement solutions for real-life problems.

Prerequisite: Computer or Engineering majors with a strong interest in conducting research projects.

**CENG 6838 - Research Project and Seminar**

Students will be assigned a research project which requires integrating knowledge and standard procedures in the discipline. A written paper and a presentation will be required.

Prerequisite: 24 hours completed in graduate program.

**CENG 6939 - Master's Thesis Research**

Prerequisite: Approval of adviser, master's committee and dean.

## CINF - COMPUTER INFORMATION SYSTEMS COURSES

### **CINF 5231 - Strategic Information Systems**

Key concepts and principles of the strategic impact of information systems, importance of information systems in the global economy; technological elements of the infrastructure of information systems, business and social factors associated with the success or failure of business organizations.

### **CINF 5234 - Advanced Systems Analysis and Design**

Key concepts and principles of the advanced systems analysis and design. Techniques, methods and tools of the systems analysis and design. Current issues of modern systems analysis and design in business areas.

### **CINF 5432 - Data Warehousing and Business Intelligence**

This course focuses on giving students a broad overview of managerial, strategic, and technical issues associated with Data Warehousing and Business Intelligence. Topics will cover Data Warehouse design, implementation and utilization including the principles of dimensional data modeling, techniques for extraction of data from source systems, data transformation methods, data staging and quality, data warehouse architecture and infrastructure and the various methods for information delivery. The course will also introduce students to the development and use of Business Intelligence solutions that provide useful information to organization decision makers.

### **CINF 5915 - Cooperative Education Work Term**

Educational paid work assignment by a student in the field of career interest and course of study. A technical report will be required at the end of the semester. (Specific requirements are noted in the Cooperative Education Catalog description.)

Prerequisite: Approved Candidate Plan of Study, completed cooperative education file and approval of associate dean and Director of Cooperative Education.

### **CINF 5919 - Independent Study in Computer Information Systems**

Prerequisites: Approval of instructor, division chair and associate dean.

### **CINF 5929 - Independent Study in Computer Information Systems**

Prerequisites: Approval of instructor, division chair and associate dean.

### **CINF 5931 - Research Topics in Computer Information Systems**

Identified by specific title each time course is offered.

### **CINF 5939 - Independent Study in Computer Information Systems**

Prerequisites: Approval of instructor, division chair and associate dean.

### **CINF 6838 - Research Project and Seminar**

Attendance at the orientation meeting on the first class day required. Students will be assigned a research project which requires integrating knowledge and standard procedures in the discipline. A written paper and a presentation will be required.

Prerequisite: 24 hours completed in graduate program.

### **CINF 6939 - Master's Thesis Research**

Prerequisite: Approval of faculty adviser, master's committee and Dean.

## CSCI - COMPUTER SCIENCE COURSES

### **CSCI 5037 - Topics in Computer Science for Non-Majors**

Identified by topics each time the course is offered. Not to be taken by majors in computing programs. Laboratory instruction.

### **CSCI 5130 - Human Computer Interface**

This course provides students with the methods for creating and refining interfaces between humans and systems. The course explores new design methodologies, experimenting with new hardware

devices, prototyping new software systems and defining new paradigms for interaction and developing models and theories of interaction.

Prerequisite: Computer language proficiency, numerical methods and probability; linear systems analysis recommended.

### **CSCI 5131 - Simulation Techniques**

Modern software techniques in continuous and discrete model construction for industrial and scientific applications. Laboratory instruction.

Prerequisite: Computer language proficiency, numerical methods and probability; linear systems analysis recommended.

### **CSCI 5132 - Internet Protocols**

Interconnection of heterogeneous networks and the layering principles of TCP/IP which make it possible. A brief look at underlying hardware technologies. Internet addressing and routing, reliable and unreliable transport protocols. Application level services available in the Internet.

Prerequisite: CSCI 1370 or CSCI 1471 and CSCI 2315

### **CSCI 5134 - Concurrent Programming and Software Modeling**

Principles of issues related to concurrent programming and software modeling. Detailed study of Unix, Java and .NET APIs for multiprocessing, multi-threading and synchronization. Introduction to Software Modeling using UML, analysis of requirements documents to produce UML models and automatic code generation using IDE plug-ins or built-in tools. Other software development issues like unit testing and version control will also be explored. Laboratory instruction.

Prerequisite: An OOP Language (C++, Java or C#)

### **CSCI 5232 - Concepts of Programming Languages**

The course assumes knowledge of at least one imperative language such as C, C++, or Java. Study of various programming languages from conceptual standpoint; topics will include formal language definition, data storage techniques, design techniques and implementation issues for compilers. Both numeric and string processing languages will be covered.

Prerequisite: CSCI 2315.

### **CSCI 5233 - Computer Security & Integrity**

Introduction to encryption and decryption; security mechanisms in computer architectures, operating systems, databases, networks and introduction to security.

Prerequisite: CSCI 4333, CSCI 4534 or equivalents.

### **CSCI 5234 - Web Security**

Fundamental coverage of issues and techniques in developing secure web-based applications and related topics such as network security, web server security, application-level security and web database security, etc.

Prerequisite: CSCI 5233 and CSCI 4320 or instructor's approval.

### **CSCI 5235 - Network Security**

Advanced cryptography, access control, distributed authentication, TCP/IP security, firewalls, IPSec, Virtual Private Networks, intrusion detection systems and advanced topics such as wireless security, identity management, etc.

Prerequisite: CSCI 5233 or CSCI 4323 and CSCI 5132 or CSCI 4312.

### **CSCI 5331 - Computer Graphics**

Interactive graphics techniques, three dimensional graphics including 3-D projections, hidden line elimination and shading. Stereo graphics, Virtual Reality and Animation. Laboratory instruction.

Prerequisite: CSCI 3352, CSCI 4350 or equivalent, linear algebra and analytic geometry.

**CSCI 5333 - Database Management Systems**

Database management systems (DBMS), relational DBMS, object-oriented DBMS, knowledge base management systems, database language, query optimization, security and integrity, concurrency control and recovery, design theory of databases. Laboratory instruction.

Prerequisite: CSCI 4333.

**CSCI 5431 - Client-Server Based Network Programming**

Principles and issues related to the development of client-server based applications. Detailed study of networking API to the TCP/IP protocol suite in a suitable multitasking platform (Unix or Windows NT). Concurrency issues in the design of client and server programs. Trade-offs of different architectures and usage of Remote Procedure Calls. Broadcasting and Multicasting. Interoperability of IPv4 and IPv6 clients and servers. Laboratory instruction.

Prerequisite: CSCI 1320, CSCI 4351 or CSCI 4354.

**CSCI 5432 - Design and Analysis of Algorithms**

Review of advanced data structures and algorithm design. Focus on analysis techniques for complex algorithms and data structures, including amortized analysis, randomized algorithms and NP approximations. Includes survey of parallel analysis and complexity theory.

Prerequisite: CSCI 3352.

**CSCI 5433 - Object-Oriented Database Systems**

Integration of object-oriented technology with database and Internet technologies, topics include modeling and design for object-oriented database systems, their development processes, implementation of online web database applications using object-oriented languages, scripting languages and object-oriented DBMS to store and retrieve objects in an object-oriented database. Laboratory instruction.

Prerequisite: CSCI 4333; CSCI 4320 recommended.

**CSCI 5530 - Pattern Classification**

Introduction to the basic concepts of pattern classification including Bayes decision theory, parametric and non-parametric techniques, linear discriminant functions and clustering. Laboratory instruction.

Prerequisite: Calculus, linear algebra, probability, statistics and a compiler language.

**CSCI 5531 - Advanced Operating Systems**

Study of current methodologies used in the design of distributed operating systems including issues related to the design of distributed file systems, interprocess communication and synchronization facilities, process, processor and memory management within the context of distributed operating systems. Case studies and review of current literature. Basic introduction to network programming and its application to the design of a simplified component of a distributed operating system. Laboratory instruction.

Prerequisite: CSCI 4354 and CSCI 5134

**CSCI 5532 - Pattern Recognition and Image Processing**

An introduction to basic concepts and techniques for digital image processing, including software and hardware techniques for statistical pattern recognition and extracting useful information from pictures by automatic means. Laboratory instruction.

Prerequisite: Calculus, linear algebra, probability, statistics and a compiler language.

**CSCI 5533 - Distributed Information Systems**

Distributed transparency, distributed DBMS architecture, distributed database design, semantic data security and integrity control, distributed query processing, database interoperability, mobile databases, distributed concurrency control and recovery, distributed DBMS. Laboratory instruction.

Prerequisite: CSCI 5333.

**CSCI 5631 - Foundations for Service Oriented Architectures**

Principles and issues related to the development of interface based software components as the foundation for developing Service Oriented Architecture (SOA). Topics include interface definition

and design, language integration (VB, C#, C++ and Java), concurrency and threading issues, type libraries, distributed components, call backs and persistence.

Prerequisite: CSCI 5431 or CSCI 5531.

### **CSCI 5633 - Web Database Development**

Principles of design and implementation of web database systems for storing, updating and retrieving data on the web: web database development techniques, database modeling, SQL development, web database connectivity, web database application programming. Scripting languages, exchanging data with XML, user authentication, user tracking, session management, e-commerce and web database administration will be covered. Laboratory instruction.

Prerequisite: CSCI 4320 and CSCI 4333.

### **CSCI 5635 - Parallel Processing**

Integrated discussion of the software and hardware design issues involved in parallel processing. Laboratory instruction.

Prerequisite: Background in computer architecture and programming.

### **CSCI 5733 - XML Application Development**

XML standards including XML, DTD, DOM, XSL, XSLT, Xpath, Xpointer and XML Schema. XML related technologies including XML parsers, JAXP, XSL parsers, XML servers, XML databases, SOAP and Web services. Laboratory instruction.

Prerequisite: CSCI 1370 or CSCI 1471, CSCI 4320.

### **CSCI 5737 - Mobile Applications Development**

Mobile application design and development principles-application scoping, usage patterns, reliability requirements, mobile user interface design, accessing hardware features such as camera and GPS and performance tuning. Hands-on laboratory instruction provided using one of the popular mobile platforms- iOS, Android or Windows Phone 7.

Prerequisite: The course assumes knowledge of an object-oriented programming language such as C++, Java, C#, etc.

### **CSCI 5739 - Internship in Computer Science**

Supervised work experience in an approved industrial firm or government agency. Written and oral report required.

Prerequisite: Approval by adviser and associate dean.

### **CSCI 5832 - Financial Data Mining**

Examination of the process of data mining financial data in order to identify potentially successful approaches. Explores different sources of data (e.g. derivatives, stocks) and how to effectively apply various machine learners.

Prerequisite: At least one high level programming language or instructor's approval.

### **CSCI 5833 - Data Mining: Tools and Techniques**

Overview of the data mining process (e.g., CRISP-DM) including issues of data cleansing and data modeling. Characterization of data (structured, unstructured, time series). Examination of machine learners (neural networks, decision trees, genetic programs). Critique of various data mining tools regarding functionality and application. Assessment of data mining domains using financial, bioinformatics and web-based repositories.

Prerequisite: CSCI 2315 and CSCI 4333. CSCI 5333 recommended.

### **CSCI 5838 - Mobile Game Programming**

Mobile games design and development principles-creating game scenes, levels, and sprites, collision detection, scrolling background, sounds, leaderboard and incorporating physics in games. Hands-on laboratory instruction provided using one of the popular mobile platforms (iOS, Android or Windows Phone 7) and gaming engines such as Cocos2D, Box2D etc.

Prerequisite: CSCI 1370

### **CSCI 5915 - Cooperative Education Work Term**

Educational paid work assignment by a student in the field of career interest and course of study. A technical report will be required at the end of the semester. (Specific requirements are noted in the Cooperative Education Catalog description.)

Prerequisite: Approved Candidate Plan of Study, completed cooperative education file and approval of associate dean and Director of Cooperative Education.

### **CSCI 5919 - Independent Study in Computer Science**

Prerequisite: Approval of instructor, chair and associate dean.

### **CSCI 5929 - Independent Study in Computer Science**

Prerequisite: Approval of instructor, chair and associate dean.

### **CSCI 5931 - Research Topics in Computer Science**

Identified by specific title each time course is offered.

### **CSCI 5933 - Computational Bioinformatics**

Course assumes students have very little or no prior Biological background. The course examines computational approaches to understanding and predicting the structure, function, interactions and evolution of DNA, RNA, proteins and related molecules and processes. The methods taught focus on developing the structure of the models, on model fitting algorithms (machine learning) and on the application of the resulting models (data mining). Most applications will revolve around DNA, RNA, protein sequence and gene expression-array data, but other types of data may also be considered.

Prerequisite: CSCI 5833.

### **CSCI 5939 - Independent Study in Computer Science**

Prerequisite: Approval of instructor, chair and associate dean.

### **CSCI 6530 - Research Methods in Computer Science**

A study of current methods and techniques in computer science research, including writing research proposals, conducting research, technical writing and presentations.

### **CSCI 6532 - Real-Time Systems**

Major issues in the design and implementation of predictable real-time systems including cyclic executives, fixed priority executives, dynamic priority executives, priority inversion, object-oriented design, real-time transaction systems, real-time programming languages and real-time operating systems. Laboratory instruction.

Prerequisite: Background in operating systems.

### **CSCI 6838 - Research Project and Seminar**

Attendance at the orientation meeting on the first class day required. Students will be assigned a research project which requires integrating knowledge and standard procedures in the discipline. A written paper and a presentation will be required.

Prerequisite: 24 hours completed in graduate program.

### **CSCI 6939 - Master's Thesis Research**

Prerequisite: Approval of faculty adviser, master's committee and Dean.

### **CSCI 6969 - Master's Thesis Research**

Prerequisite: Approval of faculty adviser, master's committee and Dean.

## **EMGT - ENGINEERING MANAGEMENT COURSES**

### **EMGT 5130 - New Business Development**

The course concentrates on business proposal writing and business feasibility analysis for technology ventures.

Prerequisite: Foundation courses.

### **EMGT 5131 - Legal Issues in Engineering Management**

This course will provide an overview of warranty law, deceptive trade practices law, product liability and class action concepts. Class discussions will focus on legal considerations for engineering managers, risk assessment and the expense and adverse impact of litigation.

Prerequisite: Foundation courses.

### **EMGT 5230 - Negotiation Strategies**

This course will educate the student to better understand the behavior of individuals, groups and organizations in the context of competitive situations. Students develop negotiation skills experientially and understand negotiation in useful analytical frameworks.

Prerequisite: Foundation courses.

### **EMGT 5231 - Engineering Management Planning**

This course is to provide students with the state-of-the-art issues, knowledge and skills of product design and development process in the context of the systems engineering process and management. Topics include the techniques and knowledge for new product design and development processes and their management. These include the product planning, requirements engineering, product specification, concept generation/selection and testing, product architecture and related design techniques.

### **EMGT 5330 - Service and Operations Management**

This course provides an overview, concepts and methods that are useful in understanding the management of firm's operations. This course will concentrate on operations strategy, process improvement, forecasting, lean and just-in-time and supply chain management.

Prerequisite: Foundation courses.

### **EMGT 5331 - Six-Sigma Quality**

This course will cover the knowledge areas of six sigma green belt. Topics include six sigma goal, lean principles, theory of constraints, design for six sigma, quality function deployment, process management, data and process analysis and design of experiments.

Prerequisite: Foundation courses.

### **EMGT 5430 - Professional Project Management**

This course focuses on project management through the critical examination of project defining, planning, implementing, monitoring, controlling and documenting. Includes the nine project management knowledge areas defined in the Project Management Body of Knowledge (PMBOK) issued by the Project Management Institute (PMI), project management software and techniques and skills required for good project management. The course concentrates on the production of a project management plan.

Prerequisite: Foundation courses.

### **EMGT 5431 - Contract Management**

This course provides overall knowledge on the processes and techniques through which goods and services are acquired in the project management environment.

Prerequisite: Foundation courses.

### **EMGT 5530 - Organizational Analysis and Management**

This course examines the human side of management through the application of behavioral science for technical professionals. This course focuses on decision making, project teams, leadership and organization skills.

Prerequisite: Foundation courses.

### **EMGT 5531 - Technology Planning and Management**

This course discusses frameworks and analytical processes for analyzing how firms can create, commercialize and capture value from technology-based products and services.



Prerequisite: Foundation courses.

### **EMGT 5630 - Quantitative Decision Making for Engineering Management**

This course provides a systematic approach to the formulation of problems, alternative research methodologies and decision making processes. The course is intended to provide students the skills and abilities necessary to integrate research purpose, technique and constraints. Topics include hypothesis formulation and testing survey development, reliability and validity analysis and application of statistical techniques.

### **EMGT 5631 - Supply Chain Management**

This course provides overall knowledge and concepts on Logistics and Supply Chain Management. The course focuses on facilities, inventory, transportation, information, sourcing and pricing, network design and analysis, and performance evaluation of Supply Chain Management using quantitative and quantitative approaches

### **EMGT 5730 - Fundamentals of Enterprise Resource Planning Software**

This course provides the overall knowledge and concepts on enterprise resource planning (ERP) system. The focus of this course is on illustrating procurement, material requirement planning, production and sales business processes using ERP software. Use of SAP's ERP Business Suite as an example ERP system.

### **EMGT 5739 - Internship in Engineering Management**

Supervised work experience in an approved Engineering Management field. Written and oral report required. Approval of faculty chair and associate dean required.

Prerequisite: Approved Candidate Plan of Study, completed cooperative education file and approval of associate dean and Director of Cooperative Education.

### **EMGT 5915 - Cooperative Education Work Term**

Educational paid work assignment by a student in the field of career interest and course of study. A technical report will be required at the end of the semester. (Specific requirements are noted in the Cooperative Education Catalog description).

Prerequisite: Approved Candidate Plan of Study, completed cooperative education file and approval of associate dean and Director of Cooperative Education.

### **EMGT 5919 - Independent Study in Engineering Management**

Prerequisite: Foundation courses. Approval of faculty adviser, chair and associate dean.

### **EMGT 5931 - Research Topics in Engineering Management**

Identified by specific title each time course is offered.

### **EMGT 5939 - Independent Study in Engineering Management**

Prerequisite: Foundation courses. Approval of faculty adviser, chair and associate dean.

### **EMGT 6837 - Engineering Management Capstone Project**

This is a project based course to summarize EMGT learning. The course consists of several projects from diverse EMGT areas and students need to complete group projects utilizing EMGT knowledge and skills.

Prerequisite: At least 21 hours of graduate work in EMGT.

### **EMGT 6838 - Engineering Management Research Project**

This is a project based course to summarize EMGT learning. The course consists of several projects from diverse EMGT areas and students need to complete group projects utilizing EMGT knowledge and skills.

Prerequisite: 21 hours of graduate work in EMGT.

### **EMGT 6939 - Master's Thesis Research**

Prerequisite: Approval of faculty adviser, thesis committee and dean.

## ENSC - ENVIRONMENTAL SCIENCE COURSES

### **ENSC 5031 - Teaching Environmental Science**

The course is designed for K-12 teachers to enhance their own knowledge, awareness and understanding of environmental issues (air, water and waste) of national and regional importance. It is also designed to equip teachers of all grades with the appropriate educational resources so that they may effectively teach their own students about issues of environmental sciences through classroom instruction, laboratory assignment, site visit, observations and field demonstration.

### **ENSC 5135 - Statistics for Environmental Science**

Basic and intermediate concepts and applied statistical analyses using R, including experimental design, parametric and non-parametric statistical analyses (t test, ANOVA, regression, correlation, multivariate statistics and others) and results interpretation.

Prerequisite: STAT 3308 or equivalent.

### **ENSC 5331 - Wetlands**

Survey of wetlands types including coverage of environmental importance of wetlands, interaction of soils, geomorphology and biological community in wetlands formation, wetlands protection and wetlands creation. Field trips required.

### **ENSC 5333 - Fundamentals of Environmental Engineering**

The course is designed to provide a broad overview of current environmental problems as well as in-depth discussions on engineering solutions. Includes the fundamentals of mass/energy balance, chemistry, microbiology and physics application to environmental problems. Basic engineering design used in water quality management, water treatment, wastewater treatment, air quality, pollution control and solid/hazardous materials management will be the themes of this course.

Prerequisite: CHEM 3333 or equivalent.

### **ENSC 5530 - Research Methods: Environmental Science**

Development of proposal for master's project or thesis research.

Prerequisite: STAT 5135, adviser approval and approved research topic.

### **ENSC 5915 - Cooperative Education Work Term**

Educational paid work assignment by a student in the field of career interest and course of study. A technical report will be required at the end of the semester. (Specific requirements are noted in the Cooperative Education Catalog description.)

Prerequisite: Approved Candidate Plan of Study, completed cooperative education file and approval of associate dean and Director of Cooperative Education.

### **ENSC 5919 - Independent Study in Environmental Science**

Prerequisite: Approval of instructor, chair and associate dean.

### **ENSC 5929 - Independent Study in Environmental Science**

Prerequisite: Approval of instructor, chair and associate dean.

### **ENSC 5931 - Research Topics in Environmental Science**

Identified by specific title each time course is offered.

### **ENSC 5939 - Independent Study in Environmental Science**

Prerequisite: Approval of instructor, chair and associate dean.

### **ENSC 6731 - Graduate Seminar**

Advanced seminar where an in-depth perusal of an environmental science topic shall be undertaken and a formal paper and presentation shall be completed.

Prerequisite: ENSC 5530, STAT 5135 and 24 hours completed in an approved graduate program.

**ENSC 6838 - Research Project**

Students complete their research project; write the research paper and present research findings in a public forum.

Prerequisite: ENSC 5530, 24 hours completed within a CPS and approval of graduate adviser.

**ENSC 6939 - Master's Thesis Research**

Prerequisite: Master's degree candidacy as well as approval by adviser, master's committee and dean.

## **GEOL - GEOLOGY COURSES**

**GEOL 5233 - Environmental Geochemistry**

Basic solution geochemistry and equilibria concepts to formation and alteration of sedimentary materials of low temperature origin. Geochemistry of fluids in natural aqueous environments with emphasis on diagenesis and weathering.

Prerequisite: GEOL 3304, 3317 or equivalent; Inorganic and organic chemistry.

**GEOL 5331 - Advanced Environmental Geology**

Relationships and interactions between pollutants and earth materials, land instability hazards, resource exploitation problems; and other topics of current interest.

**GEOL 5333 - Wetlands**

Survey of wetlands types including coverage of environmental importance of wetlands, interaction of soils, geomorphology and biological community in wetlands formation, wetlands protection and wetlands creation.

Prerequisite: GEOL 4323

**GEOL 5531 - Hydrology of Groundwater**

Course emphasizes principles of occurrence and movement of ground water. Factors applying to pollution, estimates of supply and engineering aspects will be emphasized. Local case studies will be included. Laboratory exercises included.

Prerequisite: GEOL 3304, GEOL 4351

**GEOL 5532 - Hydrology of Surface Water**

Course will emphasize principles of occurrence and movement of surface water. Factors applying to pollution, estimates of supply and engineering aspects will be studied. Local case studies of water resources, flooding and effects included. Laboratory exercises included.

Prerequisite: GEOL 3304 or equivalent.

**GEOL 5631 - Remote Sensing: Applications in Geology**

Course emphasizes principal sensors and products of spacecraft remote sensing. Emphasizes applications of remote sensing to geology, hydrology, oceanography and biology. Land use and other environmental applications are also included. Laboratory exercises included.

Prerequisite: GEOL 3304, GEOL 4222, GEOL 4324 or equivalent.

**GEOL 5632 - Hazardous Materials in The Geologic Environment**

Study of the environmental problems arising from use of the geologic environment as a waste repository. Course includes such topics as landfills, clay lined waste pits, underground storage tanks, deep well injection, role of salt deposits in waste disposal and ordinance contamination of Department of Defense sites.

Prerequisite: GEOL 5531.

**GEOL 5730 - Planetary Geology**

Comparison of the planets and the solid surface satellites with emphasis on the terrestrial planets. Latest space probe data included.

Prerequisite: GEOL 3304 or equivalent, GEOL 3317, GEOL 4324.

**GEOL 5931 - Research Topics in Geology**

Identified by specific title each time course is offered.

**GEOL 5939 - Independent Study in Geological Sciences**

Prerequisite: Approval of instructor, chair and associate dean.

**GEOL 6838 - Research Project and Seminar**

Students will develop a research proposal which allows integrating knowledge and standard procedures in the discipline. A written paper and a presentation will be required.

Prerequisite: 24 hours completed in approved graduate program.

**GEOL 6939 - Master's Thesis Research**

Prerequisite: Approval of adviser, master's committee and dean.

**INDH - INDUSTRIAL HYGIENE AND SAFETY COURSES****INDH 5131 - Control of Occupational and Environmental Hazards**

Engineering and control technology used to eliminate and reduce hazards. Includes ventilation design, shielding, heat and cold stress, noise control, emissions control and waste management.

Prerequisite: INDH 4311, 4313, 4315 or equivalents.

**INDH 5233 - Recognition of Occupational Diseases**

Incidence and patterns of occupational diseases in the U.S. Approaches to recognition and prevention. Workplace exposures and effects. Occupational disorders by organ systems.

Prerequisite: BIOL 4325

**INDH 5333 - Air Pollution**

Background, sources and fate of atmospheric pollutants. Air pollution episodes, meteorology, dispersion modeling, air quality measurements, controls, criteria, guidelines and health standards.

**INDH 5334 - Human Factors Engineering**

Provides an analysis of the principles of human factors and ergonomics. The course covers human information processing, man-machine systems, information design, display and control design, static and dynamic anthropometrics and fundamentals of biomechanics, musculoskeletal injuries, including Cumulative Trauma Disorders such as Carpal Tunnel Syndrome, hand tool design, back injuries, vibrations, shift work, biological rhythms and workload assessment. Emphasis is placed on ergonomic methods and techniques to assess the design of modern work environments.

**INDH 5335 - Ergonomic Methods and Analysis Techniques**

Provides students with a variety of methods to analyze tasks and make accommodations and redesigns based on the principles of human factors and ergonomics. Emphasis is placed on Human Factors/Ergonomic methods and techniques to assess the design of modern work environments to accommodate people with disabilities or provide suitable redesigns to enhance human performance.

**INDH 5336 - Safety, Health and Environmental Issues**

Principles and concepts of environmental health and safety including essential information related to the recognition, evaluation and control of occupational and environmental hazards. Includes information related to public safety, the community, businesses, labs, government, education/research or other work environments.

**INDH 5739 - Internship in Industrial Hygiene and Safety**

Supervised work experience in an approved industrial firm or governmental agency. Written and oral report required.

Prerequisite: Master's degree candidacy as well as approval by adviser and dean.

### **INDH 5915 - Cooperative Education Work Term**

Educational paid work assignment by a student in the field of career interest and course of study. A technical report will be required at the end of the semester. (Specific requirements are noted in the Cooperative Education Catalog description.)

Prerequisite: Approved Candidate Plan of Study, completed cooperative education file and approval of associate dean and Director of Cooperative Education.

### **INDH 5919 - Independent Study in Industrial Hygiene & Safety**

Prerequisite: Approval of instructor, chair and associate dean.

### **INDH 5931 - Research Topics in Industrial Hygiene and Safety**

Identified by specific title each time course is offered.

### **INDH 5939 - Independent Study in Industrial Hygiene & Safety**

Prerequisite: Approval of instructor, chair and associate dean.

### **INDH 6135 - Radiation Protection**

Advanced principles of ionizing and non-ionizing radiation are presented to provide the students who already have a basic understanding of radiation protection with an enhanced competence to solve theoretical and practical problems in radiation protection.

### **INDH 6232 - Analytical Methods for Evaluation of Health Hazards**

Survey procedures and instrumental methods of analysis for atmospheric and occupational hazards. Optical microscopy, noise, radiation, colorimetry, gas chromatography, atomic absorption, infrared and mass spectrometry.

Prerequisite: INDH 4322 or equivalent.

### **INDH 6332 - Safety Engineering**

Application of engineering principles to produce design, plant layout, construction, maintenance, pressure vessels, power tools, electric equipment, confined spaces and transportation systems. Includes consensus standards and governmental regulations.

Prerequisite: INDH 3340 or equivalent.

## **MATH - MATHEMATICS COURSES**

### **MATH 5031 - Problem-Solving Strategies**

A focus on the connection between problem-solving, teaching mathematics for understanding and the development of mathematical reasoning. Also highlighted will be the student's own development of problem-solving abilities and ability to communicate their reasoning.

### **MATH 5033 - Instructional Applications of Algebra**

A seminar on the content of secondary school courses in algebra and applicable instructional techniques.

### **MATH 5034 - Geometry Seminar**

Topics in Euclidean and Non-Euclidean geometries. An emphasis on the strengthening of proof-writing techniques. Also discussed will be the use of technology and concrete materials in the teaching and learning of geometry.

Prerequisite: MATH 3305 or equivalent.

### **MATH 5035 - Precalculus Courses for Mathematics Teachers of Grades 10-14**

A seminar on various current and potential approaches to the content of precalculus mathematics with applicable instructional techniques.

### **MATH 5036 - Calculus for Mathematics Teachers of Grades 10-14**

A seminar on various approaches to the teaching of introductory calculus.

**MATH 5037 - Technology for Mathematics Curriculum**

Current laboratory applications of computers and calculators in the mathematics curriculum. Symbolic, numerical and graphical computing will be applied to various mathematical problems.

Prerequisite: Calculus, MATH 2318 and MATH 4311.

**MATH 5131 - Abstract Algebra**

Groups, rings, fields, modules; ideal theory, polynomial rings, algebraic and free groups.

Prerequisite: MATH 4322 or equivalent.

**MATH 5132 - Real Analysis**

General measure and integration theory. Banach and Hilbert spaces; applications to approximation theory, probability theory and summability.

Prerequisite: MATH 4341 or equivalent.

**MATH 5133 - Complex Analysis**

The theory of analytic functions and analytic continuation. Branched functions; an introduction to homotopy theory and basic metric space topology. Integration theory, Cauchy's theorem and residue theory.

Prerequisite: MATH 4363 or equivalent.

**MATH 5134 - Logic**

Propositional and predicate calculus; foundations, computability.

Prerequisite: MATH 4321 or equivalent.

**MATH 5136 - Ordinary Differential Equations and Dynamical Systems**

This course covers the dynamical aspects of ordinary differential equations and the relationship between theory and applications. Fundamental theorems of solutions of ordinary differential equations oriented toward dynamical systems, local phase portrait analyses of nonlinear autonomous systems and the criteria for the existence of periodic solutions are examined along with various applications.

Prerequisite: MATH 2318, MATH 3321 and MATH 4311 or equivalent.

**MATH 5137 - Topology and Geometry**

Set Theory, Topological Spaces, Connectedness and Compactness, The Fundamental Group and Covering Spaces, Surfaces and their applications.

Prerequisite: MATH 4313 or equivalent.

**MATH 5231 - Linear Algebra**

Fields and vector spaces, determinants and their characterization, adjoints operators, eigenvalues and eigenvectors, diagonalizability, canonical forms and matrix functions.

Prerequisite: MATH 2318.

**MATH 5232 - Number Theory**

An introduction to analytic number theory, which uses the tools of analysis (particularly complex function theory) to investigate questions in number theory. The distribution of the primes is of central interest. Some of the tools developed are Dirichlet series, character theory, formal power series and contour integration. Various topics in arithmetical functions are also considered.

Prerequisite: MATH 4312 or equivalent.

**MATH 5330 - Mathematical Software and Modeling Simulation**

Explores computer software in applied Mathematics using Matlab. A variety of programming paradigms are emphasized. A collection of topics in applied. Mathematics, chaos and neuroscience modelings, are incorporated into Matlab programming.

Prerequisite: MATH 2318 and MATH 2320 or equivalent.

### **MATH 5333 - Numerical Analysis**

Mathematical analysis and numerical computation of solutions to linear and nonlinear systems, ordinary differential equations, integral equations and boundary value problems.

Prerequisite: MATH 2318, MATH 2415, MATH 2320 and C/C++ or equivalent.

### **MATH 5431 - Mathematical Modeling in The Applied Sciences**

Techniques for analyzing and simulating physical, chemical and biological processes.

Prerequisite: MATH 4325 or equivalent.

### **MATH 5931 - Research Topics in Mathematics**

Identified by specific title each time course is offered.

### **MATH 5939 - Independent Study in Mathematics**

Prerequisite: Approval of instructor, chair and associate dean.

### **MATH 6131 - Introduction to Algebraic Topology and Geometry**

An introduction to topics in algebraic topology; manifold theory and their applications.

Prerequisite: MATH 4313 or equivalent.

### **MATH 6837 - Research Project I**

Student will develop and complete a research project which requires integrating knowledge and standard procedures in the discipline. A written paper and presentation will be required.

### **MATH 6838 - Research Project II**

Student will complete research project developed in MATH 6837. A written paper and presentation will be required.

### **MATH 6939 - Master's Thesis Research**

Prerequisite: Approval of faculty adviser, master's committee and dean.

## **PHYS - PHYSICS COURSES**

### **PHYS 5011 - Experiments in Modern Physics**

Topics include: Experiments including relativity, light, nuclear physics and quantum mechanics. Experimental research project.

### **PHYS 5311 - Recitation for Electrodynamics**

One hour recitation section to review examples and problems in PHYS 5331.

Prerequisite: Prerequisite or corequisite: PHYS 5331.

### **PHYS 5331 - Electrodynamics**

Dynamics of electric and magnetic fields, Maxwell's equations, electromagnetic radiation, special relativity, wave guides, boundary value problems, multipoles, scattering, radiation from moving charges, radiating systems, relativistic particles in electromagnetic fields, collisions of charged particles, radiation damping and radiative beta process.

Corequisite: PHYS 5311.

### **PHYS 5411 - Recitation for Classical Mechanics**

One hour recitation section to review examples and problems in PHYS 5431. Advanced topics in electrodynamics not normally covered in PHYS 5331 such as radiating systems, diffraction, relativistic particles in electromagnetic fields, collisions of charged particles, radiation damping and radiative beta processes.

Prerequisite: Prerequisite or corequisite: PHYS 5431.

### **PHYS 5431 - Classical Mechanics**

Introduces concepts such as the Lagrangian dynamics of particles, Hamiltonian mechanics and canonical transformations in order to calculate the classical motion of particles.

Corequisite: PHYS 5411.

**PHYS 5511 - Recitation for Mathematical Methods in Physics I**

One hour recitation section to review examples and problems in PHYS 5531.

Prerequisite: Prerequisite or corequisite: PHYS 5531.

**PHYS 5531 - Mathematical Methods I**

A review of essential mathematics required to solve graduate level physics problems: differential equations, complex mathematics, linear algebra, infinite series and more.

Corequisite: PHYS 5511.

**PHYS 5532 - Mathematical Methods II**

This course is a continuation of Mathematical Methods I. Course content may include: advanced boundary conditions, perturbation theory, group theory, tensor analysis, using mathematical software packages (such as Mathematica, Matlab or Maple) or other advanced mathematical applications to physics and engineering.

Prerequisite: PHYS 5531 or instructor approval.

**PHYS 5533 - Methods in Computational Physics**

An introduction to the numerical methods used to solve various physics problems; evolving differential equations, performing Monte-Carlo simulations, simulate fluid flow and more.

Prerequisite: PHYS 5531 or instructor approval and a working knowledge of a programming language.

**PHYS 5611 - Recitation for Quantum Mechanics I**

One hour recitation section to review examples and problems in PHYS 5631.

Prerequisite: Prerequisite or corequisite: PHYS 5631.

**PHYS 5612 - Recitation for Quantum Mechanics II**

One hour recitation section to review examples and problems in PHYS 5632.

Prerequisite: Prerequisite or corequisite: PHYS 5632.

**PHYS 5631 - Quantum Mechanics I**

Fundamental concepts of non-relativistic quantum mechanics. Solution of simple one-dimensional problems. Hilbert-space description. Matrix representations. Quantum dynamics. Extension to three dimensions. Spin and orbital angular momentum.

Corequisite: PHYS 5611.

**PHYS 5632 - Quantum Mechanics II**

Sequel to Quantum Mechanics I, Angular momentum theory. Symmetries and conservation laws. Application of approximation methods to realistic problems. Systems of identical particles. Scattering theory. Relativistic single-particle wave equations. Introduction to quantum computing.

Prerequisite: PHYS 5631 or equivalent.

**PHYS 5711 - Recitation for Statistical Mechanics**

One hour recitation section to review examples and problems in PHYS 5731.

Prerequisite: Prerequisite or corequisite: PHYS 5731.

**PHYS 5731 - Statistical Mechanics**

Principles of statistical mechanics and their applications to various physical systems, fundamental principles of thermodynamics and statistical mechanics, including probability theory, kinetic theory, entropy, classical statistical mechanics, ensembles, quantum statistical mechanics, ideal Bose and Fermi systems and phase transitions.

Corequisite: PHYS 5711.



**PHYS 5739 - Internship in Physics**

Supervised work experience in an approved industrial firm or government agency. Written and oral report required.

Prerequisite: Master's degree candidacy as well as approval by adviser and dean.

**PHYS 5911 - Research Topics in Physics**

Identified by specific title each time course is offered.

**PHYS 5915 - Cooperative Education Work Term**

Educational paid work assignment by a student in the field of career interest and course of study. A technical report will be required at the end of the semester. (Specific requirements are noted in the Cooperative Education Catalog description.)

Prerequisite: Approved Candidate Plan of Study, completed cooperative education file and approval of associate dean and Director of Cooperative Education.

**PHYS 5919 - Independent Study in Physics**

Prerequisite: Approval of instructor, chair and associate dean.

**PHYS 5931 - Research Topics in Physics**

Identified by specific title each time course is offered.

**PHYS 5939 - Independent Study in Physics**

Prerequisite: Approval of instructor, chair and associate dean.

**PHYS 6132 - General Relativity**

Topics include: Manifolds, Spacetime Curvature, Riemann Geometry, Geodesics, Killing Vectors, Einstein's Equation, The Schwarzschild solution and other Black Hole solutions to Einstein's Equations.

Prerequisite: PHYS 5331 or equivalent.

**PHYS 6231 - Plasma Physics**

Computer programming experience and PHYS 5533 are desired but not required. The course provides a basic understanding of plasma physics fundamentals and a review of the state-of-the-art of current research of plasma science and engineering (nuclear fusion, industrial plasmas, advanced space propulsion and space plasmas).

Prerequisite: Core Physics courses or instructor approval.

**PHYS 6331 - Astroparticle Physics**

Topics include: Symmetries and conservation rules, introduction to representation of groups, gauge theories, neutrino astrophysics, particle cosmology and astrophysics.

Prerequisite: PHYS 5632 or equivalent.

**PHYS 6837 - Advanced Physics Research**

Supervised research in physics for graduate students not completing the thesis option.

**PHYS 6838 - Research Project and Seminar**

Students will develop a research project that integrates knowledge and standard procedures in the discipline. A written paper and oral presentation will be required.

Prerequisite: 24 hours completed in approved graduate program.

**PHYS 6939 - Master's Thesis Research**

Prerequisite: Approval of faculty adviser, master's committee and dean.

## SENG - SYSTEMS ENGINEERING COURSES

### **SENG 5130 - Systems Engineering Processes**

Detailed coverage of the systems engineering process and system engineering tools that facilitate implementation of the process. Covers the complete systems life cycle from needs assessment and feasibility analysis through requirements, design and testing to system retirement and disposal. The student will gain an in-depth understanding of the International Council on Systems Engineering Capability Maturity Model including assessments and process improvement. The student will also gain proficiency in the use of commercial system engineering tools that facilitate the implementation and management of the systems engineering process.

Prerequisite: Foundation courses.

### **SENG 5230 - Systems Engineering Economics**

Engineering and economic fundamentals, issues and goals of SENG. Life and project cycles of systems, supersystems and subsystems. Trade-off studies involving cost-effectiveness analysis; multiple-goal decision analysis; and dealing with uncertainties, risk and the value of information.

### **SENG 5231 - Concurrent Engineering**

Determining needs and organizing teams from the multiple disciplines required for integrated system and product development. Technical and management issues and methods of involving end users, suppliers, service providers and engineering specialists to work with the SENG team on concurrent activities throughout the system's life cycle.

### **SENG 5232 - Engineering Specialty Integration**

Coordination of engineering specialties across multiple disciplines in reliability, quality assurance, maintainability, integrated logistics support, verification, predictability, social acceptability, automated support environments, etc.

### **SENG 5233 - Systems Engineering Analysis and Modeling**

This course presents the fundamentals of systems analysis and modeling. The emphasis is on solving practical modeling problems for continuous, discrete and hybrid systems, both linear and nonlinear. Systems will be modeled using modern tools such as MATLAB and Simulink.

Prerequisite: SENG 5231 and SENG 5232 or permission of instructor & adviser.

### **SENG 5330 - Risk Management**

Continuous Risk Management is a system engineering practice with processes, methods and tools for managing risks in a project. It provides a disciplined environment for proactive decision making to assess continuously what could go wrong (risks), determine which risks are important to deal with and implement strategies to deal with those risks. The purpose of this course is to explain what Continuous Risk Management is; to help the student understand the principles, functions, methods and tools; to show what it could look like when implemented within a project; and to show how a project could implement its own adaptation.

Prerequisite: Foundation courses.

### **SENG 5332 - Decision Analysis for Systems Engineering**

Understanding the theory and learning how to apply, formulate, solve and interpret system engineering problems using decision analysis and operations research techniques. Theory and techniques include decision analysis, linear programming, simplex method, sensitivity analysis, network modeling, integer linear programming and goal programming.

Prerequisite: Foundation courses.

### **SENG 5334 - Human Factors Engineering**

This course presents the consideration of whether people serve as operators, maintainers or users in the system. The course advocates systematic use of such knowledge to achieve compatibility in the design of interactive systems of people, machines and environments to ensure their effectiveness, safety and ease of performance.

Prerequisite: Foundation courses.

**SENG 5532 - Advanced Decision Analysis for Systems Engineering**

Builds upon the fundamentals of Decision Analysis for Systems Engineering, with topics in non-linear methods for decision making, numerical techniques, regression analysis and discriminant analysis.

Prerequisite: SENG 5332.

**SENG 5739 - Internship in Systems Engineering**

Supervised work experience in an approved industrial firm or government agency. Written and oral report required.

Prerequisite: Approval by adviser and associate dean.

**SENG 5915 - Cooperative Education Work Term**

Educational paid work assignment by a student in the field of career interest and course of study. A technical report will be required at the end of the semester. (Specific requirements are noted in the Cooperative Education Catalog description.)

Prerequisite: Approved Candidate Plan of Study, completed cooperative education file and approval of associate dean and Director of Cooperative Education.

**SENG 5931 - Research Topics in Systems Engineering**

Identified by specific title each time course is offered.

**SENG 5939 - Independent Study in Systems Engineering**

Prerequisite: Approval of instructor, chair and associate dean.

**SENG 6837 - Systems Engineering Capstone Project**

Teams will meet on a weekly basis with their faculty mentor to discuss progress.

Prerequisite: Completion of at least 18 hours of the core curriculum including systems engineering project.

**SENG 6939 - Master's Thesis Research**

Prerequisite: Approval of faculty adviser, master's committee and dean.

**SENG 6969 - Master's Thesis Research**

Prerequisite: Approval of faculty adviser, master's committee and dean.

## **STAT - STATISTICS COURSES**

**STAT 5135 - Applied Statistical Methods**

One and two sample methods, analysis of variance, correlation and regression, analysis of covariance, statistical modeling and robustness. Introduction to statistical computation using Excel and statistical software packages. Not available for graduate credit for statistics majors.

Prerequisite: STAT 3308 or equivalent.

**STAT 5431 - Theory and Application of Probability**

Probability axioms and properties, conditional probability, random variables, probability distributions, moment generating function, laws of large numbers and central limit theorem.

Prerequisite: MATH 4344

**STAT 5432 - Theory and Applications of Statistics**

Point and interval estimation, testing of hypotheses, nonparametric methods, regression, analysis of variance, robustness and model fitting.

Prerequisite: STAT 5431.

**STAT 5531 - Multivariate Statistical Analysis**

The study of multivariate normal distribution, estimation of mean and covariance matrix. T2-statistic, Wishart analysis, principal components and factor analysis and other techniques as applied to industrial and decision processes.

Prerequisite: MATH 4345 or equivalent.

**STAT 5532 - Linear Models and Regression Analysis**

Distributions of quadratic forms, general linear models, least squares estimation, hypothesis testing, confidence intervals, multiple regression, variable selection, residual analysis and regression diagnostics.

Prerequisite: MATH 4345 or equivalent.

**STAT 5533 - Statistical Computing**

Data management, reporting, graphical displays, macros, statistical analysis and interpretation and related topics.

Prerequisite: MATH 4345 or equivalent.

**STAT 5534 - Sampling Methods**

Sampling from finite populations, sampling strategies, estimation procedures including ratio and regression estimation, large scale sample survey methods for quality control and applied research in agriculture, business, social sciences and other fields.

Prerequisite: MATH 4345 or equivalent.

**STAT 5535 - Experimental Designs and Analysis**

Completely randomized design, randomized blocks, Latin squares, factorial experiments, confounding and fractional factorial designs for industrial experiments and applications.

Prerequisite: MATH 4345 or equivalent.

**STAT 5537 - Statistical Modeling and Methods**

Univariate statistical modeling, model-fit tests, model comparisons, logistic models, time series and spectral analysis, non-linear models, bootstrap methods and simulations.

Prerequisite: MATH 4345 or equivalent.

**STAT 5538 - Categorical Data Analysis**

Introduction and inference for binomial and multinomial observations using proportions and odds ratios; generalized linear models for discrete data; logistic regression for binary responses; alternative modeling for binary responses; logit models for nominal and ordinal responses; inference for matched-pairs.

Prerequisite: STAT 4345 or equivalent

**STAT 5631 - Reliability and Survival Analysis**

Measures of failure, reliability function, failure models, life testing and censoring, system reliability, parameter estimation and testing regression models, Cox proportional hazard models and software reliability.

Prerequisite: MATH 4345 or equivalent.

**STAT 5739 - Internship in Statistics**

Supervised work experience in an approved industrial firm or government agency. Written and oral report required.

Prerequisite: Approval by adviser and associate dean.

**STAT 5915 - Cooperative Education Work Term**

Educational paid work assignment by a student in the field of career interest and course of study. A technical report will be required at the end of the semester. (Specific requirements are noted in the Cooperative Education Catalog description).

Prerequisite: Approved Candidate Plan of Study, completed cooperative education file and approval of associate dean and Director of Cooperative Education.

### **STAT 5919 - Independent Study in Statistics**

Prerequisite: Approval of instructor, chair and associate dean.

### **STAT 5931 - Research Topics in Statistics**

Identified by specific title each time course is offered.

### **STAT 5939 - Independent Study in Statistics**

Prerequisite: Approval of instructor, chair and associate dean.

### **STAT 6837 - Statistics Research and Consulting I**

Each student will develop a research proposal which allows integrating statistics knowledge and data analysis procedures. A written proposal will be required.

Prerequisite: STAT 5531 or STAT 5532.

### **STAT 6838 - Statistics Research and Consulting II**

Each student will carry out analyses of data and develop inferences. A written paper and a presentation will be required.

Prerequisite: STAT 6837.

### **STAT 6939 - Master's Thesis Research**

Prerequisite: Approval of faculty adviser, master's committee and dean.

## **SWEN - SOFTWARE ENGINEERING COURSES**

### **SWEN 5130 - Requirements Engineering**

Current techniques, methods, tools and processes used in requirements analysis, definition and specification, including system modeling.

Prerequisite: SWEN 4342 or SWEN 5432.

### **SWEN 5131 - Software Engineering Tools**

Current tools used in industry to support various phases of software development are covered such as Rational Rose, Objectory Process, as well as coverage of object-oriented modeling using UML (Unified Modeling Language)

Prerequisite: SWEN 4342 or SWEN 5432.

### **SWEN 5132 - Software Design Patterns**

This course provides an in-depth view of software design patterns; the recurring solutions to common problems in software design. It provides opportunities for learning the most advanced features of modern software development methodology. Topics include Design visualization, Creational, Structural and Behavioral Design Patterns, Anti-patterns, Service Oriented Architecture pattern, Secure usability and Pattern languages.

Prerequisite: A course in programming in a high level language is required.

### **SWEN 5133 - Aspect-Oriented Development**

Aspect-Oriented software development (AOD) is a new programming paradigm that increases modularity with a separation of cross-cutting concerns. This course provides a broad perspective of AOD. The topics include: Aspect-Oriented design in C# and visual programming languages, separation of concern in .Net web development, visual simulations, patterns and frameworks, aspects design in video game and robotics software development.

Prerequisite: A course in data structures.

### **SWEN 5134 - Gaming Software Development with Service Oriented Architecture**

This course provides an in-depth study of computer game development technology based on SOA architecture; the design principles, architecture pattern, dynamic interoperability, visual simulation, web

gaming services and technology infrastructures. Students will experience the advanced computer gaming technologies based on the emerging information service architecture.

Prerequisite: SWEN 5232.

### **SWEN 5136 - Software for Robotics**

This course addresses the design and implementation of software to control autonomous robotic devices to perform special tasks under various conditions. It provides a study of programming issues of robotics control for individual and multiple cooperating robots, including design principles, theories, graphical programming languages, algorithms, data acquisition and analysis, machine intelligence and techniques to develop autonomous robotics system with various sensors and actuators.

Prerequisite: A course in data structures.

### **SWEN 5137 - Game Design and Development**

Principles of game design and development of software for computer gaming.

Prerequisite: A course in data structures.

### **SWEN 5138 - Design and Development of Virtual Worlds, Sims and Animation Scripting**

Project-based course that involves the introduction to and development of Virtual World and Sims using 3-D graphic software and animation scripting languages. Development work will also include periodic oral presentations and project documentation. Students may be required to provide their own laptop and may be required to purchase special software.

Prerequisite: SWEN 5134.

### **SWEN 5230 - Software Project Management**

Issues faced in management of large software development projects; estimation, planning execution, monitoring, evaluation and refinement.

Prerequisite: CSCI 1320

### **SWEN 5232 - Software Construction**

Study of Modern Software Development design methods, analysis methods and implementation techniques including Aspect Oriented Development and Service Oriented Architectures. course will also involve the study of UML and .Net and C-sharp programming.

Prerequisite: CSCI 2315, a course in Object Oriented Programming recommended.

### **SWEN 5233 - Software Architecture**

Knowledge of complex programs recommended. Domain models, generic architectures and frameworks as well the context, scope, current and future state of software architecture.

Prerequisite: SWEN 5232.

### **SWEN 5234 - Software Processes**

Detailed coverage of the theory, application, assessment and evaluation of the Unified Process Model. Course will cover the process modeling, process assessment, quality assessment of process models and process improvement techniques.

Prerequisite: SWEN 4342 or SWEN 5432.

### **SWEN 5430 - Software Metrics**

Theory, application and techniques of measurement and analysis. Process and product metrics.

Prerequisite: SWEN 4342. MATH 3334 recommended.

### **SWEN 5431 - Testing, Validation and Verification**

Role of software testing, verification and validation (V&V) in the system life cycle. Current techniques, tools and methods are addressed as well as current testing and V&V standards. Laboratory instruction.

Prerequisite: SWEN 4342 or SWEN 5432.

**SWEN 5432 - Software Engineering Life Cycle**

In-depth study of the front end of the software life cycle. Feasibility, Concept, Requirements, Specification, Architecture and detailed design methods are explored and exercised.

Prerequisite: A course on data structures or software development work experience.

**SWEN 5433 - Software Design**

Theory, application and techniques of software design, its representation and analysis, including domain modeling and analysis.

Prerequisite: SWEN 5232.

**SWEN 5435 - Personal Software Process**

Examination, study and improvement of the students' personal software development practice and study of the process used to effect such improvement.

Prerequisite: A course on data structures or software development experience.

**SWEN 5532 - Software Safety**

Analysis, design, verification and validation of mission and safety critical systems. Risk and hazard assessment, certification techniques and standards.

Prerequisite: SWEN 5233 and SWEN 5234.

**SWEN 5534 - Reuse and Reengineering**

Engineering for and with reuse. Domain and application engineering and reverse and forward engineering.

Prerequisite: SWEN 4342 or SWEN 5432.

**SWEN 5739 - Internship in Software Engineering**

Supervised work experience in an approved industrial firm or government agency. Written and oral report required.

Prerequisite: Approval by adviser and associate dean.

**SWEN 5931 - Research Topics in Software Engineering**

Identified by specific title each time course is offered.

**SWEN 5939 - Independent Study in Software Engineering**

Prerequisite: Approval of instructor, chair and associate dean.

**SWEN 6837 - Software Engineering Capstone Project**

Students will be grouped into teams to undertake a software project utilizing the tools, techniques and skills acquired during their previous course work. Each team will be assigned to a client and will interact with that client to establish requirements, agree upon a design and achieve a successful acceptance test of the resulting software system. Teams will meet on a weekly basis with their faculty mentor to discuss progress.

Prerequisite: Student must be in their last 9 hours of SWEN graduate study including the 3 hours of capstone in these 9 hours.

**SWEN 6838 - Software Engineering Capstone Project**

Students will be grouped into teams to undertake a software project utilizing the tools, techniques and skills acquired during their previous course work. Each team will be assigned to a client and will interact with that client to establish requirements, agree upon a design and achieve a successful acceptance test of the resulting software system. Teams will meet on a weekly basis with their faculty mentor to discuss progress.

Prerequisite: Student must be in their last 9 hours of SWEN graduate study including the 3 hours of capstone in these 9 hours.

**SWEN 6939 - Master's Thesis Research**

Prerequisite: Approval of faculty adviser, master's committee and dean.

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