



Graduate Programs

Accountancy

Biology

Business Administration

Communication

Computer Science

Educational Leadership

(also, Teacher Leadership)

English

Environmental Studies

(also, Environmental Sciences)

History

Human Development Counseling

Human Services

Legal Studies

Liberal and Integrative Studies

Management Information Systems

Political Science

Public Administration (also Doctorate)

Public Affairs Reporting

Public Health

Graduate Certificates

ACADEMIC INFORMATION FOR MASTER'S DEGREE STUDENTS

Graduate Education – Master's Degree

A graduate student should develop intellectual autonomy within a chosen field and demonstrate the ability to analyze, synthesize, and evaluate relevant knowledge. The graduate student, furthermore, assumes some responsibility for increasing knowledge within the chosen field.

Graduate education assumes the acquisition of specific content knowledge, including recognition of the significant terminology, facts, theories, issues, findings, and generalizations within the field of study. Graduate study also encompasses comprehension of the intellectual history, methods of inquiry, and standards of judgment used in a given field.

Students should also grasp the ethical meanings of research in a discipline or a profession. A student receiving a master's degree will be able to:

- Analyze ideas in a logical manner by breaking down material into constituent parts, organizing ideas and relationships between ideas, expressing these relationships, recognizing unstated assumptions, distinguishing facts from hypotheses, and distinguishing statements of cause from statements of effect;
- Synthesize diverse ideas to form an integrated whole relevant to a field of study by arranging and combining elements and parts into patterns or structures. The parts to be integrated may, to the extent necessary, come from a variety of disciplines;
- Make judgments about the value of relevant material, including the appropriateness and adequacy of any qualitative and quantitative methods used in its compilation, by employing a standard of internal or external appraisal. In evaluating the accuracy of a communication, a student will use an integration of theories, works of recognized excellence, facts and generalizations germane to a field; and
- Convey ideas, feelings, and experiences through scholarly writing and discussion with others. The student will be able to develop a proposal or plan of work that includes ways of testing hypotheses, analyzing the factors involved, modifying the hypotheses based on new factors or considerations, and then making generalizations based on findings. The student will then have the ability to communicate both this process and subsequent findings to others.

Admission to Graduate Study

Students who have earned a bachelor's degree from a regionally accredited college or university are eligible to apply for admission to master's-level study at UIS. Full admission to master's studies may be granted to those who earned a baccalaureate degree with a cumulative undergraduate grade

point average of at least 2.50 on a 4.0 scale. Applicants must also have met all entrance requirements specific to the chosen UIS program; some programs require higher cumulative grade point averages and/or prerequisites. Refer to the individual programs for information on specific requirements. (A link to an overview of application requirements for all graduate degree programs can be found at uis.edu/graduateeducation/degrees/index.html).

Conditional admission may be granted to students with lower cumulative GPAs. Conditionally admitted students must complete a certain number of semester hours at UIS (exclusive of prerequisites) with a grade point average of no less than 3.0. The program will specify which courses must be completed on the Notice of Graduate Admission form.

All college/university transcripts, including verification of the bachelor's degree and transcripts of all graduate work taken beyond the bachelor's degree must be submitted to the UIS Office of Admissions.

To receive maximum consideration for graduate admission, applications should arrive at least three months before the beginning of the term in which the student plans to start course work. Some academic programs have earlier deadlines.

Application forms can be submitted online at uis.edu/admissions/applyNow.html. To request a paper application, you may call either (217) 206-4847 or toll free at (888) 977-4847, or you may write to

UIS Office of Admissions
University of Illinois Springfield
One University Plaza, MS UHB 1080
Springfield, IL 62703-5407.

Admission to a Specific Master's Program

Admission to graduate study is granted by the academic program, not by the UIS Office of Admissions. Each program has established admission requirements that comply with campus policy; these requirements may exceed the general minimum requirements for admission. Some graduate programs require scores from the Graduate Record Exam (GRE) or the Graduate Management Admission Test (GMAT). Applications are processed by both the degree program and the UIS Office of Admissions – they are submitted to the UIS Office of Admissions, and then forwarded to the student's selected graduate degree program for processing. Refer to the Graduate Education web site for more information on specific program requirements.

Admission for International Students Seeking Master's Degrees

To be admitted to graduate study, international students must have completed the equivalent of a bachelor's degree earned in the United States; bachelor's degrees earned abroad may or may not meet this requirement. Full admission to

graduate study requires a minimum cumulative undergraduate grade point average equivalent to a U.S. GPA of 2.50 on a 4.0 scale. Applicants must also have met all entrance requirements specified by their chosen UIS degree program. An I-20 AB or DS 2019 (formerly called IAP 66) certificate of eligibility cannot be issued until the student has been accepted by a degree program and all required documents have been received.

International students seeking admission to the University of Illinois Springfield are encouraged to apply as early as possible. The annual application deadline for the Graduate Assistantship (GA) and Graduate Public Service Internship (GPSI) programs is March 15. In order to be considered for a GA or GPSI position, students must already be admitted to a UIS graduate program. Therefore, international students who want to be considered for a GA or GPSI position are encouraged to apply for admission into a UIS graduate program at least nine months prior to the March 15 deadline.

Non-Degree Admission

Students who hold a bachelor's degree may enroll for courses at UIS as a non-degree seeking graduate student. These students will be asked to define their educational goals before exceeding 12 semester hours. Non-degree students who choose to become degree candidates must complete regular admissions procedures, including acceptance into the chosen degree program.

When formal admission is granted, the course work completed as a non-degree seeking student is evaluated by the intended academic program and may or may not apply toward that program's graduation requirements. UIS accepts a maximum of 12 semester hours of such credit toward a graduate degree. A non-degree declaration form must be on file for continued enrollment as a non-degree student beyond 12 hours. Non-degree students typically are not eligible for financial assistance.

Graduate Education – Master's and Related Information

UIS offers the following master's degree programs:

Accountancy (M.A.)
Biology (M.S.)
Business Administration (M.B.A.)
Communication (M.A.)
Computer Science (M.S.)
Educational Leadership (M.A.)
English (M.A.)
Environmental Sciences (M.S.)
Environmental Studies (M.A.)
History (M.A.)
Human Development Counseling (M.A.)

Human Services (M.A.)
Legal Studies (M.A.)
Liberal and Integrative Studies (M.A.)
Management Information Systems (M.S.)
Political Science (M.A.)
Public Administration (M.P.A.)
Public Affairs Reporting (M.A.)
Public Health (M.P.H.)
Teacher Leadership (M.A.)

Graduate Certificates, Professional Development Sequences, and Post-Master's Certificates represent courses of study that constitute less than a full graduate degree and provide specialized knowledge and skills for the professional.

Students admitted to certificate and professional sequence study must have a bachelor's degree (in any major) and complete an application process through the UIS Office of Admissions. It is also possible to pursue a certificate as a post-master's option. Admission decisions, advising, and certification of completion are provided by the department that supervises these options. Course prerequisites may be waived if the student can present evidence of advanced career experience. Proficiency examination, transfer, and credit for prior learning experience may not be used because of the limited number of courses required and the need for course content to logically integrate. For more information on the following programs, please refer to the "Graduate Certificates for All Colleges" section of this catalog.

UIS currently offers graduate certificates in:

Alcohol and Substance Abuse
Business Process Management
Community Health Education
Digital Organizations
Emergency Preparedness and Homeland Security
Epidemiology
English as a Second Language
Environmental Health
Environmental Risk Assessment
Information Assurance
IT Project Management
Law for Human Services and Social Work
Legal Aspects of Education
Management of Nonprofit Organizations
Pathway to Principalship for National Board Certified Teachers*
Public Sector Labor Relations
Systems Security
Women and Gender Studies

UIS currently offers a professional development sequence in:

Gerontology

UIS currently offers post-master's certificates of advanced study in:

Educational Leadership: Chief School Business Official
Educational Leadership: Superintendent Certificate

*NOTE: Admissions to certificate are pending approval from ISBE.

General Requirements

To earn a master's degree from the University of Illinois at Springfield, students must:

- Earn the amount of graduate credit required by the chosen academic program, all but 12 semester hours of which must be earned at UIS.
- Complete course work with a UIS institutional grade point average of at least 3.0 as well as a cumulative grade point average (including both institutional and transfer credit) of at least 3.0.
- Complete the program closure requirements.
- Complete a graduation contract and pay graduation fees.

Grades Acceptable Toward Master's Degrees

According to campus policy, master's degree students may apply a maximum of eight hours of C grades (grades of C- or lower are not allowed) toward a degree, provided that each hour of C is balanced by an hour of A and an approved Student Petition is on file in the Office of Records and Registration. Individual academic programs may require a higher minimum grade for graduate credit, so graduate students should check with their academic advisor and/or department regarding individual program requirements to determine if a grade of C is acceptable. Credit for courses in which grades below C, including grades of C-, are earned will not count toward master's degree requirements.

Doctoral students are expected to do scholarly work of high caliber. The DPA Program requires a cumulative grade point average of at least 3.0 and course grades no lower than B (including incoming transfer courses). Grades of B- or lower will not count toward doctoral degree requirements. All DPA courses must be taken with a standard letter grading option.

Closure Exercises and Continuous Enrollment Requirement

Master's degree candidates are required to complete a closure exercise demonstrating mastery of some area within their major field of study. The exact nature and format of these exercises – including theses, projects, and capstone courses – are determined by individual programs, but all of them must have an identifiable academic focus and must include a written component.

UIS has a continuous enrollment policy which states that once the student begins a closure exercise, (s)he must continue to enroll in the closure exercise each fall and spring semester until the exercise is complete, including semesters in which the student “stops out” of other courses. Enrollment in the summer semester is not required unless mandated by the student's academic program. If a leave of absence is granted for a current or future semester, the student will be exempt from this requirement for that semester.

Graduate Internships and Experiential Learning

Experiential learning is an integral part of graduate education at UIS. Internships are offered through the Graduate Public Service Internship Program as well as many academic programs. Additional information may be obtained from program faculty. UIS also provides a variety of paid internship opportunities in Illinois government agencies and on campus, as well as graduate assistantships.

Research at the University of Illinois Springfield

Conventional research opportunities are available to students in most academic programs. In addition, UIS offers unique opportunities for applied research that emphasize coordinated, interdisciplinary approaches to problem solving, training, and communication.

Time Limitation

All graduate credit earned at UIS to be applied toward the completion of a master's degree must be taken within **six** consecutive years of the first graduate course taken at UIS in pursuit of that degree. This does not include transfer credit earned before the first term of graduate enrollment, credit granted for prior learning, and prerequisites; however, it does include closure requirements. Exceptions may be granted by degree programs on a case-by-case basis, and programs may also grant leaves of absence.

Transfer Credit at the Master's Level

Residency Requirement: UIS may accept up to 12 semester hours of graduate-level work completed at other accredited institutions. However, only hours earned with a grade of B or better and accepted by the program will also be accepted by UIS (grades of B- or lower will not be accepted). Request to transfer credit for courses bearing a grade such as P (pass) or CR (credit) must be supported by certification from the institution or instructor that the work was of at least B quality.

Time Limit on Transfer Credit: All transfer credit to be applied to a master's degree must have been earned within five years of the first graduate course taken at UIS in pursuit of that degree. Exceptions may be granted by programs on a case-by-case basis.

Academic Information for Doctoral Students

Graduate Education – Doctoral

The mission of the Doctor of Public Administration Program is to advance the education of experienced practitioners interested in improving their understanding of public management and public policy. These individuals can make a significant contribution, bridging the worlds of practice and scholarship by developing a capacity to bring experience from the practitioner community to the scholarly community and translating the contributions of the scholarly community into the world of the practitioners.

For more information on admission, degree, and dissertation requirements, please refer to the Public Administration program information in the master's degree section of this catalog.

Time Limitation

All pre-dissertation credit earned at UIS that is to be applied toward the completion of the doctorate must be taken within **eight** consecutive years from the first doctoral course taken at UIS. This does not include prerequisites or closure requirements. Exceptions may be granted on a case-by-case basis.

Transfer Credit

No more than 12 hours of approved credit may be transferred to UIS for doctoral credit. To be considered, all transfer credit must have been earned with a grade of B or better (grades of B- or lower will not be accepted), and must have been earned within five years of the first graduate course taken at UIS in pursuit of the doctorate. Requests to transfer credit for courses bearing a letter grade such as P (pass) or CR (credit) must be supported by certification from the institution or instructor that the work was of at least B quality.

For more information, please refer to the Public Administration program information found in the “Graduate and Doctoral Information and Programs” section of this catalog.

FINANCIAL ASSISTANCE FOR MASTER'S DEGREE STUDENTS

Graduate Assistantship (GA) Program
Graduate Public Service Internship (GPSI) Program
Illinois Legislative Staff Intern Program (ILSIP)
Whitney M. Young (WMY) Graduate Fellowship
Public Affairs Reporting (PAR) Scholarships

UIS provides or coordinates many paid internship opportunities and scholarships for graduate students. Some of these are described below. For additional information on merit and need-based financial assistance for graduate and undergraduate students, refer to the section in this catalog entitled "Financial Assistance for ALL Students."

Graduate Assistantship (GA) Program

The University of Illinois at Springfield awards more than ninety graduate assistantships to qualified students each year. The program is highly competitive and is designed (1) to recruit outstanding and promising students to graduate study, with special attention to access and equal opportunity policies, (2) to provide graduate-level learning experiences through a supervised assignment, (3) to provide support that enables students to complete their graduate degree on time, and (4) to provide UIS with limited support services in selected programs and areas. Assistantships are categorized into four types: Graduate Assistantships, Graduate Teaching Assistantships, Graduate Research Assistantships, and Pre-professional Graduate Assistantships. Preference will be given to students who have not previously received a master's degree. The annual application deadline is March 15. In order to be eligible for consideration, applicants must be admitted, either fully or conditionally, into a UIS graduate degree program. To facilitate file completion and admission, applicants are strongly encouraged to initiate the application process at least two months prior to the graduate assistantship application deadline. Files completed after **March 15** will be added to the pool of eligible applicants after the first round selection process is completed.

Assistants receive a monthly stipend (taxable income) and work 20 hours per week during the academic year. During each fall and/or spring semester assistants receive a tuition and service fee waiver. Assistants serving at least one full semester during the regular academic year are eligible for a tuition and service fee waiver for up to six semester hours in the subsequent summer term. The maximum tuition waiver for the academic year is 30 hours.

For more information, including complete application instructions and to complete the online application, please visit the GA web site at uis.edu/graduateassistantships. You may also contact the Graduate Assistantship Office via e-mail at gaprog@uis.edu, by telephone at (217) 206-6544, or visit the office in PAC 518.

Graduate Public Service Internship (GPSI) Program

Located within the Center for State Policy and Leader-

ship, the Graduate Public Service Internship Program (GPSI) is ranked as one of Illinois' premier governmental internship programs. For over 36 years this program has provided graduate students with the opportunity to simultaneously begin a professional career while earning a master's degree from the University of Illinois Springfield. The program is open to students from all academic backgrounds, including those who have already earned an advanced degree.

The program is comprised of a 21-month internship placement at a participating agency for full-time UIS graduate students. During the academic year (August 16 - May 15), interns work 20 hours per week for a stipend of \$1,050 per month, while working full-time during the intervening summer term (May 16 - August 15) for a stipend of \$2,100 per month. Additional benefits include nine credit hours of tuition waiver for the fall and spring terms, an optional four-hour tuition waiver for the summer term, \$300 per fiscal year for professional development activities, and a \$250 mandatory fee waiver for the fall and spring semesters.

GPSI is a competitive placement program; completing the application process does not guarantee a placement. For first-round consideration, the deadline for file completion is **March 15**. "File completion" means that the application, resume, educational goal statement, three reference letters, transcripts, and notice of graduate admission are on file in the GPSI office. Placements begin August 16. Applicants are strongly encouraged to initiate the application process at least two months prior to the GPSI application deadline.

For additional information, including complete application instructions, and to complete the online application, visit the GPSI website at gpsi.uis.edu. You may also contact the Office of Graduate Intern Programs by telephone at (217) 206-6158, by e-mail at GPSImail@uis.edu, or visit the office in BRK 475.

Illinois Legislative Staff Intern Program (ILSIP)

The Institute for Legal, Legislative, and Policy Studies administers the Illinois Legislative Staff Intern program, which provides outstanding students with firsthand experience in the operations of the Illinois General Assembly and opportunities for academic studies and research in legislative politics and policy analysis.

There are opportunities for 24 legislative staff interns to be assigned either to the Illinois Legislative Research Unit or to one of four leadership staffs of the General Assembly. The program lasts 10 1/2 months and requires full-time work in the assigned office. Interns are required to participate in an academic seminar during the fall semester specifically designed for this program.

Interns receive a total of eight graduate credit hours over the course of two semesters, tuition, fees, books, and student insurance coverage along with a monthly stipend of \$2,026 while they are in the program.

To be eligible for ILSIP, applicants must have a baccalaureate degree in any academic discipline, with a high-quality undergraduate academic record. Applications are due **March 1** each year.

For materials and further information, contact the Illinois Legislative Staff Intern Program via telephone at (217) 206-6579, via e-mail at bvand1@uis.edu, or visit the program website at <http://cspl.uis.edu/ILLAPS/ILSIP/index.htm>.

Whitney M. Young (WMY) Fellowship

This program is a memorial to the late Whitney M. Young, Jr., former executive director of the National Urban League, educator, and social activist. The program is aimed at helping the campus to achieve a rich and diverse educational environment by increasing the opportunities in graduate education for highly self-motivated students who are underrepresented in graduate study at UIS. This includes but is not limited to ethnic/racial minorities, first-generation college students, and students from disadvantaged backgrounds. The Fellowship program is designed to complement graduate work with civic engagement in public affairs projects.

Fellows receive a monthly financial stipend of \$950 for the nine-month contract period, and a tuition waiver (minimum of 12 graduate credit hours) during the fall and spring semesters. Fellows may be eligible for a tuition waiver of up to six semester hours for one summer semester. Fellows must maintain a cumulative GPA of 3.0, as well as fulfill all other requirements of the Fellowship Program. The annual application deadline is **March 1**. For more information, including complete application instructions, and to download a copy of the application, visit the WMY web site at uis.edu/wmy. You may also contact the Whitney M. Young Fellowship Program via e-mail at gapro@uis.edu, or by telephone at (217) 206-6544.

Public Affairs Reporting (PAR) Scholarships

Several scholarship programs are earmarked for graduate students in the public affairs reporting program. The annual awards are based on academic achievement, financial need, and potential for a career in journalism. They are the:

- **James E. Armstrong Scholarship** established in memory of the late publisher of the *Illinois State Register* and the *Illinois State Journal*, predecessors of the *State Journal-Register* in Springfield.
- **Milton D. Friedland Communications Scholarship** established in memory of the late founder and general manager of WICS-TV, NewsChannel 20 in Springfield, and former community relations associate for the campus.
- **Steven B. Hahn Reporting Scholarship** established

by his parents in his memory. Hahn was a legislative correspondent for the *State Journal-Register* and United Press International.

- **Robert P. Howard Scholarship**, established by friends in memory of the late capitol correspondent for the *Chicago Tribune*, and author of *Illinois, A History of the Prairie State*.
- **Douglas H. Pokorski Scholarship** established by his family and friends in memory of the veteran reporter who covered higher education and cultural affairs for the *State Journal-Register*.
- **Illinois Legislative Correspondents Association (ILCA) / Miller and Heinecke Scholarship** established in honor of Burnell A. Heinecke who was a former *Chicago Sun-Times* Statehouse correspondent and former president of the ILCA, the late Bill Miller who was the former director of the UIS PAR program and a founding member of the Illinois News Broadcasters Association, and deceased ILCA members.
- **Kenneth O'Brien Scholarship** established in memory of Kenneth O'Brien, a 1989 PAR graduate by fellow PAR graduate students. Kenneth served as a correspondent for the *Chicago Tribune* and as a reporter for the *Joliet Herald News*.
- **Thom M. Serafin Public Affairs Reports Scholarship** made possible through a gift from Thom Serafin, a 1974 PAR graduate whose distinguished career includes founding and serving as CEO of Serafin and Associates, Inc., serving as press secretary for several national-level political campaigns, serving on the Washington D.C. staff of U. S. Senator Alan Dixon, and most recently serving as a Chicago-based political and public relations consultant.
- **Robert S. Springer Capital Steps Scholarship** established by Robert Springer and his wife, Barbara J. Hipsman Springer, both graduates of the UIS PAR program, and professors at Kent State University's School of Journalism and Mass Communication.
- **Valerie Wiener Award** made possible through a gift from Valerie Wiener, a member of the Nevada state senate and founder/CEO of her own consulting firm specializing in media relations, positioning strategies, and power presentations.
- **Vu Nguyen Scholarship** established in memory of Vu Nguyen, a 2008 PAR graduate who served as an education reporter for the *Daily Breeze* in Torrance, CA.

For more information, contact the Director of the Public Affairs Reporting program via telephone at (217) 206-7494, or by e-mail at PAR@uis.edu. You may also visit the PAR program web site at uis.edu/publicaffairsreporting, or the PAR Scholarship web site at,

College of Business and Management

Master of Arts

Bachelor of Arts

Undergraduate Minor

(see page 37)

ACCOUNTANCY

uis.edu/accountancy

Email: ACC@uis.edu

Office Phone: (217) 206-6541

Office Location: UHB 4093

THE MASTER'S DEGREE

In addition to providing advanced studies in professional accountancy, the master's degree provides coursework in research methods and related disciplines chosen by the student based on his or her objectives. The degree is largely taught in the seminar and case study format, which serves to enhance communication and critical thinking skills. The master's degree enables students to achieve professional careers in accountancy, as well as to assume leadership roles in both the public and private sectors. It also serves students who wish to meet the 150-hour requirement to sit for the CPA examination.

Graduate Learning Objectives

After completing the Masters in Accountancy, graduates will be able to:

- Demonstrate the ability to conduct original empirical research into an accounting issue/question and be able to effectively communicate the results of that research.

Admission requirements

Applicants must have taken the following coursework: introductory courses in financial and managerial accounting, college math through business calculus, principles of economics (micro and macro), statistics, and computer applications (recommended).

Students interested in sitting for the Illinois CPA examination should be aware of the Illinois Board of Examiners' requirement of 24 hours of business courses. Further information about the exam can be found at <http://www.illinois-cpa-exam.com>.

Students can be admitted conditionally until all admissions requirements are met. Students receiving financial aid must be fully admitted after one year in order to maintain their eligibility.

The following undergraduate Accountancy courses or the equivalent are also required:

ACC 321, 322 and 324 Intermediate Financial Accounting I, II and III (or equivalent)
ACC 335 Accounting Information Systems (or equivalent)
ACC 433 Intermediate Managerial Accounting (or equivalent)
ACC 443 Federal Income Taxation (or equivalent)
ACC 464 Auditing Concepts and Responsibilities (or equivalent)

An overall GPA of 2.70 in Accountancy prerequisite courses is required for full admittance into the master's degree

program.

Degree requirements

Accounting topics courses	21-24 Hrs.
Business and administrative topics	3-6 Hrs.
ACC 583 Accountancy Capstone	3 Hrs.

TOTAL

30 Hrs.

An overall GPA of 3.00 is required to earn the master's degree in Accountancy. Also students must earn a grade of C (2.0) or better in all courses (grades of C- or lower will not be accepted).

Graduation requirements/master's closure

Students must satisfy all UIS requirements and complete ACC 583 Accountancy Capstone. University policy requires students who do not complete ACC 583 in one semester to enroll in ACC 584 Accountancy Capstone Continuing Enrollment (zero credit hours, one billable hour) each fall and spring semester until the capstone course requirements are met.

Continuing Professional Education

The UIS College of Business and Management is officially recognized by the state of Illinois as a sponsor of continuing professional education (CPE) courses for accountants. Information about specific courses and CPE credit can be obtained by calling the Accountancy Department at (217) 206-6541.

BIOLOGY

uis.edu/biology

Email: bio@uis.edu

Office Phone: (217) 206-6630

Office Location: HSB 223

THE MASTER'S DEGREE

Admission Requirements

Applicants are expected to have completed any two of the following courses (or their equivalent) with a grade of C or better (grades of C- or lower will not be accepted): Cell Biology, Microbiology, and/or Genetics. Also, applicants must have completed any two of the following courses (or their equivalent) with a grade of C or better (grades of C- or lower will not be accepted): Botany, Vertebrate Biology, and/or Ecology. They are also expected to: 1) have earned a cumulative GPA of 3.00 on a 4.00 scale; 2) submit a letter that discusses academic and career goals; and 3) submit three letters of recommendation to the Biology Department. Conditional admission may be granted to students who have deficiencies in their academic backgrounds.

Accepted students will be assigned to an initial academic advisor who may change as a research focus is decided. Before the completion of 10 hours of program-approved course work, each student must develop a thesis proposal and convene an advisory committee with the assistance of a faculty advisor. Refer to the Biology Graduate Student Handbook (uis.edu/biology) for additional information and procedures for the M.S. experience.

Grading Policy

A maximum of eight credit hours of C (2.0) grades are applicable to the degree, provided they are balanced by eight hours of A grades. However, C (2.0) grades will not be accepted for required courses, and C (2.0) grades taken in department-approved elective courses must be balanced by A grades in department-approved courses only. Master's candidates are expected to maintain a B (i.e., a minimum cumulative GPA of 3.0) average, and those students who fall below that level may lose their candidacy.

Degree Requirements (36 Hours)

Core Requirements

BIO 402	Biometrics (or equivalent)	4 Hrs.
BIO 502	Biological Research and Policy I	2 Hrs.
BIO 503	Biological Research and Policy II	2 Hrs.
BIO 551	Advanced Cell Biology and Molecular Biology	4 Hrs.
BIO 571	Advanced Ecology and Evolution	4 Hrs.

Thesis Option

BIO 585	Master's Thesis	8 Hrs.
	Biology approved electives	12 Hrs.

Non-thesis Option

BIO 583	Closure Exam Preparation	4 Hrs.
	Biology approved electives	16 Hrs.*

* It is expected that students will take elective courses in the areas of the selected concentration.

BIO 502 and 503 must be taken within the first 10 hours of graduate work, and BIO 402 must be completed before the project or thesis proposal is approved. For students selecting the non-thesis option, BIO 583 must be taken in the semester that the student plans on taking the Comprehensive Examination.

Master's Closure

Thesis option

For students selecting the thesis option, the closure activity is an oral presentation -- open to faculty, students, and guests -- of the written master's thesis. Each thesis begins with a proposal approved by the student's master's committee, who will determine if the thesis meets the standards of the profession. Students must enroll for eight hours of credit for the master's thesis (BIO 585). The total number of hours may be accrued in increments of two hours for the thesis. Campus policy requires that students be enrolled in at least one semester hour of closure exercise credit for each semester after they have begun their graduate closure exercises until the thesis is completed. This means that if the thesis is not completed by the time eight hours in BIO 585 are accrued in continuing enrollment, the student must enroll in BIO 586 (zero credit hours, one billable hour) each regular semester (fall and spring) until the thesis is complete. Additional information and procedures for completing the master's closure exercise are available in the Biology Graduate Student Handbook in the department office.

Non-thesis option

The closure activity for this option is a comprehensive examination that will cover the coursework the student has completed in fulfillment of the master's degree. Students who select this option must enroll in BIO 583 Closure Exam Preparation either during or following the semester when they

complete the remainder of their course work. The examination consists of both a written and an oral section, which are administered at the end of the semester. An examination committee will conduct the oral examination, and will consist of two faculty members from the Biology Department, and a faculty member outside the department appointed by the Dean. The examination will be offered twice a year in the last week of the spring and fall semesters. A summer exam may be implemented if there is sufficient demand. To pass this comprehensive examination, the student will need to obtain a grade of B (3.0) or higher on both the written and the oral exams (grades of B- or lower will not be accepted). In the event that a student fails his/her first comprehensive examination, s/he will be given a second, final opportunity to pass this exam.

BUSINESS ADMINISTRATION – MBA

uis.edu/mba

Email: MBA@uis.edu

Office Phone: (217) 206-7920

Office Location: UHB 4049

College of Business and Management

Master of Arts

Bachelor of Arts

Undergraduate Minor

(see page 43)

Departmental goals and objectives

The Master of Business Administration (MBA) is a professional graduate degree for individuals who aspire to positions of significant managerial and leadership responsibilities in organizations. The goals of the degree are: 1) to introduce students to contemporary managerial theory and practice; 2) to strengthen analysis, problem solving, and leadership skills; and 3) to provide a basis for lifelong growth and development as professional managers.

Consistent with the career aspirations of our students, the MBA curriculum focuses on four objectives. Students shall:

- 1) Understand key concepts and contemporary management theory and practice in the functional areas of business, including accounting, finance, information systems, marketing, operations management, organizational behavior, and research methods;
- 2) Understand the importance and demonstrate the use of cross-functional approaches to solving organizational problems;
- 3) Demonstrate disciplined managerial skills, including analysis, planning, and implementation, while considering the impacts of technology, globalization, emerging markets, and diversity in organizations;
- 4) Build a foundation for constructive assessment and exercise of leadership, decision-making, team management, power, and communication skills.

Advising

New students must contact the department office for initial advising to plan a program of study that reflects their interests and satisfies degree requirements. All students are strongly encouraged to consult an academic advisor before enrolling in course work for any academic term.

Admission Requirements

Admission is granted by the department faculty on the basis of an evaluation of an applicant's complete file. To apply for admission, an applicant must submit the following items to the UIS Office of Admissions: 1) UIS application for graduate admission, with fee; 2) official GMAT scores or evidence of substantial supervisory experience and managerial responsibility; 3) official transcripts from every college or university attended, with documentation of degrees earned; 4) a current resume; 5) reference letters from three people who are in a position to judge the applicant's potential for success in graduate work; and 6) a single-spaced application essay of no

more than two pages. The essay should outline the applicant's reasons for considering the degree, how the MBA degree fits in with his/her personal objectives and short- and long-term goals, as well as any other information that demonstrates the applicant's potential for successful completion of the degree.

Degree Requirements

Required courses for the MBA degree include completion of foundation course work typically covered in undergraduate business courses (or their equivalents) and at least 36 hours of core course work and electives covering advanced business topics, issues, and applications.

Foundation Coursework (8 Hours)

ACC 311	Administrative Uses of Accounting (or equivalent)	4 Hrs.
ECO 315	Economics for Administration (or equivalent)	4 Hrs.

Core Coursework (24 Hours)

BUS 501	Business Perspectives*	3 Hrs.
ACC 509	Management Accounting	3 Hrs.
MIS 525	Information Technology Management	3 Hrs.
BUS 502	Managerial Finance	3 Hrs.
BUS 512	Marketing Management	3 Hrs.
BUS 522	Production and Operations Management	3 Hrs.
BUS 541	Organizational Behavior	3 Hrs.
BUS 583	Business Strategy**	3 Hrs.

Elective Coursework (12 Hours)

Elective courses (4) ***	12 Hrs.
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TOTAL 36 Hrs.

*Must be taken during student's first semester of core course work.

** Preferably taken during student's final semester of course work, and all core course work must be completed.

*** At least three electives must be from the College of Business and Management (ACC/BUS/MIS). One elective may be from another college but must be graduate-level (500) course work. Any elective from another college requires a Student Petition.

Closure Requirement

The MBA degree requires completion of BUS 583 at UIS with a grade of B (3.00) or better (a grade of B- or lower is not acceptable in this course). BUS 583 is the graduate closure course consistent with campus policy on completion of a master's degree. This policy requires that students not completing BUS 583 must enroll in BUS 584 (zero credit hours,

one hour billable) each regular semester (fall/spring) until the course requirements are met.

Full-time Student Status

MBA students are considered full-time if registered for 9 or more semester hours during the fall and/or spring semesters.

COMMUNICATION

uis.edu/communication Email: com@uis.edu Office Phone: (217) 206-6790 Office Location: UHB 3010

THE MASTER'S DEGREE

The graduate program in Communication has two main objectives: 1) to guide students in an intensive exploration of the structure and function of communication; and 2) to educate students in the methods and theory of communication inquiry.

Although 400-level courses are open to both B.A. and M.A. candidates, graduate students enrolled in 400-level courses should expect more stringent grading standards and/or more assignments (and perhaps differently structured assignments) than undergraduates enrolled in the same courses.

Admission Requirements

For admission to the M.A. degree, the student must have a bachelor's degree or equivalent and pass the department's graduate admission writing examination. The department reserves the right to require additional course work where deficiencies are indicated. A student must have a cumulative undergraduate GPA of 3.0 or greater (on a 4.0 scale) for regular admission to the degree. Students with cumulative GPAs slightly below 3.0 may file a Student Petition Form with the department for admission and should contact the department for details. Students who are required to take the Test of English as a Foreign Language (TOEFL) examination must achieve a score of 580 or above on the paper test or the equivalent on the computer-based test to be admitted. The department strongly recommends graduate students begin their studies in the fall semester. Applications for the fall semester must be received by May 1 of the previous spring for full consideration. A limited number of graduate students may be admitted for the spring semester.

Advising

Each new graduate student should consult with a faculty advisor before initial registration. Academic advisors work with students to develop a tentative course of study based on department requirements and on the students' personal interests.

Grading Policy

No grade below B- in a Communication course may be applied toward the degree, and students who do not maintain a cumulative 3.0 GPA will be placed on academic probation. Communication courses to be counted toward the degree requirements may not be taken on a CR/NC basis except for COM 501.

Course Repetition

COM 570 and 580 may be taken for credit more than once provided the course topic is different each time. No more than six semester hours of credit for COM 499 and COM 599 (tutorials) will be accepted for the degree. All other Communication courses may be repeated for grade improvement only once.

Degree Requirements (40 Hours)

Required Courses

Students must complete department-required courses (COM 501, COM 504, COM 506) at UIS to graduate. No waivers or substitutions are accepted. Courses with a 300 course prefix number that advisors require of graduate students as prerequisites must be passed with a minimum grade of B (grades of B- or lower will not be accepted). Hours earned as prerequisites may not be counted toward the graduate degree.

All Communication M.A. candidates are required to complete at least 36 hours of graduate study in communication, including at least three 500-level graduate seminars. Graduate seminars are numbered 514 through 580.

No more than eight semester hours of COM courses may be taken before taking COM 504. A student may not register for COM 501 Closure Experience until (s)he has registered for COM 506.

Core Requirements

COM 504	Introduction to Graduate Study in Communication	4 Hrs.
COM 506	Research Methods in Communication	4 Hrs.
	500-level graduate seminars in Communication	12 Hrs.
	Graduate-level COM courses (400- or 500-level)	12 Hrs.
	Elective (400- or 500-level)	4 Hrs.*
COM 501	Closure Experience (minimum)	4 Hrs.

*If elective is outside of Communication, it must be approved by a Student Petition to the Communication Department.

Additional courses may be required by the advisor, with department approval, in order to meet deficiencies. COM 599 Tutorial credit may not be used to satisfy the 500-level seminar requirement.

Master's Closure

In accordance with campus requirements, all graduate students must complete a closure experience (COM 501) consisting of one of the following: a thesis, a project, or com-

prehensive exams. The proposed thesis or project must be approved by a faculty committee before it is started. Students must have completed a minimum of 32 (preferably 36) credit hours to be eligible for comprehensive exams. Students write comprehensive exams over five areas during a two-day period. Comprehensive exams will be offered once every semester at a regularly scheduled time. More specific guidelines on any of the three options listed above are available from the Communication Department or from COM faculty.

Students must enroll for a total of four hours credit in the closure experience; however, they may accrue the total in increments. Campus policy requires that students be enrolled in at least one semester hour of closure experience for each fall and spring semester after they have begun their graduate closure exercise until that exercise is completed. For Communi-

cation students, this means that if the closure experience (thesis/project/comprehensive exams) has not been completed by the end of four continuous credit hours of enrollment in COM 501, students must register for COM 502 Closure Experience Continuing Enrollment (zero credit hours, one billable hour) each regular semester (excluding summer terms) until the closure experience is completed.

Course Offerings

Cross-listed courses may be accepted for the major. Students should be careful to register for the course with the appropriate department prefix (COM) to ensure that credit is received. Other courses may be accepted toward the major through Student Petition to the Department.

College of Liberal Arts and Sciences

Master of Science

Graduate Certificates – 2

(see page 158)

Bachelor of Science

(see page 53)

Undergraduate Minor

COMPUTER SCIENCE

csc.uis.edu

Email: csc@uis.edu

Office Phone: (217) 206-6770

Office Location: UHB 3100

THE MASTER'S DEGREE

The M.S. degree in Computer Science is offered in an on-campus and an online format.

Admission Requirements

The Graduate Record Examination (GRE) general aptitude test (Verbal, Quantitative, and Analytical) is no longer required. Applicants must submit a complete set of official, undergraduate transcripts signifying graduation from an accredited university. Each official transcript must be received by the UIS Office of Admissions in an envelope sealed by the issuing institution. For full admission, a minimum undergraduate grade-point average of 2.70 on a 4.0 scale is required. Students who take the TOEFL exam must achieve a score of 550 or higher (paper-based), 213 (computer-based), 79-80 IBT or 6.5 IELTS to fulfill the English proficiency requirement for admission to master's-level study at UIS. Applicants must fulfill all entrance requirements prior to full admission. Applicants who do not meet all entrance requirements may be granted conditional admission. Grades of B- or better must be earned in all courses taken while on conditional admission. Full admission is required before the student can continue beyond 12 hours in the CSC curriculum. Some entrance requirements may be waived for students who can provide evidence of advanced career experience.

Prerequisites

Applicants are expected to have completed a program of study similar to that required for a bachelor's degree in Computer Science. Candidates for the on-campus degree who lack proper undergraduate background must demonstrate competency by obtaining a minimum grade-point average of 2.70 in specified prerequisite courses. Prerequisite courses may be taken at UIS or equivalent courses may be taken elsewhere. These courses will not count toward the graduate degree and must be completed before admission is granted.

Prerequisite Curriculum (for students without an undergraduate computer science degree)

MAT 114	Finite Mathematics and Its Applications or	
MAT 302	Discrete Mathematics	4 Hrs.
MAT 113	Business Calculus or	
MAT 115	Calculus I	4 Hrs.
MAT 121	Applied Statistics	3 Hrs.
CSC 225	Computer Programming Concepts I	3 Hrs.
CSC 275	Computer Programming Concepts II	3 Hrs.

CSC 376	Computer Organization	4 Hrs.
CSC 385	Data Structures and Algorithms	4 Hrs.
CSC 388	Programming Languages	4 Hrs.
CSC 389	Introduction to Operating Systems	4 Hrs.

Degree Requirements (32 Hours)

Students must complete 32 hours of approved courses. No more than 12 hours may be taken before a student is fully admitted to the program. Course work must include: 1) 28 hours of CSC electives approved by the student's academic advisor (at least 16 hours must be at the 500-level); and 2) 4 hours of CSC 540 Graduate Research Seminar.

Closure Requirements

Computer Science graduate students must complete a comprehensive closure exercise to demonstrate an ability to formulate, investigate, analyze, and report results on a problem in writing and orally. Computer Science master's degree candidates are expected to fulfill the campus closure requirement by earning a grade of B- or better in CSC 540 Graduate Research Seminar. Students who have not made satisfactory progress in CSC 540 will be assigned a grade lower than B- and will have to re-register and re-take the course. Students who have made satisfactory progress in CSC 540, but who have not completed the final course documents can petition the department to complete the remaining documents by enrolling in CSC 541 Graduate Research Seminar Continuing Enrollment (zero credit hours, one billable hour) each fall and spring semester until the final course documents are completed.

Grading Policy

Students must earn a grade of B- or better in all courses that apply toward the degree, and a cumulative 3.0 grade point average is required to graduate. In addition, graduate students who do not maintain a 3.0 grade point average will be placed on academic probation according to campus policy. Graduate students enrolled in 400-level courses should expect more stringent grading standards and/or additional assignments. Courses taken on a CR/NC basis will not count toward the degree.

GRADUATE CERTIFICATES

The Computer Science Department offers a Graduate Certificate in Systems Security and a Graduate Certificate in Information Assurance. Please refer to the "Graduate Certificates for All Colleges" section of this catalog and review the

College of Education and Human Services

Master of Arts in Educational Leadership

Master of Arts in Teacher Leadership (online)

Post-Master's Certificates – 2 (see page 157)

Graduate Certificates - 3 (see page 156)

EDUCATIONAL LEADERSHIP

uis.edu/edl
or uis.edu/mtl

Email: edl@uis.edu
or mtl@uis.edu

Office Phone: (217) 206-6306
or (217) 206-6130

Office Location: BRK 377

The purpose of the Educational Leadership Department is to prepare collaborative, proactive educational leaders committed to improving the quality of leadership in a variety of organizational contexts. This is achieved by assuming leadership positions or roles within educational organizations and classrooms, engaging in scholarly inquiry about school and classroom leadership, meeting state and national standards and school reform initiatives, as well as improving practices within educational arenas.

The Educational Leadership Department is characterized by an integration of a wide variety of scholarly and clinical activities oriented toward practical application of intellectual, democratic, and ethical aspects of school and classroom leadership. These include formal courses, clinical experiences, research, and the master's closure activities. Educational Leadership offers two master's degrees: Educational Leadership and Teacher Leadership (online).

The Educational Leadership Department also offers a post-master's certificate leading to a superintendent's endorsement and/or a Chief School Business Official's endorsement. The post-master's courses are offered on a cohort basis, with a group of students going through the set sequence of courses together.

Grading Policy

A passing grade in an EDL course is considered to be B or above. A failing grade is given for work below that level. Grades of C awarded during the effective period of this catalog will be counted, provided that an equal or greater number of A credits are earned in EDL courses (grades of C- or lower will not be accepted). However, no more than eight hours of C grades will be accepted.

Communication and Library Skills

Oral and written communication skills are practiced and evaluated in most EDL courses. Satisfactory completion of the master's closure activities fulfills the UIS communication skills requirement. Completion of EDL 505 Introduction to Research and EDL 541 Educational Research Methods satisfies the library skills requirement.

Master' Closure

All educational leadership degree candidates are required to complete master's closure activities.

MASTER of ARTS in EDUCATIONAL LEADERSHIP

The M.A. in Educational Leadership is designed to meet the professional growth and in-service needs of Illinois educators. The EDL concentration provides for a carefully planned set of experiences designed to develop the knowledge, skills, and competencies needed for elementary and secondary administrative leadership positions. Courses in the program are appropriate for classroom teachers, State Board of Education personnel, central administrative staff, and school board members. A wide selection of courses is available to meet students' needs and interests while fulfilling degree and/or certification requirements.

The curriculum provides an opportunity to obtain the M.A. in Educational Leadership, as well as an option to fulfill state requirements for the Type 75 general administrative (principalship) certificate. The master's degree requires the completion of 40 semester hours of course work, including 32 semester hours of EDL courses.

Entrance Requirements

Students must apply to UIS before it is possible to enroll in courses. To be eligible for full admission to the Educational Leadership Program, a student must have completed a bachelor's degree with a cumulative grade point average of 3.0 or better on a 4.0 scale. A student can be conditionally admitted if the cumulative GPA is between 2.50 and 3.0. Conditional admission means that the student must achieve a GPA of 3.0 or better in the first eight hours of course work in the EDL Program. If a student achieves the required GPA within those first eight hours, he or she will be fully admitted to the program. Please note that students admitted conditionally who are receiving financial assistance must be fully admitted after one calendar year in order to retain financial aid eligibility. Transfer credit is evaluated on a course-by-course basis with the faculty advisor and approval of the EDL chair.

Applicants working toward an administrative certificate must hold a valid state-issued teaching certificate. A photocopy of the certificate should be submitted at the time of application to the EDL Program. All admission materials must be received before June 15 for admission to the Educational Leadership master's degree program for the fall semester, before November 15 for the spring semester, and before April 1 for the summer session. Late applications will be considered for the following semester.

Degree Requirements (40 Hours)

The EDL master's degree requires completion of 40 semester hours. There are four core area requirements for the educational leadership degree. These are:

Research

EDL 505 Introduction to Research 4 Hrs.

Educational Leadership

EDL 509 Organizational Dynamics 4 Hrs.

Curriculum

EDL 511 Curriculum 4 Hrs.

Master's Closure

EDL 528 Master's Project Proposal 2 Hrs.

EDL 529 Master's Project 2 Hrs.

Approved electives 24 Hrs.

Certification Requirements

Individuals interested in obtaining administrative positions in Illinois public schools must be properly certified. General requirements established by the State Teachers Certification Board include a master's degree, two years of documented successful full-time teaching or school-service personnel experience, 32 semester hours of required graduate courses, which include clinical experiences. Courses required for the general administrative certificate can be completed in the ADL concentration. Detailed information about course requirements is available from the program office. All students desiring Type 75 certification from the ISBE must apply for admission to the certificate program. Requirements are a valid, completed master's degree or admission to the Educational Leadership master's degree program. Clinical experiences are required for Type 75 administrative certification.

Advising

A student is assigned an academic advisor when he or she is admitted to the EDL Program. The student is expected to contact the academic advisor during the first semester of enrollment. The academic advisor will assist the student in planning his/her program of study and is also available to provide career counseling.

MASTER of ARTS in TEACHER LEADERSHIP (available online)

The M.A. in Teacher Leadership (MTL) is designed specifically for teachers who wish to assume leadership roles within and beyond the classroom but who are not interested

in obtaining an administrative certificate. It is conducted entirely online and is characterized by lectures, text reading, discussions, and projects, with emphasis on reflection, application, and writing. Courses include studies in teaching, leadership, research, curriculum/instruction, methodology, best practices, school improvement, technology use, and a master's closure project. Courses in MTL meet the requirement for teacher certificate renewal. MTL graduates are eligible to apply for a Teacher Leadership endorsement through the Illinois State Board of Education. A concentration focus of 8-9 credit hours is required for the endorsement and can be completed through either transfer credits or elective coursework throughout MTL degree completion. The master's degree requires the completion of 40 semester credit hours of course work.

Entrance Requirements

In order to be admitted to the EDL Department and the MTL degree program, students must apply to UIS. To be eligible for full admission to the Educational Leadership and Teacher Leadership program, a student must have completed a bachelor's degree with a grade-point average of 3.0 or better on a 4.00 scale. A student can be conditionally admitted if the GPA is between 2.50 and 3.0. Conditional admission means that the student must achieve a GPA of 3.0 or better in the first eight hours of course work in the EDL/MTL Program. If a student achieves the required GPA within those first eight hours, he or she will be fully admitted to the program. Transfer credit is evaluated on a course-by-course basis with the faculty advisor and approval of the EDL chair.

While applicants for MTL should be active in some form of education, a teaching certificate is not required for admission. Application for admission must be made to the UIS campus along with completion of a personal data form on the MTL website, and discussion of student needs and program requirements with the coordinator or another assigned faculty advisor.

Degree Requirements (40 Hours)

The MTL master's degree requires completion of 40 semester credit hours. There are four core area requirements for the teacher leadership degree. These are:

Research

EDL 541 Education Research Methods 4 Hrs.

Educational Leadership

EDL 585 Foundations of Teacher Leadership 4 Hrs.

EDL 542 Teacher Leadership 4 Hrs.

Curriculum

EDL 543 Instructional Design 4 Hrs.

Master's Closure

EDL 586 MTL Capstone 4 Hrs.

Approved electives

20 Hrs.

Advising

Advising for MTL is conducted by the MTL coordinator or another assigned faculty advisor. Initial advising must be completed by the end of the student's first semester. The faculty advisor assists the student in planning his/her program of studies and is also available to provide career counseling. See uis.edu/mtl for further details.

GRADUATE CERTIFICATES and POST-MASTER'S CERTIFICATE CONCENTRATIONS

The Educational Leadership Department offers three graduate certificates and a post-master's certificate with two concentrations. For more information on the programs listed below, please go to the "Graduate Certificates for All Colleges" section of this catalog, and reference the certificates detailed for the College of Education and Human Services.

Graduate Certificates

**Graduate Certificate in English as a Second Language
(20 Hours)** – available online

**Graduate Certificate in Legal Aspects of Education
(20 Hours)** – available online

**Graduate Certificate in Pathway to the Principalship
for National Board Certified Teachers (20 Hours)***

**NOTE: Admissions to certificate are pending approval from ISBE.*

Post-Master's Certificate Concentrations

**School Superintendent Post-Master's Endorsement
Chief School Business Official**

ENGLISH

uis.edu/english

Email: eng@uis.edu

Office Phone: (217) 206-6779

Office Location: UHB 3050

College of Liberal Arts and Sciences

Master of Arts

Bachelor of Arts

Undergraduate Minor

(see page 59)

THE MASTER'S DEGREE

The English Master's degree is a comprehensive, liberal arts degree in English Studies. Although students may elect to concentrate in a particular sub-discipline of English Studies, they must expect and complete a series of courses intended to instill competence in a number of areas of English Studies.

The English Master's degree program is a blended program, which means that the program offers at least 50 percent of courses online and/or blended.

Admission Requirements

Students with baccalaureate degrees in English from accredited colleges or universities may be accepted into the M.A. program after an examination of their applications by the English Graduate Admissions Committee (EGAC). If the committee requires further evidence of competency, the student may be admitted on a probationary basis after an interview with the committee and successful completion of additional graduate-level coursework or other stipulated requirements.

An applicant with an undergraduate degree in a field other than English must take additional coursework—generally the equivalent of the English minor at UIS—before matriculation at the graduate level in order to gain the endorsement of at least two full-time faculty members who have taught those completed courses. Those faculty members report their estimates of the student's potential for success in the graduate program. The EGAC then makes a decision regarding matriculation into the English M.A. Program.

All applications for admission into the English M.A. program must include:

- A formal letter of application/statement of intent;
- Complete transcripts from all colleges and universities attended;
- GRE scores for the general test (verbal, math, and writing);
- A sample of **analytic** writing (approximately 10-15 pages that illustrates the ability to develop a sustained argument built from primary and secondary sources);
- The English Department application form; and
- Two recommendation letters (completed by someone of the applicant's choice who is familiar with the student's *academic* competencies in the field of English) accompanied by the official departmental recommendation forms and waivers.

Applicants must also complete the UIS Graduate Admission Application form. This form can be completed online or downloaded from uis.edu/admissions/applyNow.html. The English department will mail all department forms to interested candidates and make decisions about completed files if completed by the application deadline for the semester of requested admission. *Deadline for fall admission: April 1. Priority deadline for fall admission: March 1. Deadline for spring admission: November 1.*

Advising

Because the English Department offers a wide range of courses, an academic advisor is assigned to assist students in developing appropriate courses of study. All students should consult their academic advisors before enrolling in courses; a plan of study is required to be completed by the end of the first semester a student is enrolled as a graduate student. Students may choose a different academic advisor at any time.

Grading Policy

Courses in which students have earned a grade of C+ or below are not accepted towards the M.A. degree in English.

Communication Skills

Completion of ENG 572 satisfies UIS' communication skills requirements for graduate students. In exceptional cases where the English Department waives ENG 572, students must make alternate arrangements with the department to fulfill the communication skills requirement.

Degree Requirements (40 – 41 Hours)

Graduate students who are fully admitted will choose one of two closure options detailed below. No more than two 400-level courses (8 hrs.) may be taken for graduate credit, and those two courses can only fulfill distribution requirements, not seminar requirements. Graduate students taking 400-level courses for graduate credit are required to do extra work, such as a critical essay, oral report, and/or additional reading in primary and secondary sources. Students may petition no more than one course taken at another accredited English graduate program to be counted towards the distribution or seminar requirements. Students must get pre-approval from the department for a non-UIS concurrent enrollment course to count towards the MA in English.

Thesis, Project, or Creative Writing Closure Option (40 Hours)

ENG 572	Critical Theory and Practice (on-campus only)	4 Hrs.*
ENG 500-549	Distribution Requirements (online/blended or on-campus) 20 Hrs.**	
ENG 550-585	Seminars (on-campus only)	12 Hrs.
ENG 589	Thesis or Project (online or on-campus)	4 Hrs.

Comprehensive Examination Closure Option (41 Hours)

ENG 572	Critical Theory and Practice (on-campus only)	4 Hrs.*
ENG 500-549	Distribution Requirements (online/blended or on-campus) 20 Hrs.**	
ENG 550-585	Seminars (on-campus only)	16 Hrs.
ENG 587	Comprehensive Examination (on-campus only)	1 Hr.

Students should work closely with their academic advisors to ensure that graduate course work does not duplicate undergraduate work.

*All M.A. candidates are required to take ENG 572 and should do so during their first semester of course work. ENG 572 introduces the master's candidate to graduate study in English, critical theories and practices, and research methodologies. The course may be waived only by a majority vote of the department.

**All M.A. candidates in English must complete 3-4 seminars (12-16 Hrs.) and must complete the following distribution requirements (20 Hrs.):

- One course in a literary genre (fiction, poetry, film/drama, non-fiction)
- One Anglophone literature course pre-1900
- One Anglophone literature course post-1900
- Two writing and/or linguistics courses

Tutorial (Independent Study) Credits

Graduate students are limited to 4 tutorial hours. Students may take a tutorial only if a seminar they need to graduate is not being offered within a two-year time period from when a full-time student first enrolled in courses. The tutorial credits may be taken online or on-campus. Part-time students may anticipate more difficulty accommodating their schedules.

Master's Closure

The master's degree program in English offers graduate students four closure options: the traditional thesis, a critical project, a creative writing project, or a comprehensive examination.

Thesis or Project

Students choosing to write a thesis, a creative writing project, or a critical project must enroll in ENG 589 Thesis or Project (1 to 4 hours). This course may be repeated for a maximum of four credit hours. After initial registration in ENG 589, students must maintain enrollment in this course until they accumulate four hours in this course. If the thesis or project is not completed by the time four hours of ENG 589 are accrued in continuing enrollment, students must register for ENG 590 (zero credit hours, one billable hour) in all subsequent fall and spring semesters until the thesis or project is completed.

Comprehensive Examination

Students must enroll in ENG 587 Comprehensive Examination to prepare to take the examination. Should a student not complete the examination during the semester in which (s)he enrolls in ENG 587, the student must then enroll in ENG 588 (zero credit hours, one billable hour) each fall and spring semester until the comprehensive examination is successfully completed.

ENVIRONMENTAL STUDIES

uis.edu/ens

E-mail: ens@uis.edu

<p>College of Public Affairs and Administration Master of Science in Environmental Science Master of Arts in Environmental Studies – on campus and online Undergraduate Minor <i>(see page 62)</i></p>

Office Phone: (217) 206-6720 Office Location: PAC 308

The mission of the Department of Environmental Studies is to provide students with the advanced interdisciplinary training necessary for solving environmental problems. Graduates of the department are prepared for diverse careers in the environmental field.

The principal emphasis in the M.S. and the M.A. degrees is on professional development. The graduate degrees are designed for those who intend to enter the job market for the first time, as well as for midcareer professionals. Faculty work with each student to create a specialized educational plan (developed before or during the first semester of study). Students should consult advising documents for their chosen degree and concentrations as well as the information provided below.

Admission Requirements

Admission to either the M.S. or M.A. degree program will be considered for students with bachelor's degrees from accredited colleges and universities. Applications are accepted year-round and are evaluated by the ENS Graduate Admissions Committee. Full admission requires, at minimum, a cumulative GPA of 3.0 (on a 4.0 scale), satisfactory completion (B or better, a B- grade or lower will not be accepted) of a 300-level or higher ecology course with lab, and an undergraduate or work background sufficient for advanced coursework in environmental studies. Students not meeting the minimum qualifications for full admission will be considered for conditional admission. If conditional admission is recommended, the student must complete satisfactorily (with a grade of B or better, a grade of B- or lower will not count) one or both of the following during his or her first year in the program: 1) a 300-level or higher ecology with lab (ENS 546 will meet this requirement); and/or 2) ENS 551 and/or ENS 552. Admission requirements into the online and on-campus programs are identical, but because ENS 546 cannot be taken by online students, the department will consider petitions (from online students only) for acceptance of a non-lab online ecology course as a substitute for this prerequisite; contact the department for a list of approved online ecology courses.

All applicants must complete a graduate application to the UIS campus and specify consideration for the M.A., M.A. online, or M.S. degree. Complete transcripts should be **sent to the UIS Office of Admissions**. Department admission is determined only after the campus admission application file is complete. Applicants **must also submit to the ENS department** a letter of application stating their academic and professional goals and two letters of recommendation from either professors or employers.

Grading Policy

Students must maintain a cumulative GPA of 3.0 on a 4.0 scale during their course of study. A maximum of four hours of C (2.0) grades (a grade of C- or lower will not be acceptable) is applicable to an ENS degree, provided each hour of C is balanced by an hour of A (a grade of A- will not be accepted), and an approved Student Petition is on file in the Office of Registration and Records. Failure to maintain an overall graduate grade point average of 3.0 or higher will result in initiation of academic dismissal by the Department of Environmental Studies. Courses that are offered on a letter-grade basis must be taken for a letter grade.

Advising

All new on-ground students must participate in a graduate student orientation before their first fall semester. In conjunction with his or her academic advisor, each student must prepare an educational plan before or during completion of the first semester of study. The educational plan is submitted to the department chair for final approval.

MASTER of SCIENCE in ENVIRONMENTAL SCIENCES

The curriculum for the M.S. in Environmental Sciences allows students to gain strong scientific understanding of ways to study, evaluate, and interpret environmental realities and their impacts, as well as to manage and mitigate environmental problems. Objectives are to enable students to: 1) develop a basic literacy in the natural and social sciences and the humanities as they contribute to an understanding of environmental issues; 2) critically analyze environmental problems; 3) identify, research, and evaluate environmental problems; and 4) compare, contrast, implement, and manage short- and long-term solutions to environmental problems. The department recommends that students interested in the Environmental Science degree have prior knowledge of organic chemistry, algebra, statistics, and biology.

Degree Requirements (40 Hours)

Core Requirements (12 Hours)

ENS 551	Environmental Natural Sciences	4 Hrs.
ENS 552	Environmental Social Sciences and the Humanities	4 Hrs.
ENS 553	Research Methods in Environmental Studies	4 Hrs.

General Environmental Sciences Option (GES, 24 Hours)

Provides students with competency in research and management of interactions among physical, chemical, and biological systems in the environment.

GES Required Courses (8 Hours)

ENS 542	Ecosystem Management	4 Hrs.
BIO 571	Advanced Ecology and Evolution	4 Hrs.

Select 16 Hrs. from the following courses:

ENS 404	Fundamentals of Geographic Information Systems	4 Hrs.
ENS 405	Fundamentals of Remote Sensing	4 Hrs.
ENS 444	Aquatic Ecology	4 Hrs.
ENS 445	Biology of Water Pollution	4 Hrs.
ENS 446	ECCE: Population and Public Policy	4 Hrs.
ENS 447	Environmental Chemistry	3 or 4 Hrs.
ENS 463	Our Changing Climate	4 Hrs.
ENS 468	Environmental Geology	4 Hrs.
ENS 485	Environmental Policies: Water Quality	4 Hrs.
ENS 555	Analytical Tools for the Environmental Sciences	4 Hrs.
ENS 583	Environmental Policies: National Environmental Policy Act	4 Hrs.
BIO 446	Restoration Ecology	4 Hrs.
BIO 462	Conservation Biology	4 Hrs.

Other courses may be selected if approved by the student's advisor and the department chair.

Closure (4 Hours)

Each graduate degree candidate must complete one of the following closure options.

ENS 510	Thesis or	4 Hrs.
ENS 520	Graduate Project	4 Hrs.

Because Environmental Studies faculty consider that a period of time working in an environmental agency or organization can be a vital part of professional training, students may, with their advisor's permission, count up to four hours of ENS 530 Internship and one hour of Graduate Public Service Internship seminar toward their Environmental Sciences degree.

MASTER of ARTS in ENVIRONMENTAL STUDIES

The curriculum for the M.A. in Environmental Studies allows students to gain an understanding of ways to balance social and economic needs with environmental realities, to learn how to use resources imaginatively for sustainable development, and to become aware of the role of values in issue formulation and policy making. Objectives are to enable students to: 1) develop basic literacy in the natural and social sciences and the humanities as they contribute to an understanding of environmental affairs; 2) critically analyze envi-

ronmental problems; and 3) identify, research, and evaluate environmental problems.

Three concentrations are available: Sustainable Development and Policy, Environmental Planning and Management, and Environmental Humanities.

Degree Requirements (40 Hours)

Core Requirements (12 Hours)

ENS 551	Environmental Natural Sciences	4 Hrs.
ENS 552	Environmental Social Sciences and the Humanities	4 Hrs.
ENS 553	Research Methods in Environmental Studies	4 Hrs.

Concentration Courses (24 Hours)*

Select from one of the three 24-hour concentrations detailed below:

- Sustainable Development and Policy
- Environmental Planning and Management
- Environmental Humanities

Closure (4 Hours)

Each graduate degree candidate must complete **one** of the following closure options.

ENS 510	Thesis or	4 Hrs.
ENS 520	Graduate Project or	4 Hrs.
ENS 550	Capstone Closure	4 Hrs.

*Because Environmental Studies faculty consider that a period of time working in an environmental agency or organization can be a vital part of professional training, students may take ENS 530 Internship (1 to 4 hrs.) as an elective. However, students may not count both ENS 530 and ENS 550 toward their degree requirements. Students who hold Graduate Public Service Internships may use one hour of internship seminar toward their Environmental Studies degree.

Concentrations

Sustainable Development and Policy (SDP) – 24 Hours

This concentration explores theories of sustainable development and policy in order to: 1) understand the historical context and critically evaluate the current framework of natural resources and environmental policy; 2) gain a comprehensive understanding of the conceptual elements of sustainability; 3) communicate and evaluate issues in sustainable development policies and practices; and 4) assess the feasibility of and strategies for natural resources and environmental policy changes toward sustainable development.

SDP Required Courses (12 Hours)

ENS 571	Sustainable Development	4 Hrs.
ENS 581	Environmental Policy and Analysis	4 Hrs.
ENS 587	Natural Resources: Policy and Administration	4 Hrs.

SDP Elective Courses (12 Hours)

Select 12 hours from among the following (no more than 8 hours from one group):

Social, Economic and Policy

ENS 403	Transportation: Problems and Planning Procedures	4 Hrs.
ENS 404	Fundamentals of Geographic Information Systems	4 Hrs.
ENS 419	Environmental Law	4 Hrs.
ENS 421	Environmental Economics	4 Hrs.
ENS 422	Environmental Sociology	4 Hrs.
ENS 446	ECCE: Population and Public Policy	4 Hrs.
ENS 461	ECCE: Geopolitics: Geographic Aspects of International Affairs	4 Hrs.
ENS 485	Environmental Policies: Water Quality	4 Hrs.
ENS 545	Comparative Cultural Ecology	4 Hrs.
ENS 583	Environmental Policies: National Environmental Policy Act	4 Hrs.

Biophysical

ENS 463	Our Changing Climate	4 Hrs.
ENS 468	Environmental Geology	4 Hrs.
ENS 542	Ecosystems Management	4 Hrs.
ENS 547	Sustainable Food Systems	4 Hrs.

Other courses may be selected if approved by the student's advisor and the department chair.

Students interested in the MA in Environmental Studies with a concentration in Sustainable Development and Policy can obtain their degree online with the same curriculum as above. Students must apply specifically for the online degree. Applicants deficient in ecology will be considered for conditional admission and be required to satisfactorily complete the ecology requirement by no later than the end of their first year. All other core, concentration, and elective requirements are the same as those for the degree offered on campus. The application deadline for the online degree is April 1 for full consideration of admission the following fall semester.

Environmental Planning and Management (EPM) – 24 Hours

This curriculum prepares students for professional positions in environmental planning and management. Objectives are to enable students to: 1) understand principles and practices of environmental planning and management; 2) analyze United States' environmental policies as they relate to environmental planning; 3) apply tools and techniques for preparing and implementing effective environmental plans; and 4) evaluate effectiveness of environmental management plans.

EPM Required Courses (12 Hours)

ENS 404	Fundamentals of Geographic Information Systems	4 Hrs.
ENS 501	Land Use and Environmental Planning	4 Hrs.
ENS 581	Environmental Policy and Analysis	4 Hrs.

EPM Elective Courses (12 Hours)

Select 12 hours from the following courses:

ENS 403	Transportation: Problems and Planning Procedures	4 Hrs.
ENS 405	Fundamentals of Remote Sensing	4 Hrs.
ENS 419	Environmental Law	4 Hrs.
ENS 421	Environmental Economics	4 Hrs.
ENS 422	Environmental Sociology	4 Hrs.
ENS 446	ECCE: Population and Public Policy	4 Hrs.
ENS 503	Advanced GIS Applications in Environmental Planning	4 Hrs.
ENS 542	Ecosystem Management	4 Hrs.
ENS 571	Sustainable Development	4 Hrs.
ENS 583	Environmental Policies: National Environmental Policy Act	4 Hrs.
ENS 587	Natural Resources Policy & Administration	4 Hrs.

Other courses may be selected if approved by the student's advisor and the department chair.

Environmental Humanities (EH) – 24 Hours

This concentration provides a broad-based humanities curriculum to enable students to: 1) understand the ethical, social, communicative, literary, historical, artistic perspectives as they relate to ecological systems; 2) examine historical development of theoretical perspectives from humanities on the interaction of social and ecological systems; and 3) apply ethical criteria and critical thinking in the analysis of environmental issues.

EH Required Courses (8 Hours)

ENS 476	ECCE: Environmental Ethics	4 Hrs.
ENS 545	Comparative Cultural Ecology	4 Hrs.

EH Elective Courses (16 Hours)

Select 16 hours from the following courses:

ART 463	Modern Art History	4 Hrs.
ART 464	Contemporary Art History	4 Hrs.
ENS 411	ECCE: Introduction to Environmental Education	4 Hrs.
ENS 412	World Environmental Thought	4 Hrs.
ENS 418	American Environmental History	4 Hrs.
ENS 422	Environmental Sociology	4 Hrs.
ENS 461	ECCE: Geopolitics: Geographical Aspects of International Affairs	4 Hrs.
ENS 548	Writing and the Environment	4 Hrs.
ENS 556	Environmental Issues and the Press	4 Hrs.
ENG 555	Literary Theory and Criticism	4 Hrs.
ENS 505	Historic Environmental Preservation	4 Hrs.
HIS 439	American Agricultural History	4 Hrs.
HIS 442	American Urban History	4 Hrs.
HIS 511	Museum/Historic Sites Methods	4 Hrs.
PHI 432	Philosophy of Art	2 or 4 Hrs.
SOA 481	North American Indians: Culture and Ecology	4 Hrs.

Other courses may be selected if approved by the student's advisor and the department chair.

Closure Requirements

M.S. and M.A. candidates, with the assistance of their advisors and graduate committees, are required to complete one of the available closure options. For many ENS students,

the culminating experience of graduate-level work is a formal thesis. Other ENS students develop a substantial and carefully designed graduate project, such as an interpretive plan for a nature center, an exhibit for a museum or visitors' center, a film or multimedia show with supportive materials, or a finished and well-researched draft of environmental legislation or policy. ENS students are required to present and defend their thesis/graduate project proposal and completed thesis/graduate project before the graduate committee.

Students enroll for thesis or graduate project credit hours with the approval of their thesis/graduate project advisor. Students must enroll in a total of four credit hours of closure; however, they may accrue the total in increments. Once students begin taking closure hours, they are required by campus policy to be enrolled in at least one closure hour per regular semester (fall and spring) until the four-credit hour closure requirement is completed. For environmental studies students, this means that if the closure exercise is not completed by the time four credit hours have been completed, students must register for zero credit hours (one billable hour) of ENS 511, ENS 529, or ENS 557 (as applicable) in all subsequent regular semesters (fall and spring) until the closure exercise is completed.

M.A. candidates also have the option of completing the Capstone Closure course (ENS 550). This course requires instructor permission and prior approval by the faculty of the Internship Plan; the Internship Plan must be approved at least four weeks before the end of the previous semester (excluding summer semesters). Students who fail ENS 550 will receive a

grade of *No-Credit* and will be required to take ENS 550 again within one year. Students who fail ENS 550 twice will not be permitted to complete their ENS graduate degree as the ENS department will seek to have admission to the ENS graduate degree program revoked. Students receiving credit for ENS 550 during the second attempt will have the previous grade of *No-Credit* for ENS 550 changed to an *R* for repeat. If students are unable to successfully complete the requirements of ENS 550 due to extenuating circumstances (at discretion of ENS 550 instructor), they will receive a DFR (deferred grade) and must enroll in ENS 557 Capstone Closure Continuing Enrollment each regular semester (fall and spring) until the course requirements are completed satisfactorily. Students must enroll in ENS 557 with the same instructor from whom they take ENS 550.

Student's Educational Plan

Development of an educational plan is a key activity through which student and academic advisor identify course work appropriate for the student's background, aspirations, and needs. The plan indicates the courses for the chosen degree and concentration, and is developed prior to or during the first semester of study. Upon completion of the plan the advisor and department chair review the plan. Amendments may be made during the course of study with approval of the academic advisor and department chair. Variances from Department requirements must be indicated and approved through the petition process.

College of Liberal Arts and Sciences

Master of Arts

Bachelor of Arts

Undergraduate Minor

(see page 68)

HISTORY

uis.edu/history

Email: his@uis.edu
or hisonline@uis.edu

Office Phone: (217) 206-6779

Office Location: UHB 3050

THE MASTER'S DEGREE

The M.A. in History emphasizes the development of the analytical, organizational, and research tools necessary to study the past. The curriculum accentuates comprehension of the subtleties inherent in academic historical discourse, stresses primary research, and provides the skills necessary to interpret the past for a public audience. The program offers a choice among three areas of concentration: American History, European and World History, and Public History. The curriculum is designed to serve students with a variety of goals, including those interested in teaching; those pursuing careers with business, labor, or community organizations; those seeking employment in historical agencies, museums, historical societies, or archives; those desiring the intellectual stimulation of a challenging discipline; and those interested in continuing advanced education.

Admission Requirements

Students holding a bachelor's degree in history or a related academic field are especially encouraged to apply for admission to the History Department's master's degree program. Applicants for admission into the master's degree program in history should have a baccalaureate degree with an undergraduate major in history. However, applicants who majored in disciplines that are closely related to history (such as English, political science, sociology, archaeology, anthropology) and who meet the GPA and other requirements, may be fully admitted to the graduate program if they have sufficient course work in history. Students lacking a firm background in history who otherwise meet program criteria stated above can be admitted on a conditional basis and may be required to take additional course work before they are fully admitted.

Applicants must have earned a minimum cumulative GPA of 3.0 and a minimum 3.0 GPA in history. Applicants must submit a sample of their writing and include a statement of purpose (not to exceed 500 words) to be considered for full admission into the program. Applicants who have earned a cumulative GPA and/or a GPA in their major of 2.50 to 2.99, and who submit all required materials for program review, may be considered for conditional admission. In this case, applicants may be required to take additional course work, or to take specified graduate courses, depending on each applicant's situation.

Degree Requirements (44 Hours)

Core Course Requirements (20 Hours)

HIS 501	Graduate History Colloquium	4 Hrs.*
HIS 503	Researching and Writing History	4 Hrs.
HIS 510	Graduate Readings Seminar	4 Hrs.
HIS 560	Position Essay and Historiography or	
HIS 570	Public History Internship and Project or	
HIS 580	Thesis	8 Hrs.**

*HIS 501 satisfies 4 hours of the campus' communications skills requirement.

**The closure requirement options available for each concentration are included below in each concentration category. The number of hours required for the closure is included in the core course requirement total, not in the concentration hour totals.

Areas of Concentration

To fulfill the requirements for the master's degree, the student must complete the courses listed for one of the following three areas of concentration.

American History Concentration (24 hours)

The American History concentration stresses research and study of topics pertinent to the origins and development of the United States, the land, its people, and its place in the world. American History concentration requires:

History Courses Examining Methods and Applications	4 Hrs.
Courses Emphasizing Periods, Regions, or Themes in American History	16 Hrs.
Elective History Course (European, world, or public history)	4 Hrs.

Closure Requirement: HIS 580 Thesis 8 Hrs.

European and World History Concentration (24 hours)

The European and World concentration highlights the research and study of topics in non-U.S. history germane to the interests and specializations of the current faculty. European and World concentration requires:

History Courses Examining Methods and Applications	4 Hrs.
Courses Emphasizing Periods, Regions, or Themes in European or World History	16 Hrs.
Elective History Course (American or public history)	4 Hrs.

Closure Requirement: HIS 560 Position Essay and Historiography **or**
HIS 580 Thesis 8 Hrs.

Note: The University of Illinois Springfield does not offer foreign language instruction sufficient to qualify students in the

European or World History concentration for admission to most Ph.D. programs.

Public History Concentration (24 hours)

The Public History concentration stresses the blending of academic and applied history with intent to broaden public awareness of the value of studying the past. The Public History concentration requires:

HIS 502 Public History Colloquium	4 Hrs.
History Courses Examining Methods and Applications	8-12 Hrs.
History Courses Emphasizing Periods, Regions, or Themes (American, European and/or World History)	8-12 Hrs.
<i>Closure Requirement:</i> HIS 570 Public History Internship and Project or HIS 580 Thesis	8 Hrs.

Advising

During the first semester of study, each student is assigned an initial academic advisor who assists in defining career goals, selecting courses, and developing an education plan.

Closure Requirements

To attain a master's degree, the student must complete a closure exercise appropriate to the chosen area of concentration. Candidates must successfully complete 12 hours of core requirements (HIS 501, HIS 503, and HIS 510) before enrolling in credit hours toward the closure requirement (HIS 560, HIS 570, or HIS 580).

The thesis (HIS 580) is a formal written presentation of historical research based on primary sources. The project

(HIS 570) derives from an internship served with a historical agency or other entity. The position paper and historiography (HIS 560) is a thorough written examination and evaluation of the essential secondary sources devoted to a specifically defined topic.

The position paper and historiography is offered in the recognition that primary research facilities in European and world history topics pose difficulty of access. The student is encouraged to master the research and analysis undertaken by professional historians in these areas.

In each case, the student will defend the completed exercise before a committee comprised of at least three faculty members (two from the History Department, one from another academic program).

Grading Policy

Students must earn a grade of B or better in all courses counting toward the master's degree. History graduate students may repeat program courses for grade improvement only once.

Graduate Credit for 400-Level Courses

Graduate students enrolled in 400-level courses are expected to perform at a higher level than undergraduates and to complete extra work as defined by the instructor. Examples of such work include reading and reporting on material in addition to that required of undergraduate students, completing an annotated bibliography in the professional literature of the field, or meeting separately with the instructor to research a specified topic.

HUMAN DEVELOPMENT COUNSELING

uis.edu/hdc

Email: hdc@uis.edu

Office Phone: (217) 206-6504

Office Location: BRK 332

College of Education and Human Services

Master of Arts

THE MASTER'S DEGREE

The Department of Human Development Counseling offers three areas of study: 1) community counseling; 2) marriage, couple, and family counseling; and 3) school counseling. These areas of study allow graduates to provide counseling and consulting services at a professional level in a wide variety of environments. Career options for graduates in the community counseling and marriage, couple, and family counseling areas include counseling in mental health, correctional, social welfare, rehabilitative, and human relations agencies, institutions, and environments. The school counseling area of study is approved by the Illinois State Board of Education and prepares candidates for Type 73 School Service Personnel certification. Since opportunities for employment within each of these areas of study vary widely, prospective students should consult an advisor before choosing a career option.

The Council for Accreditation of Counseling and Related Educational Programs (CACREP) has accredited the following emphases in this department: community counseling and school counseling. Successful completion of the curriculum for either of these areas of study leads to eligibility for national certification through the National Board of Certified Counselors and/or state licensure as a Licensed Professional Counselor.

The Department of Human Development Counseling has submitted an application for accreditation of its marriage, couple, and family counseling area of study and is awaiting a decision during the summer 2010 semester from the CACREP Board of Directors. Students who are pursuing or have completed the M.A. degree may develop an individualized course of study that may qualify them for membership in the International Association of Marriage and Family Counselors (IAMFC), the American Association for Marriage and Family Therapy (AAMFT), and/or licensure as a marriage and family therapist. This opportunity may involve additional preparation beyond the M.A. degree before the student is eligible to submit an application for licensure.

Admission and Application Requirements

The Department of Human Development Counseling admits students twice per year (fall and spring). The process is comprised of two phases (see below). Applicants who wish to be admitted must have a complete file on record by February 15th for fall admission, or September 15th for spring admission.

Phase I

Phase I involves the following elements and applicants **must complete each element by the appropriate deadline** (i.e., February 15th for fall, or September 15th for spring):

- Complete and submit the UIS Application for Graduate Study.
- Complete and submit the *HDC Admission Form* and three *Recommendation for Candidacy* forms. Please submit these materials to:

Department of Human Development Counseling
c/o Admissions Committee
University of Illinois at Springfield
One University Plaza, MS BRK 332
Springfield, IL 62703-5407.

- Complete the *UIS Application for Graduate Study* and remit payment of the application fee to the Office of Admissions at the University of Illinois Springfield. Please note that the Department of Human Development Counseling neither requires nor accepts payment of any kind. Processing of the admission application fee is handled entirely with the Office of Admissions. For questions relative to either of these processes, the Office of Admissions can be contacted at admissions@uis.edu.
- Provide transcripts reflecting a minimum grade point average (GPA) of at least 3.0 for the last 60 hours of undergraduate degree coursework **or** a cumulative undergraduate GPA of 3.0 in order to participate in the admissions process and be considered for full admission. (Please note that applicants may be considered for admission with a GPA of between 2.75 to 2.99; however, if admitted, the classification awarded will be **conditional** admission. Conditionally admitted students must receive a minimum cumulative GPA of at least 3.0 in HDC 501 Fundamental Issues and Ethics in Counseling and HDC 511 Theories of Counseling, and must receive letter grades of no less than a B- in all courses in which they enroll. Also, conditionally admitted students may receive financial assistance benefits for only one year.)
- Demonstrate completion of the following undergraduate prerequisite courses: 1) abnormal psychology or psychopathology, and 2) developmental psychology or life-span development or human development or child/adolescent psychology. A passing

score on an HDC-administered competency examination can also satisfy this requirement. (**NOTE:** If taking the competency exam, scores must be submitted before the aforementioned deadlines in order to be considered for Phase II.)

- Applicants may enroll for three HDC-approved courses while completing the application process. Additionally, applicants may participate in the admissions essay and interview processes during the semester in which they expect to complete their prerequisite courses.

Phase II

Applicants will be formally invited by the HDC department to participate in Phase II. This phase involves completing an essay and group interview process, detailed as follows, both of which are completed on the same day:

- Applicants who successfully complete Phase I as determined by the HDC department admissions committee will be contacted regarding the essay and group interview process. Both steps will be completed on a Saturday. The day will be broken into two sessions (morning and afternoon) lasting 3 hours each (e.g., an applicant may write the essay during the morning session and participate in the group interview in the afternoon.)
- A score derived from the interview, admission essay, and application materials will serve as the basis for recommendation to the HDC admissions committee which, in turn, will vote whether to admit the applicant. The Admissions Coordinator will notify applicants regarding the outcome of the admissions process within approximately 2-3 weeks from the completion of Phase II.
- Applicants who are not admitted may request to reapply for the next admission cycle. The applicant may change or add any material to his/her file. If the HDC admissions committee does not approve an applicant for admission after the second attempt, a third attempt may be made after one academic year has passed.

IMPORTANT NOTES: 1) An unexcused failure to keep the appointment for Phase II may result in removal from consideration for admission to the HDC department. 2) Students must complete all required coursework within the six-year time limit specified by the University for graduate degree completion.

Until an applicant to the HDC program completes both Phase I and Phase II of the HDC admission process, and the HDC department finalizes its admission decision and files the required documentation with the UIS Office of Admissions, the applicant may be provisionally admitted to the HDC pro-

gram. A provisionally admitted student is ineligible for any financial assistance benefits (federal, state, and/or institutional funds). This includes UIS assistantship, internship, and fellowship opportunities. A student who is provisionally admitted may register for classes, and may apply for any form of financial assistance, but until his/her admission status is upgraded to either a conditional admission or full admission status, (s)he cannot be awarded any financial aid proceeds, or included in any UIS assistantship, internship, fellowship application pools. Admission decisions are typically finalized in April for students who are admitted for the upcoming fall semester, and in December for students who are admitted for the upcoming spring term.

Advising

Academic advising for HDC students is very important, and students should contact their advisors regularly. If students do not choose an HDC faculty advisor, an initial advisor will be assigned by the department.

Grading Policy

HDC department majors must earn grades of B- or better in HDC 501, HDC 511, HDC 512, and HDC 513. If a C+ grade or lower is earned in any of these courses, the course must be retaken. HDC majors must also maintain a cumulative GPA of at least 3.0. In other courses, a maximum of six hours of C grades is allowed when balanced by an equal number of hours of A.

In 400-level courses, graduate students are expected to meet a higher standard of performance than undergraduates and will be required to complete additional assignments at the discretion of the instructor.

Expected Professional Competencies

Before graduating, degree candidates must demonstrate competencies and dispositions related to personal development, such as the ability to communicate effectively with others; professional development, such as the ability to conceptualize client concerns and to provide appropriate intervention through an individual or group relationship; and social development, such as the ability to participate as a team member.

In addition to these generic competencies, students are expected to develop specific knowledge and skills needed for the client populations with which, or for the settings in which, they intend to work. Such specialized knowledge may be obtained through projects designed to meet course requirements.

Each department course may contain an applied or experiential component in addition to the didactic component, and some courses specifically emphasize experiential learning. These courses require application of professional skills in simulated and/or real settings. Students should, therefore, expect to demonstrate understanding of ethical behavior in the helping professions as well as evidence of interaction skills with

clients. All master's candidates must be familiar with the HDC policy on clinical experience and should consult their advisors about satisfying its provisions. All degree candidates must demonstrate graduate-level performance in reading, writing, and speaking English.

Major Requirements

A total of **50** semester hours is required for a master's degree in Human Development Counseling within the community counseling or school counseling areas of study:

HDC 501	Fundamental Issues and Ethics in Counseling	3 Hrs.*
HDC 511	Theories of Counseling	3 Hrs.
HDC 512	Prepracticum	3 Hrs.
HDC 513	Group Counseling	3 Hrs.
HDC 515	Multicultural Counseling	3 Hrs.
HDC 521	Developmental Counseling	3 Hrs.
HDC 524	Career/Lifestyle Counseling	3 Hrs.
HDC 525	Alcoholism and Substance Abuse	3 Hrs.
HDC 534	Introduction to Family Counseling	3 Hrs.
HDC 546	Psychopathology and the DSM-IV-TR	3 Hrs.
HDC 530	Community Counseling or	3 Hrs.**
HDC 531	Developmental School Counseling (school counseling area)	3 Hrs.
HDC 575	Appraisal Techniques in Counseling	3 Hrs.
HDC 577	Research Methods	3 Hrs.
HDC 582	Research Colloquium: Master's Project or	2 Hrs.
HDC 584	Comprehensive Examination Preparation and	1 Hr.
HDC 585	Comprehensive Examination Registration	1 Hr.
HDC 587	Professional Experience: Practicum	3 Hrs.
HDC 590	Professional Experience: Internship	2-6 Hrs.
TOTAL		50 Hrs.

*HDC 501 must be taken during the student's first semester.

**HDC 530 applies to the community counseling and marriage, couple, and family counseling areas.

Marriage, Couple, and Family Counseling

The Marriage, Couple, and Family Counseling (MCFC) area of study within the HDC department includes four additional courses (12 credit hours) beyond the Community Counseling core curriculum of 50 credit hours for a total of **62** required credit hours. The four additional required courses are:

HDC 537	Couple Counseling or	3 Hrs.
HDC 536	Divorce Counseling	3 Hrs.
HDC 545	Sexual Dysfunction and Family Violence	3 Hrs.
HDC 558	Theories of Family Counseling	3 Hrs.
HDC 567	Models and Methods in Marriage and Family Treatment	3 Hrs.

All coursework should emphasize specialized knowledge and skills needed for a particular setting or client population.

Master's Closure

In addition to course requirements, students are required to either complete a master's project or thesis demonstrating research mastery of an area within Human Development Counseling, or to pass a comprehensive examination that tests knowledge from the department's required course work. Students must select which option they will use to meet the closure requirement when they register for either HDC 582 Research Colloquium: Master's Project or HDC 584 Comprehensive Examination Preparation. For students selecting the master's project option, completion occurs when they pass HDC 582, and the project has been completed, approved by the student's committee, and approved by the chair of the department. For students selecting the comprehensive examination process option, completion of the closure requirement is satisfied once a student completes HDC 584 Comprehensive Examination Preparation, registers for the comprehensive exam (HDC 585), and passes both the multiple choice and clinical case presentation portions of the examination. Students must consult their advisors for further information on the master's closure requirement options and to obtain the advisor's signature on the closure option form.

Once students register for either HDC 582 Research Colloquium: Master's Project or HDC 585 Comprehensive Exam Registration, they must be continually enrolled each fall and spring semester. Students who take HDC 582 but do not finish the master's project/thesis that semester must either re-enroll in HDC 582 or enroll in HDC 583 Master's Project Continuing Enrollment (zero credit hours, one billable hour). Students who take HDC 585 Comprehensive Exam Registration and do not pass both the multiple choice and clinical case presentation portion of the exam while enrolled must register for HDC 586 Comprehensive Exam Continuing Enrollment (zero credit hours, one billable hour) each fall and spring until the exam is passed.

COMMUNITY COUNSELING AND MARRIAGE, COUPLE, AND FAMILY COUNSELING

Students pursuing careers in community counseling or marriage, couple, and family counseling should begin to explore relevant populations and settings when enrolled in HDC 501. Course assignments thereafter should be designed to develop knowledge and skills specific to the emphasis chosen. In order to develop and demonstrate skills unique to their selected areas of study, community counseling students must take HDC 530 Community Counseling and marriage, couple, and family counseling students must take four additional courses. Clinical experience placements for community counseling and marriage, couple, and family counseling students will take place in approved community agencies. Students enrolled in the marriage, couple, and family counseling area

of study must complete a minimum of 120 hours of direct service in marriage, couple, or family counseling. Consultation with the marriage, couple, and family counseling area coordinator is required to ensure curricular and clinical experience requirements are met.

SCHOOL COUNSELING

School counseling students seeking initial certification as a school counselor in Illinois must successfully complete the ISBE-approved HDC master's degree in school counseling in order to receive the department's endorsement. Additionally, students must present the state with passing scores on the Illinois Certification Testing System Basic Skills Test (ICTS) and the school counselor content test. For students without a valid state of Illinois teaching certificate, the following four additional courses (or equivalent courses) are required to obtain the department's endorsement:

TEP 201	Introduction to Education	3 Hrs.
TEP 222	Child Development for Teachers or	3 Hrs.
TEP 223	Adolescent Development for Teachers or	3 Hrs.
EDL 539	Adolescent Development and Learning	4 Hrs.
EDL 575	Legal Aspects of Special Education	2 Hrs.
TEP 322	Teaching, Learning, and Assessment (for elementary) or	3 Hrs.
TEP 314	Curriculum and Instruction Methods (for secondary)	3 Hrs.

In addition to the HDC core courses, an applicant seeking initial school counselor certification (IL Type 73) must complete a course in mental hygiene and/or personality dynamics (this can be met by the abnormal psychology prerequisite), a practicum in a school setting, a 600-hour internship in a school setting, and HDC 531 Developmental School Counseling. Students who wish to pursue this course of study should contact the school counseling area coordinator immediately upon acceptance into the program.

HUMAN SERVICES

uis.edu/humanservices

Email: hms@uis.edu

Office Phone: (217) 206-6687

Office Location: BRK 332

THE MASTER'S DEGREE

The M.A. degree in Human Services (HMS) provides advanced professional education for students who have an undergraduate education in human services or who have completed specific prerequisite courses to prepare them for study in the field. It is a multidisciplinary degree that prepares students to become competent as human services professionals for multiple roles and settings.

The degree contains core courses that teach skills and concepts needed by all human services professionals and integrates content from several academic concentrations to allow students to develop specific expertise. The concentrations are 1) alcoholism and substance abuse, 2) child and family studies, 3) gerontology, and 4) social services administration. Students are prepared to practice with competency and confidence within all concentrations. Study in this degree program requires that students examine aspects of their past lives and family experiences in an effort to understand their beliefs, values, and biases. This self-awareness is necessary when working with vulnerable populations.

The degree program teaches students to appreciate contemporary and historic human characteristics, issues, and problems and to plan for the delivery of human services in the future. Courses teach students to design, assess, treat, plan for, advocate for, counsel with, manage, and collaborate with individuals, groups, or agencies needing and using human services.

Accreditation

The Human Services Department is accredited by the Council for Standards in Human Services Education (CSHSE). Illinois Alcohol and Other Drug Abuse Professional Certification Association, Inc. (IAODAPCA), has accredited the alcohol and substance abuse concentration in the M.A. in Human Services.

Professional Development Sequence in Gerontology (blended format)

The Human Services Department offers a 16-hour professional development sequence in gerontology. The sequence is designed for individuals who already have one graduate degree and are working in some capacity with the elderly or who otherwise desire or need basic graduate-level course work in gerontology. Contact the Human Services Program for more information.

Certificate in Alcohol and Substance Abuse (blended format)

The department offers a graduate certificate in Alcohol and Substance Abuse to provide education to individuals who wish to become certified in the substance abuse counseling profession, but who do not wish to complete a formal degree program. On completion of the required 20 semester hours of courses, students may take the Certified Alcohol and Other Drug Abuse Counselor (CADC) exam through the Illinois Alcohol and Other Drug Abuse Professional Certification Association (IAODAPCA).

Certificate in Management of Nonprofit Organizations

In cooperation with the Department of Public Administration, the department has available a graduate certificate in the Management of Nonprofit Organizations. For more information, go to the Graduate Certificates section of this catalog, and view the certificates listed under the College of Public Affairs and Administration.

The graduate certificate in the Management of Nonprofit Organizations requires 20 hours of coursework. All courses are offered at night and on weekends. An individual may take these courses as a part-time student and earn the certificate without being formally enrolled in any degree program or may complete the certificate as part of a degree program.

Admission Requirements

Students must have a bachelor's degree, preferably with a foundation in the liberal arts with a GPA of 3.0. Prerequisites are a life-span development course and a research methods or statistics course with content consistent with the ones listed in the program requirements section.

For admission, students must submit a completed application, transcripts, two completed recommendation forms from professional or academic sources, and a personal statement detailing their reasons for seeking admission into the program.

Admission to the department is based on academic competence, interest and experience in helping others, and evidence of personal characteristics associated with success when working with people from vulnerable populations.

The Human Services faculty has a professional and ethical obligation to conduct continual assessment with students so they are aware of limitations that may impede their future success. Moreover, the faculty has an obligation not to admit or to remove from candidacy any student who does not meet these requirements.

Application materials are available at the Human Services Department Office and from the UIS Office of Admissions. Admission preference will be given to students who have application materials completed by February 15 for the fall semester and by September 15 for the spring semester.

Online or Blended Curriculum

The Social Service Administration concentration is offered online; the Alcohol and Substance Abuse, Child and Family Studies, and Gerontology concentrations are offered in a blended format.

Grading Policy

Graduate students must earn a grade of B (3.0) or better in each course (grades of B- or lower will not be accepted).

Master's Closure

A master's project or thesis is required of all graduate majors. This project or thesis may focus on a practice issue, an empirical study, or a human service policy review. Two courses contained within the core (HMS 579 and HMS 580) are designed to foster students through this requirement. Once they complete HMS 579 in continuous enrollment and begin their closure exercises, students must be enrolled in HMS 580 (zero credit hours, one billable hour) each fall and spring semester until the master's project or thesis is completed.

Internship

The four-hour internship is designed to provide an opportunity for students to integrate knowledge and skills gained in courses into direct practice. The internship consists of intensive work experiences with supervision (100 work hours for each academic hour) in a human services environment (500 hours are required for students in the Alcoholism and Substance Abuse Concentration).

Students with three years of supervised full-time experience in their designated human services field may, with approval of their academic advisor, petition to substitute four hours of regular course work for the internship.

MAJOR REQUIREMENTS

The master's degree requires 44 hours of graduate-level courses.

Prerequisites: (two courses) or the equivalent

- 1) A course in either human behavior in the social environment or a course in life-span developmental psychology, **and**
- 2) A course in either research methods or a course in statistics.

Core Requirements (24 Hours*)

HMS 501	Critical Perspectives in Human Services	4 Hrs.
HMS 502	Interviewing and Assessment Skills in Human Services	4 Hrs.
HMS 511	Social Policy and Human Services	4 Hrs.
HMS 516	Ethics and Professional Development	4 Hrs.
HMS 550	Internship	4 Hrs.
HMS 579	Advanced Research: Master's Project/Thesis Proposal	4 Hrs.
HMS 580	Master's Project/Thesis Continuing Enrollment	0 Hrs.**

*Offered online each fall and spring semester.

**0 credit hour/1 billable hour each fall and spring semester until completion.

CONCENTRATIONS

Note: All courses are required unless otherwise noted.

Alcoholism and Substance Abuse (20 Hrs.)

This concentration is available in a blended format.

The Illinois Alcohol and Other Drug Abuse Professional Certification Association, Inc., has accredited the alcohol and substance abuse concentration in the M.A. in Human Services. Students who successfully complete this concentration may be eligible to take the certifying examination for IAODAPCA. Students seeking admission to this concentration must have a two-year history of sobriety.

HMS 521	Advanced Interviewing and Intervention	4 Hrs.
HMS 525	Alcoholism and Substance Abuse	3 Hrs.
HMS 526	Lab for Alcoholism and Substance Abuse Course	1 Hr.
HMS 527	Assessment and Treatment of Substance Abuse	4 Hrs.
HMS 528	Dual Diagnosis and Relapse Prevention	4 Hrs.
HMS 531	Drug Abuse in America: A Critical Perspective (elective) or any course in Human Services	4 Hrs.

Child and Family Studies (20 Hrs.)

This concentration is available in a blended format.

HMS 521	Advanced Interviewing and Intervention	4 Hrs.
HMS 525	Alcoholism and Substance Abuse	3 Hrs.
HMS 526	Lab for Alcoholism and Substance Abuse Course	1 Hr.
HMS 533	Child Abuse and Neglect	4 Hrs.
HMS 537	Treating Children from Diverse Populations	4 Hrs.
HMS 567	Models and Methods in Marriage and Family Treatment	3 Hrs.
HMS 569	Lab for Models & Methods in Marriage and Family Treatment	1 Hr.

Gerontology (20 Hrs.)

This concentration is available in a blended format.

HMS 529	Perspectives on Aging	4 Hrs.
HMS 508	Psychology of Aging	4 Hrs.
HMS 563	Sociology of Death, Dying, and Bereavement	4 Hrs.
HMS 582	Aging and the Human Services	4 Hrs.

Students can select one course from the following list or an alternate course approved by the student's academic advisor.

HMS 538	Social Services Administration	4 Hrs.
HMS 588	Grant Writing in Human Services	4 Hrs.

The Human Services Program also offers a 16-hour professional development sequence in gerontology consisting of the following courses:

HMS 563	Sociology of Death, Dying, and Bereavement	4 Hrs.
HMS 508	Psychology of Aging	4 Hrs.
HMS 529	Perspectives on Aging	4 Hrs.
HMS 582	Aging and the Human Services	4 Hrs.

Social Services Administration (20 Hrs.)

This concentration is available in an online format.

HMS 514	Staff Development and Supervision	4 Hrs.
HMS 538	Social Services Administration	4 Hrs.
HMS 584	Introduction to Nonprofit Management	4 Hrs.
HMS 588	Grant Writing in Human Services	4 Hrs.

Select four credit hours from the remaining courses:

BUS 541	Organizational Behavior	3 Hrs.
PAD 502	Organization Dynamics	4 Hrs.
PAD 505	Human Resource Management	4 Hrs.
PAD 544	Fund Raising for Public and Nonprofit	4 Hrs.
ACC 505	Financial Management for Nonprofit Organizations	4 Hrs.
PAD 543	Marketing for Public and Nonprofit Organizations	4 Hrs.

JOINT DEGREE OPTION – Human Services/Public Health (HMS/MPH)

The UIS Departments of Public Health and Human Services have an articulation agreement that allows interested students to obtain a joint master’s degree in Public Health and Human Services (MPH/HMS). Although many courses are offered online, the MPH/HMS joint degree is classified as an on campus joint degree. Students must apply to both graduate programs to be eligible for the joint degree. All prerequisites of each program apply. Contact either department for details.

GRADUATE CERTIFICATE

Alcohol and Substance Abuse (20 Hours)

This certificate is available on campus.

The Human Services Department offers a graduate certificate in Alcohol and Substance Abuse. For more information on this program, please go to the “Graduate Certificates for All Colleges” section of this catalog, and reference the certificates listed under the College of Education and Human Services heading.

LEGAL STUDIES

uis.edu/legalstudies

E-mail: les@uis.edu

Office Phone: (217) 206-6535

Office Location: PAC 340

or les-online@uis.edu

THE MASTER'S DEGREE

The Master of Arts program in Legal Studies is designed to present the master's candidate with a course of study in public law emphasizing law as a social phenomenon as well as a technical body of rules. It is a rigorous course of study, designed to develop the candidate's critical understanding of the legal system. It emphasizes analytical and conceptual thinking, legal and scholarly research and writing, substantive areas of the law, ethical and public interest concerns, public advocacy skills, and the role of law in society.

The objectives for the M.A. graduate are: 1) to demonstrate an understanding of the effect of law on policy and the effects of public policy on the implementation of law; 2) to perform graduate level academic research; 3) to perform graduate level writing in standard English; 4) to be able to discuss and demonstrate the relationship between law and policy; 5) to be able to demonstrate and utilize different theoretical perspectives in law with a particular emphasis on Legal Formalism and Legal Realism; and 6) to show proficiency in the policy and law of a particular area of the legal studies discipline.

Online Master's Program

Like the Master of Arts in Legal Studies offered on campus, the online program allows students to gain professional skills, as well as to study legal theory and the role of law in American society. It provides students with a broad general understanding of the legal system, how it works, and how it interrelates with societal changes.

Admission Requirements

The department requires students to apply *separately* for admission both to UIS and to the M.A. program. Application forms and information on LES Department admission requirements may be downloaded from the LES web site. UIS admission forms are available from the Office of Admissions, or you may apply online at uis.edu/admissions.

The department expects that students will come from a variety of educational experiences and backgrounds. Though no particular undergraduate major is required, students should have completed at least one undergraduate course in American government, judicial process, or the equivalent. This is a prerequisite for admission to the Legal Studies graduate program. Students who do not have this background should take LES 202 Introduction to the American Legal System or an approved equivalent course during their first fall term. LES 202 does not qualify for graduate credit and may

not qualify for financial aid. Applicants for the on campus MA program should have a cumulative GPA of 3.00 or better for full admission to the program.

The number of hours required by the LES Master of Arts degree depends on student's educational background and achievements when (s)he begins the LES Program. If the student has this academic background, the M.A. will consist of 36 hours. If the student does not have this academic background, (s)he must take LES 401 and either LES 402 or LES 472 during the first year of academic study, making the degree a 43 credit-hour course of study.

Online applicants must have a cumulative GPA of 3.25 or better, and be able to demonstrate good to excellent written communication skills. Students for whom English is not the native language must take the TOEFL exam and receive a score of at least 600 on the paper-based exam, 100 on the Internet-based exam, or 250 on the computer-based exam. The application deadline is April 15.

Required LES Preliminary Courses

All students who have not completed LES 401 and LES 402 or LES 472, or equivalents, should take LES 401 along with LES 501 Introduction to Graduate Legal Studies during their first semester and LES 402 or LES 472 in their second semester. Students who wish to receive credit for an equivalent course for which they received a grade of B (3.0) or better, and/or other competency in this area, must apply for a waiver. (Refer to Waivers section below.) The LES waiver committee will decide if a course taken at another institution is equivalent to the legal studies course(s). Requests for credit should be submitted to the waiver committee on the Student Petition available on the Office of Records and Registration website.

Grading

A maximum of four hours of less than B but at least a C (grades of C- or lower are not counted) are allowed in LES courses. Students must maintain a B (3.0) or higher average within the program and must earn a B (3.0) or better in all LES core courses (grades of B- or lower are not allowed). To encourage students in choosing electives, an additional four hours of less than B but at least a C (grades of C- or lower are not counted) are permitted in courses taken outside the program if an overall B (3.0) average is maintained. Clinical education courses, tutorials, and theses, are graded on a credit/no credit (CR/NC) basis.

Degree Requirements (36 hours)

Pre-registration advising is important because many legal studies courses must be taken sequentially and not every course is offered every semester. Course requirements and sequences are available on the LES website (uis.edu/legalstudies).

Prerequisite

LES 202 Introduction to the American Legal System **or** approved equivalent course 3 Hrs.

Required preliminary courses (7 Hrs.)*

LES 401 Legal Research and Citation(1st semester) 4 Hrs.

LES 402 Legal Writing and Analysis (2nd semester) **or**
LES 472 Research Methods for Legal Studies 3 Hrs.

Core Courses (36 Hrs.)

LES 501 Introduction to Graduate Legal Studies (fall, 1st year) 4 Hrs.
LES 512 Theories of Justice 4 Hrs.

LES 519 Seminar in Courts and Policymaking **or**
LES 513 Seminar in Politics and Law 4 Hrs.

LES 587 Public Advocacy (3rd semester) 4 Hrs.

LES 504 Graduate Seminar **or**
LES 590 Thesis (last semester) 4 Hrs.

Electives (with approval of advisor)** 16 Hrs.

*These courses may be waived for students who have already completed these courses or their approved equivalents.

**Graduate students must choose four electives with a minimum of two LES prefixed electives. Students are encouraged to choose a focus in a particular area of law or legal policy. Students may also choose one of the two four-hour certificates: Law for Human Services and Social Work or Public Sector Labor Relations. Students can also create their own focus from the resources of the Department, College, or University. Suggested areas of focus include Law and Public Policy (online option); Human Rights/Social Justice and Public Policy (online option); Criminal Justice; or Regulatory Compliance (online option).

Clinical Education

The clinical education experience provides students with skills necessary to be successful in a legal environment. Participation in clinical education is recommended. Master's candidates may earn up to eight hours of clinical education credits.

Government agencies, the Illinois Supreme Court, and other organizations sponsor interns, both paid and unpaid. Placement options include courts, administrative agencies, state and federal attorneys' offices, legal aid offices, private law firms, and other public interest groups. Graduate Public Service Internships, graduate assistantships, and legislative internships may count as clinical education if these placements meet the established guidelines.

Waivers

Students must fulfill all 36 hours of required core courses and, if necessary, the seven hours of preliminary courses. If it is impossible for a student to take a required core course, or if a student has already taken one of the core courses or its equivalent as an undergraduate at another institution and wants to waive the requirement, the student must still complete the credit hours in some other course (except for waivers of LES 401, LES 402, or LES 472).

Closure Requirements

A master's thesis or completion of LES 504 Graduate Seminar (including the course project) is required of all master's degree candidates as a closure exercise. Students selecting the thesis option may enroll in up to eight hours' credit in the master's thesis course (LES 590). They may accrue that total in increments.

Campus policy requires that students be enrolled in at least one semester hour of master's closure credit for each regular semester (fall/spring) after they have begun their master's closure exercise until that exercise is completed. For LES students choosing the thesis option, this requirement means that if the thesis is not completed during the initial four hours of enrollment in LES 590 Thesis, students must register for LES 590 for one credit hour in each subsequent regular semester (fall/spring) until eight hours are accumulated or the thesis is completed. If the thesis is still not completed by the time eight hours of continuous enrollment in LES 590 have been accumulated, students must register for LES 598 (zero credit hours, one billable hour) each regular semester (fall/spring) until the thesis is completed. Likewise, if students choosing to take the graduate seminar fail to complete the required course work/project during the initial four hours, they must enroll in LES 597 (zero credit hours, one billable hour) each regular semester (fall/spring) until the course work/project is complete. (Department policy allows students until the end of the first week of classes in the subsequent semester to complete closure requirements before they are required to re-enroll in the closure course.)

GRADUATE CERTIFICATES

Law for Human Services and Social Work (16 Hours)

This certificate is available on campus.

The Legal Studies Department offers a graduate certificate in Law for Human Services and Social Work. For more information on this program, please go to the "Graduate Certificates for All Colleges" section of this catalog, and reference the certificates listed under the College of Public Affairs and Administration heading.

**Graduate Certificate in Public Sector Labor Relations
(16 Hours)**

This certificate is available on campus.

For more information on this program, please go to the “Graduate Certificates for All Colleges” section of this catalog, and reference the certificates listed under the College of Public Affairs and Administration heading.

LIBERAL AND INTEGRATIVE STUDIES

uis.edu/lnt

Email: Int@uis.edu

Office Phone: (217) 206-6962

Office Location: UHB 3038

College of Liberal Arts and Sciences
Master of Arts in Liberal and Integrative Studies
Bachelor of Arts in Liberal Studies (see page 73)

THE MASTER'S DEGREE

Liberal and Integrative Studies is a graduate degree program built on 30 years of experience in individualized learning. The curriculum offers students the opportunity to design a degree consistent with their own educational goals, using available institutional and area resources. The department's major purpose is to serve students whose needs and objectives are best met by combinations of courses or mixes of learning formats not available through established curricula.

The curriculum structure emphasizes the integration of key learning categories with a variety of instructional methods to form a well-rounded and individualized academic experience. Through integrating these categories with customized learning activities, the Liberal and Integrative Studies Department assists learners to deepen their understandings of the values, meanings, concerns, choices, and commitments that are basic to the quality of life.

On entering the major, students design individualized degree proposals for a course of study consistent with their particular goals, needs, and interests through LNT 501 Graduate Colloquium. Self-assessment, independent study, multidisciplinary courses/studies, and credit for prior learning assessment are all course work alternatives that may be integrated within individual curricula. Student degree proposals meet the interdisciplinary goals of the program while specializing in an area such as human resource development, global education, women and gender studies, African-American studies, technology and education, or society and the law.

Admission Requirements

Admission to the graduate program is limited due to the individualized nature of the degree process. In addition to applying to UIS, students are required to complete a separate application packet to the LNT Department that includes: 1) an LNT application form, 2) a personal statement, 3) two letters of reference, and 4) an interview with an LNT faculty member. Deadlines are March 15 for fall semester, and October 15 for spring semester. Admissions are continuous until an incoming class is filled.

Students are conditionally admitted to the LNT Program pending successful completion of LNT 501 Graduate Colloquium and approval of degree proposals by committees. Students must obtain committee approval within the semester following completion of LNT 501.

If a graduate applicant has a cumulative undergraduate grade point average of less than 2.50, (3.0 for the online degree), full admission to the program requires the comple-

tion of eight hours of course work at the graduate level with grades of B or better (grades of B- or lower will not be accepted). These hours must be completed before enrolling in LNT 501. Graduate students may count a maximum of 12 semester hours in courses taken before they began the LNT Program.

Grading Policy

The following courses are offered only on a CR/NC basis: LNT 501, LNT 521, LNT 580, and LNT 599.

Graduate students are expected to maintain a minimum cumulative grade point average of 3.0 (B). (Note that campus policy stipulates that graduate students with less than a 3.0 GPA will be placed on academic probation for the first semester, and academic suspension for a second consecutive semester.) At the graduate level, a maximum of eight hours of C grades is applicable to the degree, provided each hour of C is balanced by an hour of A, and provided the C grade is approved by the student's degree committee.

Graduate students registering in 400-level courses are expected to perform at a higher level than undergraduates enrolled in the same course. Individual instructors in 400-level courses specify the criteria for awarding graduate-level credit. These may be *qualitative* (higher standards for written work and/or contributions to group discussion) or *quantitative* (additional work or higher test scores).

Master's Closure

After initial registration in LNT 550 or LNT 560, students must maintain registration in the closure activity. Students who have not completed their master's project or thesis after registering for the number of project or thesis hours specified in their degree proposal must register for LNT 551 Master's Project Continuing Enrollment or LNT 561 Thesis Continuing Enrollment (zero credit hours, one billable hour) each fall and spring semester until the project or thesis is completed.

Credit for Prior Learning

Mature students with extensive life and work experience may apply for graduate-level credit for these experiences. For these students, EXL 501 Graduate Prior Learning Portfolio Development is recommended. Students should contact the Credit for Prior Learning office during their first term for information about the process. Contact the CPL office or see the web site (uis.edu/cpl) for more information.

Degree Requirements** (42 hours)

Core Requirements

LNT 501	Graduate Colloquium	4 Hrs.
LNT 521	Liberal & Integrative Studies	2 Hrs.

LNT Elective Courses (4-12 Hours required)

LNT 580	Independent Field Project	2-12 Hrs.*
LNT 599	Independent Study: Tutorial	2-12 Hrs.*

Graduate Closure Project (4 – 8 Hours required)

LNT 550	Master's Project	4-8 Hrs.*
LNT 560	Thesis	4-8 Hrs.*

Other Requirements

Additional courses (at least 12 hours must be at the 500-level) 28 Hrs.

*There are no classroom meetings for these courses. Students sign independent study contracts with faculty sponsors

**In some instances, the interdisciplinary nature of the student's curriculum will suggest the need for educational experiences that total more than the required minimum number of credits. The final number of credit hours for the degree must be negotiated between the student and the degree committee at the time the degree proposal is approved.

MANAGEMENT INFORMATION SYSTEMS

mis.uis.edu

Email: MIS@uis.edu

Office Phone: (217) 206-6067

Office Location: UHB 4021

College of Business and Management

Master of Science

Graduate Certificates - 3

(see page 155)

Bachelor of Science

(see page 77)

Undergraduate Minor

THE MASTER'S DEGREE

The Management Information Systems degree is designed to provide the professional administrator/manager a balance between technical expertise and organizational knowledge in the application of information technology to solving business problems. **The M.S. degree in Management Information Systems may be earned online, on campus, or through a combination of online and on-campus courses.**

Admission Requirements

Applicants must complete the following (or equivalent) coursework: introductory courses in managerial and financial accounting (or ACC 311 Administrative Uses of Accounting), one semester of production/operations management (such as BUS 322 Principles of Operations Management), one semester of statistics (such as ECO 213 Statistics for Business and Economics), one semester of college algebra or mathematics, and competency in a structured high-level programming language such as Java, C++, Visual Basic, COBOL, C, Fortran, etc., either through coursework or practical experience.

Students applying for admission to the MIS Department are expected to submit a Graduate Management Aptitude Test (GMAT) score or a Graduate Record Exam (GRE) score. The test score requirement is waived for students having an undergraduate GPA greater than 3.0 (on a 4.0 scale) or for students who hold a completed graduate-level degree from an accredited U.S. university. Other students having at least five years of significant, professional experience in the MIS field may petition to waive the GRE/GMAT score. Documentation of the experience will be required. Students may take prerequisite courses while they are waiting to submit test scores.

Communication skills

Entering students are required to pass a diagnostic writing examination administered by the Center for Teaching and Learning. Students with deficiencies in writing may be required to take ENG 375 Expository Writing or ENG 474 Professional and Technical Writing.

Degree Requirements

MIS 502	Technical Foundations of Information Systems	3 Hrs.
MIS 513	Management Information Systems	3 Hrs.
MIS 523	Managerial Decision Support Systems or	

MIS 531	Strategic Decision Support Systems	3 Hrs.
MIS 542	Management of Database Systems	3 Hrs.*
MIS 552	Systems Analysis and Design	3 Hrs.**
MIS 564	Telecommunications	3 Hrs.
MIS 568	Enterprise Models	3 Hrs.
MIS 573	Project Management	3 Hrs.
	One approved non-MIS elective	3 Hrs.***
	One approved course in organizational behavior	3 Hrs.***
MIS 584	MIS Capstone or MIS 583 Graduate Project and Seminar	3 Hrs.
	One approved MIS elective or	3 Hrs.**
MIS 585	MIS Thesis and Seminar	6 Hrs.

TOTAL

36 Hrs.

*Students must take MIS 552 before MIS 542.

**Those who write a thesis are not required to complete the MIS elective.

***IMPORTANT COURSE NOTES:

Electives: MIS 571 Electronic Commerce: Business Uses of the Internet, MIS 576 Data Warehousing, and MIS 578 Information Security may be taken either as MIS electives or non-MIS electives. BUS 502 Managerial Finance, BUS 512 Marketing Management, BUS 521 Research Methods may be taken as non-MIS electives.

Organizational Behavior: Students may take MIS 575 Technology Management and Organizational Transformation, BUS 541 Organizational Behavior, PAD 502 Organization Dynamics, or an approved alternative. Students who have equivalent experience in all but MIS 583, MIS 584, or MIS 585 may substitute an approved elective but must complete the total number of required hours for the degree.

Graduation Requirements

1. Selection or assignment of a management information systems faculty advisor.
2. Fulfillment of all the prerequisites for the M.S. in MIS.
3. A minimum B average (3.00) in MIS 502, MIS 513, and MIS 523 or MIS 531.

At least 24 hours of the courses required for the degree must be completed following matriculation into the department.

Closure Requirement

All MIS graduates must complete MIS 584 MIS Capstone (3 hours), or MIS 583 Graduate Project and Seminar (3 hours), or MIS 585 MIS Thesis and Seminar (6 hours). The nature of the graduate project is contingent on the individual's career goals and may or may not include a practicum experience.

Projects may involve, for example, design/analysis of an information system for an existing organizational need; development of one or more databases for a potential organizational need; analysis of managerial needs or uses for information that is accessible in an existing database; or analysis, design, security, and management of networks. If the project/thesis is not completed during these initial three or six hours, students must register for MIS 586 Graduate Project and Seminar Continuing Enrollment/MIS 587 Thesis and Seminar Continuing Enrollment (zero credit hours, one billable hour) each fall and spring semester until the project/thesis is complete.

UIS policy precludes students who are not registered from using campus resources. If a leave of absence is requested and approved, continuous registration is not required. Failure to obtain a leave of absence will require retroactive registration of one credit hour per semester.

Grading Policy

MIS department majors must maintain a minimum 3.00 grade-point average in all MIS degree requirements. Two successive semesters of probation may lead to a one-year suspension. One C (2.00) in an MIS course is acceptable (a grade of C- or lower is not acceptable). An MIS master's degree candidate may not take any of the hours required for the degree on a CR/NC basis. A grade of B (3.0) or better is required in either the MIS Capstone (MIS 584), or in the project course (MIS 583), or in the thesis course (MIS 585) to graduate (grades of B- or lower will not be accepted).

GRADUATE CERTIFICATES

The Management Information Systems Department offers the following three graduate certificates: IT Project Management, Business Process Management, and Digital Organizations. For more information, please refer to the

College of Public Affairs and Administration

Master of Arts

Bachelor of Arts

(see page 86)

Integrated B.A. / M.A in Practical Politics

Undergraduate Minor

POLITICAL SCIENCE

uis.edu/politicalscience

E-mail: pos@uis.edu

Office Phone: (217) 206-6646

Office Location: PAC 350

THE MASTER'S DEGREE

The M.A. degree program is designed to join the basic theoretical pursuits of political science with the practical knowledge needed by effective public officials and political practitioners. The campus' location in the state capital offers a rich setting for combining theory and practice. The Political Science Department offers sound academic instruction in American state and national politics, public law, international relations, comparative government, and political philosophy. Department faculty augment their academic specialties with a great variety of professional and political experiences. Members of the department have served, as legislative staff aides, as congressional campaign managers, as policy consultants, and in other offices. The faculty encourage students to take full advantage of the academic and professional opportunities offered by UIS and the state capital.

The M.A. degree curriculum is organized to meet the needs of a diverse student body, offering graduate students the option to take a course of study that focuses on either the academic or practical aspect of politics. Because students enter the major with bachelor's degrees in a variety of social sciences and humanities, the M.A. curriculum is centered in several required courses that provide essential concepts and skills. For that reason, all students who have not taken an undergraduate research methods course are required to take PSC 451 Empirical Political Analysis to prepare them in research and quantitative methods. This course will count as an elective in the degree. It is not a pre-requisite. A range of options in subject-matter seminars, elective courses, and internships allow students to tailor their courses of study to their individual professional aspirations. The department is particularly well organized for students who want to pursue careers in practical politics at the state level or in agencies involved in international policy making, for those who are preparing to teach, and for those who aspire to an advanced degree in political science or law.

CONCENTRATIONS

Academic Politics Concentration

The Political Science curriculum ensures that competence is coupled with understanding. Courses in the academic politics concentration examine political structures, historic changes in political structures and the larger human meaning of competence in the areas of electoral and legislative systems, law and civil liberties, political philosophy, international relations, and comparative politics. Students are also encouraged

to seek appropriate instruction from faculty in public administration, economics, legal studies, and women and gender studies, among other areas.

This field is important to students who are seeking teaching careers at the secondary, community college, or university level, or who plan to study toward the doctorate. Sound academic course work and the hands-on experience are both important political science experiences for in-service teachers and for those preparing to teach. Interested students can combine course work in several subfields of particular interest to teachers of world politics, American government, Illinois history and government, and other aspects of civic education. Students may also arrange special teaching internships.

Graduate students in Political Science may also shape their M.A. programs to the special requirements of advanced degrees. Students who anticipate entering law school can tailor a program that draws on the resources of legal studies. For those interested in pursuing a Ph.D. in political science, the subject-matter seminars offer graduate preparation in the standard fields required for doctoral study.

For those interested in international affairs and comparative politics, the department offers a special combination of courses and practice-related experiences. Internships are available in selected agencies of Illinois government that have international policies and programs. Because Political Science is a part of the campus' interdisciplinary committee on international studies, students are encouraged to take courses on international subjects in several academic departments.

Practical Politics Concentration

A concentration is offered for those who wish to specialize in practical politics. Students are expected to sharpen the skills and understanding required of thoughtful and effective practitioners in elective and appointive public service. Instruction involves consultation with experienced representatives of government and government-related endeavors in the capital. Students learn political and policy research, organizing and lobbying skills, campaign techniques, and an array of analytical approaches to policy making in partisan and nonpartisan settings.

Practical knowledge is intelligence in context. All graduate students in Political Science have opportunities to enhance their skill and understanding in actual political settings. The department has developed a broad range of internship experiences with legislative staffs and agencies, legislative liaisons, lobbyists, public interest groups, political consultants, and campaign organizations. These learning experiences ensure that M.A. students are effective learners both in the

classroom and in the field and that they can transfer their learning from one setting to another, as the professional practice of politics requires.

Admission to the Program

The program encourages diversity among its graduate population and so admits students who have been trained in most undergraduate fields of study. For those lacking a strong undergraduate background in political science, history, or the social sciences, admission is conditional upon completion of two or more courses designated by the program committee. Prospective students who do not hold a B.A. degree should investigate the requirements for alternative admission discussed in this catalog.

Communication Skills

Successful performance in practical politics and political science requires ability to write and speak persuasively and to present sophisticated information and complex subject matter directly and plausibly. Completion of PSC 501 Introduction to the Graduate Study of Politics will verify satisfaction of the communication skills requirement.

Advising

On admission to the program, students are assigned an initial advisor. After a semester a student may select his or her permanent academic advisor. This faculty member assists the student as thesis advisor, supervisor for internships and practice units, and academic counselor in devising an appropriate program of study. The advisor also monitors student progress in satisfying the requirements of the degree.

Grading

Students must have a grade average of B to qualify for the M.A. degree. A maximum of eight semester hours of C may be applied toward the degree so long as each hour of C is balanced by an hour of A. In no circumstances, however, may a grade lower than B in PSC 501 Introduction to the Graduate Study of Politics be counted toward the degree. For students choosing the CR/NC option, a CR represents work equivalent to B, meaning that grades of CR may be counted toward the master's degree.

Program Requirements

The M.A. in Political Science is a **40-hour program** with a required 28-hour minimum of 500-level courses.

Students may apply credits earned from the Graduate Public Service Internship or the Illinois Legislative Staff Internships for program internship requirements.

Electives may be selected from a wide range of courses in Political Science and related disciplines. Students may take up to 12 semester hours of 400-level courses for graduate credit.

When they take 400-level courses, graduate students are held to a higher standard of performance and must complete additional requirements.

Further information on program requirements may be found on the Political Science web page.

Master's Closure Requirement

Every graduate degree candidate is required to complete a closure exercise demonstrating mastery of some area within the major field of study. Political Science students have three options for fulfilling this requirement: 1) comprehensive examination, 2) participant/observer case study, or 3) master's thesis.

Students must enroll for four hours' credit in PSC 590 Closure Exercise for one of the options listed above. Campus policy requires that students be enrolled in the master's closure exercise each fall and spring semester after beginning their graduate closure exercise until that exercise is completed. For PSC students, this means that if the case study/thesis is not completed by the end of the initial four hours of enrollment in PSC 590, students must register for PSC 591 (zero credit hours, one billable hour) in all subsequent fall and spring semesters until the exercise is completed.

CONCENTRATIONS

Concentration in Academic Politics (40 Hrs.)

Foundation Seminars:

PSC 501	Introduction to the Graduate Study of Politics	4 Hrs.
PSC 502	Methods of Inquiry	4 Hrs.
PSC 503	Graduate Research Methods	4 Hrs.

Subject Matter Seminars (three required):

PSC 511	Seminar in American Politics	4 Hrs.
PSC 512	Seminar in State Politics	4 Hrs.
PSC 513	Seminar in Politics and Law	4 Hrs.
PSC 514	Seminar in Political Philosophy	4 Hrs.
PSC 515	Seminar in International Relations	4 Hrs.
PSC 516	Seminar in Comparative Politics	4 Hrs.
PSC 517	Seminar on Congress	4 Hrs.
PSC 518	Seminar on Public Policy	4 Hrs.
PSC 519	Seminar in Courts and Policymaking	4 Hrs.

Internships (not required, may do one as an elective):

PSC 520	Internship in Teaching Process	4 Hrs.
PSC 521	Internship in the Electoral Process	4 Hrs.
PSC 522	Internship in the Legislative Process	4 Hrs.
PSC 523	Internship in the Executive Process	4 Hrs.
PSC 524	Internship in International Policy	4 Hrs.

Electives		8-12 Hrs.
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<i>PSC 590 Closure Exercise (choose one):</i>	4 Hrs.	<i>Internships (choose one, no more than two):</i>	
Comprehensive Examination		PSC 520 Internship in Teaching Process	4 Hrs.
Participant/Observer Case Study		PSC 521 Internship in the Electoral Process	4 Hrs.
Thesis		PSC 522 Internship in the Legislative Process	4 Hrs.
		PSC 523 Internship in the Executive Process	4 Hrs.
		PSC 524 Internship in International Policy	4 Hrs.
Concentration in Practical Politics (40 Hrs.)		Electives	12-16 Hrs.
<i>Foundation Seminars:</i>		<i>PSC 590 Closure Exercise (choose one):</i>	4 Hrs.
PSC 501 Introduction to the Graduate Study of Politics	4 Hrs.	Comprehensive Examination	
PSC 502 Methods of Inquiry	4 Hrs.	Participant/Observer Case Study	
		Thesis	
<i>Subject Matter Seminar:</i>			
PSC 511 Seminar in American Politics or			
PSC 512 Seminar in State Politics	4 Hrs.		
<i>Advanced Seminars:</i>			
PSC 562 Practical Politics Seminar in Political Campaigns or			
PSC 563 Practical Politics Seminar in Lobbying or			
PSC 564 Practical Politics Seminar in Policy Formation, Analysis and Presentation	4 Hrs.		

College of Public Affairs and Administration

Master of Public Administration

Doctor of Public Administration

Joint Graduate Degree – MPA/MPH

Graduate Certificates – 2

(see page 160)

PUBLIC ADMINISTRATION

uis.edu/publicadministration E-mail: mpa@uis.edu
or uis.edu/dpa dpa@uis.edu

Office Phone: (217) 206-6310 Office Location: PAC 420

THE MASTER'S DEGREE

The UIS Master's of Public Administration degree (MPA), in the state capital, strives to advance the public interest and civic engagement. Students are prepared with an innovative integration of theory and practice through access to a networked community of public affairs scholars, practitioners, and students.

Accredited by the National Association of Schools of Public Affairs and Administration (NASPAA), the MPA degree offers professional graduate education. The MPA degree is offered on campus and online.

MPA curricular requirements are designed to impart knowledge and skills essential to meet pressing public problems and to be successful in professional and administrative employment in public and nonprofit sectors. These knowledge and skills address understanding of legal, political, and administrative processes, organizational structures, the context of public sector and nonprofit organizations; the development of leadership capabilities; and knowledge of state government in Illinois for Illinois students.

Students may elect to pursue a graduate certificate along with their MPA degree. Options include the Graduate Certificate in Public Sector Labor Relations, the Graduate Certificate in the Management of Non-Profit Organizations, or the Graduate Certificate in Emergency Preparedness and Homeland Security.

In addition to the 40-hour MPA degree, the UIS Public Administration Department and the UIS Public Health Department have established a joint degree, MPA/MPH. Students entering the degree without significant professional work experience in the public or private sector are encouraged to undertake internships as part of their program of study through the UIS Graduate Public Service Internship (GPSI) Program, the Illinois Legislative Staff Internship Program (ILSIP), or departmental internship programs.

Graduates of the MPA degree will be able to understand and demonstrate competencies in:

- The management of public service organizations, including administrative theory and practice, human resources, budgeting and financial processes, and information management;
- The application of quantitative and qualitative techniques of analysis, including policy and program foundation, implementation, evaluation, decision-making, and problem solving; and
- Public policy and organizational environment, including political and legal institutions and

processes, economic and social institutions and processes, organization and management concepts and behavior, and the structure and functional operations and political environment of Illinois state and local government.

Graduates will also be able to communicate their knowledge and analysis in a clear and effective manner in oral and written forms, and through interpersonal relations.

Admission Requirements

The Public Administration Department faculty reviews and accepts candidates for the MPA degree. Prospective students must also complete a separate application for graduate admission to UIS and provide transcripts of all previous undergraduate and graduate course work in order to be considered for admission. The UIS admission application form and the transcripts should be **submitted to the UIS Office of Admissions**. A cumulative undergraduate grade point average of 2.50 or better is necessary to be considered for MPA admission. International students for whom English is not the native language must, in addition, provide TOEFL scores (at least 550 for the paper test, or 213 for the computer-based test).

Applicants to the MPA degree must submit the following documents **to the Public Administration Department**: 1) a completed MPA application form, 2) a résumé, and 3) a statement describing their career goals and how the MPA degree would enhance their professional development. Additionally, applicants to the MPA online degree must submit a statement that explains why the online degree is preferable to on-site education (e.g., geographic constraints, time limitations). Submission of GRE exam scores is optional for both on campus and online degree programs, but may be useful in cases of lower undergraduate GPA scores or to otherwise enhance application strength. These items should also be **submitted to the MPA office**.

Applicants should note that several of the MPA core courses require prerequisites and that completion of all prerequisites are required for the MPA degree. Prerequisites include microeconomics, American national government, or equivalent courses. CLEP or equivalent exams for these prerequisites are acceptable. Illinois high school graduates may petition to have the American national government prerequisite waived. Students are also expected to have basic computer competence including skills in word-processing and spreadsheet use.

On campus program applicants may have their applications considered at any time. Prospective on campus program

students are strongly encouraged to obtain application information and apply well in advance of their first term in order to allow time for mailing and processing materials. Online program applications have fall and spring deadlines. Please refer to the MPA website for these dates. Application materials may be obtained through contacting the department at the telephone number or e-mail address listed above, or by writing the department at:

MPA Department, MS PAC 420
University of Illinois at Springfield
One University Plaza
Springfield, IL 62703-5407.

THE MPA DEGREE ONLINE

The online degree allows students to participate in dynamic, diverse, and interactive online learning communities and to complete their degrees via the Internet. The online format enables them to complete coursework using the latest networked information technologies for increased access to educational resources, advisors, and materials with no on-campus visits required. The 40-hour MPA online degree follows the same curriculum as the on campus degree, with a few exceptions. Certificates in Nonprofit Management and Labor Relations are not offered online. The Homeland Security Certificate is offered online. The joint degree in MPA/MPH has recently become available through the online program. Electives may vary. For more information, contact the MPA online coordinator.

JOINT DEGREE OPTION – MPA/MPH

The MPA degree and the UIS Department of Public Health have established a joint degree in accordance with university policy. Students interested in this joint degree can contact either the MPA or MPH offices. This joint degree requires two separate program applications. Students must meet entrance requirements for each. Students may complete a joint degree with a total of 68 credit hours, compared to a total of 88 for the two degrees separately. Students pursuing this joint degree will be required to complete an appropriate closure exercise in each of the two degree organizations. Upon completion, one diploma will be granted.

Grading Policy

Public Administration students may apply up to eight credit hours of C work toward the MPA Degree (grades of C- or lower will not be accepted), provided that 1) each credit hour of such work is offset by a credit hour of A work (A-work will not offset) earned in a 500-level PAD course, and 2) an approved Student Petition is on file in the Office of Records and Registration. All course work applied toward the MPA under this arrangement must be earned at the University of Illinois at Springfield while the student is enrolled in a graduate degree at UIS.

Writing Competence

Faculty may identify writing deficiencies during courses and refer students to the Center for Teaching and Learning (CTL).

Degree Requirements (40 Hours)

The 40-hour curriculum of the MPA degree requires the following courses. Students are required to maintain a B (3.0 on a 4.0 scale) or higher cumulative GPA.

Required Core Courses (24 Hours)

PAD 501	Introduction to the Profession	4 Hrs.
PAD 502	Organization Dynamics	4 Hrs.
PAD 503	Analytical Tools	4 Hrs.
PAD 504	Budget and Finance	4 Hrs.
PAD 505	Human Resource Management	4 Hrs.
PAD 571	Capstone Seminar	4 Hrs.

Elective Courses (16 Hours)

At least 8 hours of elective courses must be selected from Public Administration (PAD) courses. Any combination of PAD 400- or 500-level courses may count toward the MPA degree. Only one 400-level elective from a program outside the Department of Public Administration may be counted toward the MPA.

Courses that essentially duplicate or cover prerequisite-level material, even though such courses may be offered by other programs at the 500-level or higher, do not count. A total of four hours of internship credits are creditable toward the MPA and are considered inside elective credits.

Elective courses in the MPA curriculum are advanced professional development courses in particular areas of expertise and career opportunities. Sixteen hours of elective course work are taken in advanced areas of study. Recognizing the diversity of student goals, the curriculum allows students who wish to pursue individualized areas of study to do so in consultation with their academic advisors. Others may wish to pursue one of the professional development areas of study specifically identified here.

Students pursuing the MPA typically follow one of two advanced professional development patterns. One pattern involves course work chosen from PAD offerings, often including fields such as personnel, budgeting, policy analysis/program evaluation, or organizational change/development. The second pattern involves completing advanced coursework in PAD offerings in conjunction with course work offered by other UIS academic departments, such as legal studies (administrative law), management information systems, environmental studies, accountancy (public financial management), or human services (social services).

Master's Closure Requirement

MPA degree candidates are expected to fulfill the campus

closure requirements by earning a grade of B- or better in PAD 571 Capstone Seminar. PAD 571 is open only to MPA majors who have already completed the degree core courses (20 credit hours). The MPA faculty strongly recommends that majors enroll in the Capstone Seminar after completing PAD 501-505; however, majors may enroll in the Capstone Seminar while simultaneously completing their final core course. Generally the capstone course is taken in the last semester of study.

Campus policy requires that PAD majors who enroll in PAD 571 Capstone Seminar, but who do not complete the course in one semester, must enroll in PAD 572 Capstone Seminar Continuing Enrollment (zero credit hours, one billable hour), each fall and spring semester until the course work is completed.

THE DOCTORATE DEGREE

The mission of the Doctor of Public Administration Program is to advance the education of experienced practitioners interested in improving their understanding of public management and public policy. These individuals can make a significant contribution, bridging the worlds of practice and scholarship by developing a capacity to bring experience from the practitioner community to the scholarly community and translating the contributions of the scholarly community into the world of the practitioners.

Admission Requirements

A cohort of up to 15 students will be admitted to the program to begin courses in the fall of odd- numbered years. Admission to the program is competitive. Students must submit an application portfolio to the DPA Department in addition to the application for graduate admission submitted to the UIS Office of Admissions. The portfolio **submitted to the DPA Department** must include: 1) an educational and professional goals statement of at least 600 words, including possible research interests, written by the applicant; 2) three letters of recommendation; 3) at least one sample of professional writing written solely by the applicant; and 4) a current vita detailing evidence of significant work experience in a public affairs field. Applicants are encouraged, but not required, to submit GRE scores as part of their portfolios. Those scores can provide useful information about an applicant's readiness for program coursework. There are no individual course prerequisites.

To be eligible for serious consideration, the application portfolio must also provide evidence of:

- A completed master's degree. (This should be verified by the applicant providing official transcripts to the UIS Office of Admissions indicating that a master's degree has been earned.)
- A minimum cumulative GPA of 3.25 for all graduate-level work.

- Excellent oral and written communication skills.
- A good fit between the applicant's educational aspirations and the curricular offerings of the program and the expertise of the faculty.
- The quality of the applicant's previous graduate performance.
- The applicant's ability to complete doctoral-level work.
- Significant professional achievement, or promise of significant achievement in a public affairs field.

In some cases, the selection process may include an interview with DPA faculty members. Students must submit application materials by March 15 for admission to the cohort that will start in the fall semester.

Advising

A doctoral program faculty advisor will be assigned at the time a student is admitted to the DPA program. The advisor will assist the student in creating a formal plan of study. The student's academic advisor must approve all electives and the appropriate quantitative methods course the student will take. The academic advisor will provide a formative written evaluation of the student's progress during the first year of course work, and will assist in the preparation and grading of the student's qualifying exams at the end of the core courses. The student may choose to switch advisors at the dissertation stage to work with someone who has expertise in a particular sub-field.

Degree Requirements (40 Hours)

Each student must complete at least 40 hours of course work, plus a minimum of 12 hours of dissertation credit. The minimum acceptable grade for each course is a B (courses in which a grade of B- or lower is earned will not count toward the degree). Grades of B- or below, though not counting toward the DPA degree, must be balanced with higher course grades to maintain the required cumulative GPA. All students are required to maintain a B (3.0 on a 4.0 scale) or higher cumulative GPA. Students may petition for up to 12 hours of transfer credit for post-master's graduate work deemed appropriate for the DPA.

Core Courses (20 hours)

PAD 651	Conduct of Inquiry and Theoretical Foundations of the Field	4 Hrs.
PAD 652	Public Management	4 Hrs.
PAD 653	Public Policy	4 Hrs.
PAD 654	Research Design	4 Hrs.
PAD 655	Research Design Practicum	4 Hrs.

Electives (20 hours)

Students must complete 20 hours of elective course work at the 500-level or above approved by the doctoral program faculty. One elective must be a quantitative analysis course selected with the approval of the student's advisor. No more

than four hours of internship credit may count toward elective credits. On admission, each student's level of preparation in this area will be assessed. Based on that assessment, the advisor will direct the student toward an appropriate 500-level quantitative analysis course to ensure that the student has at least the minimum level of competence required. If the student does not have the specific 400-level prerequisites for a 500-level quantitative course, the student will have to take that 400-level prerequisite even though it cannot count toward the hours required for the doctoral program.

Examination

After the student completes the five DPA core courses (20 hours), he or she will be required to complete a qualifying exam to demonstrate competence in the required core fields. The exam contains both oral and written components and will be administered and evaluated by a committee of DPA faculty members. Students who have not passed the qualifying exam after two attempts will be dropped from the doctoral program.

Students must be registered for coursework during the semester they are taking qualifying exams.

Dissertation Work (minimum of 12 hours)

Upon successful completion of the dissertation proposal defense, the student is admitted to candidacy. The dissertation proposal defense is allowed no sooner than concurrently with the last elective. UIS considers this the "closure" event and the student must be continually enrolled from this point forward. Generally this is accomplished by enrolling in dissertation hours.

Each student's academic advisor will assist with selection of the dissertation committee from among the graduate faculty at UIS. A written dissertation proposal must be formally approved by the student's dissertation committee before dissertation work proceeds. Students must complete 12 hours of dissertation work credit (PAD 690). Campus policy requires that a student who has been admitted to candidacy must be continuously enrolled in at least one semester hour of dissertation course work each fall and spring until the dissertation is completed, defended, and accepted. An oral examination on the dissertation will be conducted by the dissertation committee. The dissertation advisor will chair the oral dissertation defense, which will be open to the campus community.

GRADUATE CERTIFICATES

Management of Nonprofit Organizations (20 Hours)

This certificate is available on campus.

Public Sector Labor Relations (16 Hours)

This certificate is available on campus.

The Public Administration Department offers two graduate certificates, one in the Management of Nonprofit Organizations and one in Public Sector Labor Relations. For more information, please go to the "Graduate Certificates for All Colleges" section of this catalog and reference the certificates listed under the College of Public Affairs and Administration heading.

PUBLIC AFFAIRS REPORTING

uis.edu/publicaffairsreporting E-mail: cwhee1@uis.edu

Office Phone: (217) 206-7494 Office Location: PAC 326

THE MASTER'S DEGREE

The Public Affairs Reporting (PAR) degree is designed for the student who wishes to specialize in news coverage of governmental affairs. A primary goal is for graduates to obtain employment in which they can report or interpret governmental activity for the population at large. The objectives of the year-long program are to graduate men and women who are able not only to understand and interpret public affairs but also to communicate with the clarity, accuracy, and speed demanded of deadline reporters of the highest rank. The program directs students to an investigation of the interactions between the news media and society and the news media and government and encourages students to expand the knowledge of such interaction through research and experimentation. Program faculty also expect that each graduate, whatever the skill level upon entering the program, be proficient in reporting, editing, and writing at graduation. The unique nature of the program is derived from the simultaneous pursuit of various goals; none is considered paramount.

Admission Requirements

The program is open only to students who have completed the baccalaureate degree. Students are selected primarily on the basis of writing ability, interest in government and public affairs, potential for a career in journalism, and academic record.

The deadline for filing applications with the program director is April 1. Application forms may be obtained by contacting the program office. Applicants must submit samples of their written work, a narrative statement on why they feel qualified and want to enroll in the program, and three references. Applicants are required to take a literacy/competency and writing test and are interviewed by the PAR Admissions Committee, comprised of faculty and journalists.

Advising

The program director serves as principal academic advisor for PAR students, although special advising requests may be referred to other faculty members with particular expertise. After students are accepted into the program, they should contact their academic advisors for an appointment before initial registration.

Grading Policy

PAR students must receive a grade of B or better in any required PAR course to receive credit toward the degree

(grades of B- or lower will not be accepted).

Degree Requirements

The M.A. in Public Affairs Reporting requires 40 hours of graduate-level course work. In the fall semester, students enroll in two required courses: PAR 501 Advanced Public Affairs Reporting (6 hours), and PAR 510 Developing Public Policy in Illinois (4 hours). Students choose other courses after consultation with their academic advisor.

During the spring semester, students begin an internship, PAR 504 Internship I, with an experienced professional journalist covering state government and the Illinois General Assembly. This internship course (12 credit hours) includes a weekly seminar. PAR 503 Legislative Issues (2 hours) is also required during this semester. After consultation with an academic advisor, the student registers for other courses to maintain a full course load.

Students participate in the second phase of the internship, PAR 505 Internship II, during the summer term (until July 1). This internship period is considerably more intense, as it coincides with the conclusion of the legislative session. During the six-month internship, students receive a monthly stipend and tuition waiver.

Before graduation, students must complete a professional portfolio that demonstrates mastery of public affairs journalism. The portfolio will include a variety of hard news, analyses, in-depth and feature stories the student has reported and written and that have been published or aired by a professional media outlet, along with project memos detailing the news judgments involved in reporting and writing the longer pieces.

Required Courses (40 Hours)

PAR 501	Advanced Public Affairs Reporting	6 Hrs.
PAR 503	Legislative Issues	2 Hrs.
PAR 504	Internship I	12 Hrs.
PAR 505	Internship II	4 Hrs.
PAR 510	Developing Public Policy in Illinois	4 Hrs.
Electives		12 Hrs.

College of Public Affairs and Administration

Master of Public Health

Master of Public Health with Environmental Health Concentration

Joint Graduate Degrees – MPH/MPA and MPH/HMS

Graduate Certificates - 5

(see pages 161-162)

PUBLIC HEALTH

uis.edu/publichealth

Email: nrach1@uis.edu

Office Phone: (217) 206-6250

Office Location: PAC 308

The goal of the Public Health Department is to prepare students for a life of service dedicated to the elimination of health disparities by utilizing the core functions of public health: assessment, policy development, and assurance. Public health is, in the words of the Institute of Medicine, “What we as a society do collectively to assure the conditions in which people can be healthy.” Assuring the public’s health at the community level often means affecting policies and actions at the state and national, or even international, level. Public health professionals must deal with myriad issues: access to quality health care; prevention and control of disease; environmental protection; the health needs of special populations; data analysis and evaluation; policy planning and administration; and health promotion.

The department offers two options for graduate-level study in public health: a generalist MPH degree with a strong interdisciplinary foundation for practice in public health, and an MPH with a concentration in Environmental Health within which a student may generalize or may choose to emphasize preparation in risk assessment and emergency preparedness. The curriculum enables students to: 1) identify and apply basic theories, concepts and models from interdisciplinary fields for public health research and practice; 2) plan, implement, and evaluate public health programs; and 3) conduct needs and risk assessments and evaluation using appropriate research methodology. While the department’s required core courses provide the generalist background needed by all students, the concentration core in environmental health and elective courses allow students to concentrate on a particular aspect of public health. The MPH with a concentration in Environmental Health is an accredited curriculum through the National Environmental Health Science and Protection Accreditation Council (EHAC). The MPH with a concentration in Environmental Health may be completed on campus or may be taken entirely online.

THE MASTER’S DEGREE

Admission Requirements

Applicants must submit an admission application and transcripts from previous college-level academic work to the UIS Office of Admissions. As a second part of the admissions process, applicants must submit to the department the following: 1) an essay outlining professional goals and identifying past academic work and/or employment related to these goals; 2) three completed recommendation forms from employers, professional peers, or educators; and 3) Graduate Record Exam (GRE) scores in the general examination. Other apti-

tude tests -- Medical College Admission Test (MCAT), Dental Aptitude Test (DAT), Law School Admission Test (LSAT), or the Graduate Management Admission Test (GMAT) -- can be submitted. Applicants with post-baccalaureate degrees are exempt from submitting GRE scores.

Applicants must have earned a cumulative GPA of 3.00 (on a 4.00 point scale) for previous academic work, completed a 300-level or higher biostatistics or statistics course within the last three years and received a B- (2.7) or better grade, and completed a minimum of 30 semester hours in the natural sciences at the baccalaureate level or higher. Conditional admission is possible for those with public health or environmental health experience who are missing one or more of the conditions listed. To be fully admitted, conditionally admitted students must have a 3.00 GPA at the end of their first 12 semester hours of study. Students required to take statistics must receive a B- or better grade in MPH 503 Biostatistics for the Health Professional. Students who take TOEFL exams must score at least the graduate level established by the UIS Office of Admissions. Students must complete conditions within the time frame established upon admission.

Advising

Advising in the Public Health Department provides an individual approach to the academic and professional development of each student. On admission, each student is assigned a temporary advisor to assist with academic planning. Thereafter, students may choose an advisor from department faculty. Students prepare an educational plan before registering for courses in order to map out progress through the degree consistent with career and personal goals. Students are not allowed to register until this educational plan is approved.

Grading

Students must maintain a B (3.0) or better cumulative average during their course of study. A maximum of eight hours of C (2.0) grades is applicable to the degree (grades of C- or lower are not accepted), provided they are balanced by an equal number of A grade hours and an approved Student Petition is on file in the Office of Records and Registration. Courses taken on a CR/NC basis will not count toward the degree. Only pre-approved 400-level courses are permitted for use toward the degree.

Major Requirements

The MPH degree requires that students complete **48** semester hours of course work, 24 hours of which are required

core courses, including a four-hour internship. The student must declare either a generalist course of study or a specialization in environmental health and take 24 hours of concentration core or electives.

Required Core Courses (24 Hrs.)

MPH 506	Community Health Research	4 Hrs.
MPH 511	Foundations of Epidemiology	4 Hrs.
MPH 521	Environmental and Occupational Health	4 Hrs.
MPH 531	Public Health Policy and Administration	4 Hrs.
MPH 561	Community Health Education	4 Hrs.
MPH 581	Internship	4 Hrs.*

*Students may petition to use PAD 561 Graduate Public Service Internship Seminar in Organization Environment in the Public Service as 1 Hr. toward the Internship requirement.

GENERALIST MPH (total 48 hours)

Required core courses listed above (24 hours) and at least one course from each of the following categories (24 hours):

Risk Assessment

MPH 449	Environmental Toxicology	4 Hrs.
MPH 526	Risk Management and Communication	4 Hrs.
MPH 527	Environmental Risk Assessment	4 Hrs.

Advanced Epidemiology

MPH 441	Human Well Being	4 Hrs.
MPH 512	Epidemiology of Infectious & Chronic Diseases	4 Hrs.
MPH 514	Analytical Epidemiology	4 Hrs.

Research Tools

MPH 503	Biostats for the Health Professional	4 Hrs.
MPH 508	Program Evaluation for Health Professionals	4 Hrs.
MPH 575	Economics for Policy Analysis	4 Hrs.
ENS 404	Fundamentals of Geographic Information Systems	4 Hrs.
ENS 503	Advanced GIS Applications in Environmental Planning	4 Hrs.

Policy, Administration, and Management

MPH 401	Introduction to U. S. Health Systems	4 Hrs.
MPH 402	ECCE: Food and Health	4 Hrs.
MPH 408	ECCE: Addiction	4 Hrs.
MPH 438	ECCE: Monsters, Medicine, & Myths	4 Hrs.
MPH 471	ECCE: Emerging Diseases	3 or 4 Hrs.**
MPH 535	Public Health in the Political Arena	4 Hrs.
MPH 536	Contemporary Issues in Public Health	2 or 4 Hrs.**

Additional electives taken inside or outside concentration 8 Hrs.

**MPH students must select the 4-hour option for this course to meet degree requirements.

MPH with CONCENTRATION in ENVIRONMENTAL HEALTH (48 Hours)

Required core courses listed above (24 hours) and required Environmental Health concentration core (8 hours), as well as 16 hours of Environmental Health concentration electives which are selected from one of three options detailed below.

Environmental Health Concentration Core

MPH 449	Environmental Toxicology	4 Hrs.
MPH 527	Environmental Risk Assessment and	4 Hrs.

EH concentration electives (select from one of 3 options below) 16 Hrs.

Option 1: Select at least one course from each of the following categories.

Risk Assessment

MPH 526	Risk Management and Communication	4 Hrs.
MPH 528	Risk Assessment: Air, Land, and Water	4 Hrs.
MPH 529	Risk Assessment Practicum	4 Hrs.

Research Tools

MPH 508	Program Evaluation for Health Professionals	4 Hrs.
MPH 514	Analytical Epidemiology	4 Hrs.
MPH 575	Economics for Policy Analysis	4 Hrs.
ENS 404	Fundamentals of Geographic Information Systems	4 Hrs.
ENS 503	Advanced GIS Applications in Environmental Planning	4 Hrs.

Policy, Administration, and Management

MPH 419	Environmental Law	4 Hrs.
MPH 471	ECCE: Emerging Diseases	3 or 4 Hrs.*
MPH 478	ECCE: Crisis in Environmental Health	4 Hrs.
MPH 484	Policy of Ambient and Indoor Air Quality	4 Hrs.
MPH 486	Solid and Hazardous Wastes Policy	4 Hrs.
MPH 536	Contemporary Issues in Public Health	2 or 4 Hrs.*
ENS 485	Environmental Policies: Water Quality	4 Hrs.

Additional elective taken inside or outside concentration 4 Hrs.

*MPH students must select the 4-hour option for this course to meet the degree requirements.

Option 2: (Students may take the following courses in addition to Environmental Health core courses and receive a Certificate in Risk Assessment.)

MPH 528	Risk Assessment: Air, Land, and Water	4 Hrs.
MPH 529	Risk Assessment Practicum	4 Hrs.
MPH 575	Economics for Policy Analysis	4 Hrs.

Additional elective taken inside or outside concentration 4 Hrs.**

**MPH 526 Risk Management and Communication (4 hours) is suggested.

Option 3: (Students may take the following courses in addition to the Environmental Health core and receive a Certificate in Emergency Preparedness and Homeland Security.)

MPH 526	Risk Management and Communication	4 Hrs.
MPH 508	Program Evaluation for Health Professional or	
PAD 533	Program Evaluation	4 Hrs.

Two electives from the approved list for the certificate
(Refer to the Graduate Certificates section of this catalog for a course list.) 8 Hrs.

Closure Exercise

The closure experience is a comprehensive written examination based on a case study with questions designed to test students' ability to integrate the knowledge and skills they have gained from the core curriculum. A student must complete all core courses prior to taking the comprehensive exam, but may take the exam concurrently with electives during the last semester of study. The student must successfully complete the exam within one year after completing course work for the degree. Students who do not complete the examination during their final semester of study must enroll in MPH 583 (zero credit hours, one billable credit hour) each regular semester (fall/spring) until they pass the exam.

Internship

All students in the MPH curriculum must take 4 hours of internship (MPH 581) under the guidance of their academic advisor. Details about the internship are provided on the MPH web site. Students serving as Graduate Public Service Interns may petition to use PAD 561 (1 hour) toward the required internship hours.

MPH PROFESSIONAL OPTION

The MPH professional option provides an opportunity for physicians and others with earned doctorates and at least one year of health-related experience to earn an MPH degree at UIS. The option requires completion of the 24 hours of core courses including the internship and 12 hours of general electives (36 hours total). Other applicants may be eligible for

admission to this option and will be considered by the admissions committee on a case-by-case basis. Included are 1) those currently enrolled in a physician residency-training program, 2) those who are in the process of completing a doctoral-level, health-related degree and who have at least one year of health-related experience, and 3) those who have earned a master's degree in a health field and who have at least ten years of health-related experience. Interested applicants should contact the MPH department for information about the application process.

JOINT DEGREE OPTIONS – MPH/HMS and MPH/MPA

The UIS Departments of Public Health and Human Services and Public Health and Public Administration have articulation agreements which allow interested students to obtain a joint master's degree in Public Health and Human Services (MPH/HMS), or in Public Health and Public Administration (MPH/MPA). Although many courses are offered online, the MPH/HMS joint degree is classified as an on campus joint degree. The MPH/MPA joint degree may be completed either on campus, or may be completed online. Students must apply to both graduate programs to be eligible for the joint degree. All prerequisites of each program apply. Contact either department for details.

GRADUATE CERTIFICATES

The Public Health Department offers five graduate certificates for specialized study in public health. These certificates, some of which are available online, may be taken by either degree or non-degree seeking students interested in advanced preparation in:

- Community Health
- Emergency Preparedness and Homeland Security
- Environmental Health
- Epidemiology
- Risk Assessment

Please refer to the "Graduate Certificates for All Colleges" section of this catalog, and view the list of certificates

GRADUATE CERTIFICATES for ALL COLLEGES

College of Business and Management, College of Education and Human Services, College of Liberal Arts and Sciences, College of Public Affairs and Administration

College of Business and Management
Management Information Systems Department – 3
Business Process Management
Digital Organizations
IT Project Management

Graduate Certificate in Business Process Management (9 Hours)

This certificate is available both online and on campus.

Contact Information
Phone: 217/206-6067
Email: mis@uis.edu
Website: mis.uis.edu

The Certificate in Business Process Management provides information systems practitioners with the fundamental knowledge needed to be able to successfully analyze, define, and design organizational processes and to effectively apply information technology to these processes. This certificate is awarded upon completion of the required coursework. Individuals may work on the certificate part time without being formally enrolled in a degree program, or may complete it as part of the MS degree in Management Information Systems.

Entrance and Course Requirements

Students must hold a baccalaureate degree from an accredited institution and meet campus requirements for admission to graduate study. Candidates for the certificate will be expected to complete course requirements with a grade of B (3.0) or better (a grade of B- or lower is not acceptable).

Required Courses

MIS 513	Management Information Systems	3 Hrs.*
MIS 575	Technology Management and Organizational Transformation	3 Hrs.
MIS 568	Enterprise Models	3 Hrs.

*If MIS 513 has been taken as part of another MIS graduate certificate, the student must substitute another UIS Management Information Systems course, not included as a required course in another certificate, in its place.

Graduate Certificate in Digital Organizations (9 Hours)

This certificate is available both online and on campus.

Contact Information
Phone: 217/206-6067
Email: mis@uis.edu
Website: mis.uis.edu

The Certificate in Digital Organizations provides information systems practitioners with the fundamental knowledge needed to be able to successfully supply new and emerging information technology solutions to organizations' clients. This certificate is awarded upon completion of the required coursework. Individuals may work on the certificate part time without being formally enrolled in a degree program, or may complete it as part of the MS degree in Management Information Systems.

Entrance and Course Requirements

Students must hold a baccalaureate degree from an accredited institution and meet campus requirements for admission to graduate study. Candidates for the certificate will be expected to complete course requirements with a grade of B (3.0) or better (a grade of B- or lower is not acceptable).

Required Courses

MIS 513	Management Information Systems	3 Hrs.*
MIS 571	Electronic Commerce: Business Uses of the Internet	3 Hrs.
MIS 566	Emerging Technologies and Issues	3 Hrs.

* If MIS 513 has been taken as part of another MIS graduate certificate, the student must substitute another UIS Management Information Systems course, not included as a required course in another certificate, in its place.

Graduate Certificate in IT Project Management (9 Hours)

This certificate is available both online and on campus.

Contact Information
Phone: 217/206-6067
Email: mis@uis.edu
Website: mis.uis.edu

The Certificate in IT Project Management provides information systems practitioners with the fundamental knowledge needed to manage information technology projects. This certificate is awarded on completion of the required coursework. Individuals may work on the certificate part time without being formally enrolled in a degree program, or may

complete it as part of the MS degree in Management Information Systems.

Entrance and Course Requirements

Students must hold a baccalaureate degree from an accredited institution and meet campus requirements for admission to graduate study. Candidates for the certificate will be expected to complete course requirements with a grade of B (3.0) or better (a grade of B- or lower is not acceptable).

Required Courses

MIS 513	Management Information Systems	3 Hrs.*
MIS 552	Systems Analysis and Design	3 Hrs.
MIS 573	Project Management	3 Hrs.

*If MIS 513 has been taken as part of another MIS graduate certificate, the student must substitute another UIS Management Information Systems course, not included as a required course in another certificate, in its place.

College of Education and Human Services

Educational Leadership Department - 5

English as a Second Language, Legal Aspects of Education, Pathway to the Principalship for NBCT, School Superintendent Endorsement (Post-Master's), Chief School Business Official Endorsement (Post-Master's)

Human Services Department - 2

Alcohol and Substance Abuse Counseling, Management of Nonprofit Organizations (*refer to College of PAA graduate certificate section*)

EDUCATIONAL LEADERSHIP DEPARTMENT

Graduate Certificate in English as a Second Language (20 Hours)

This certificate is available online.

Contact Information

Phone: 217/206-6130

Email: mtl@uis.edu

Website: uis.edu/mtl

This certificate is designed to provide current K-12 teachers with a State of Illinois Endorsement in English as a Second Language (ESL) upon successful completion of the program. The courses will be offered in an online format as a graduate certificate from the Master of Arts in Teacher Leadership degree program. The goal of this program is to provide

current K-12 teachers within the state of Illinois the necessary preparation to lead to Illinois State Board of Education credentials to serve the ESL student population with excellence.

Required Courses

EDL 550	Theoretical Foundations	4 Hrs.
EDL 584	Assessment of ESL Students	4 Hrs.
EDL 592	Linguistics	4 Hrs.
EDL 593	Cross Cultural Studies for ESL	2 Hrs.
EDL 594	Methods and Materials for ESL	4 Hrs.
EDL 595	ESL Clinical Experience	2 Hrs.

Graduate Certificate in Legal Aspects of Education (20 Hours)

This certificate is available online.

Contact Information

Phone: 217/206-6306

Email: edl@uis.edu

Website: uis.edu/edl

By completing nine of the ten courses in the Legal Aspects of Education online course series, teachers can receive a special graduate certificate. This program provides opportunities for educational leaders to increase their knowledge base about legal issues currently facing their profession. It is aimed at teacher-leaders seeking to advance their professional education credentials.

Required Courses

EDL 574	Critical Legal Issues in Education	2 Hrs.
EDL 575	Legal Aspects of Special Education	2 Hrs.
EDL 576	Minimizing Legal Risks in the Education Workplace	2 Hrs.
EDL 577	Schools in the Legal System	2 Hrs.
EDL 578	Educational Workplace Employability Issues	2 Hrs.
EDL 579	Collective and Interest-Based Bargaining	2 Hrs.
EDL 580	Teacher, Parent, and Student Rights	2 Hrs.
EDL 581	Legal Responsibilities for the Education Workplace	2 Hrs.
EDL 582	Political Action and Advocacy	2 Hrs.
EDL 583	Teaching Law in K-12 Schools	2 Hrs.

Graduate Certificate in Pathway to the Principalship for National Board Certified Teachers (NBCT) (20 Hours)

NOTE: Admissions to this certificate program are pending approval from the Illinois State Board of Education. Please contact the EDL department for more information.

Contact Information

Phone: 217/206-6306

Email: edl@uis.edu

Website: uis.edu/edl

This certificate program is designed to meet the requirements established by the Illinois State Board of Education's Professional Standards for the Type 75 General Administrative Endorsement. The purpose of the Type 75 General Administrative Certificate for the National Board Certified Teachers (NBCT) is to prepare collaborative, proactive educational leaders committed to improving the quality of educational leadership knowledge in a variety of organizational contexts. Through the NBCT application process, candidates have already demonstrated vast knowledge and skills in specific skill sets of curriculum, instruction, and research areas. This program will be offered as an online and on-campus blended model of delivery which requires 20 hours of EDL courses, including a 4-hour leadership practicum (clinical internship).

Required Courses

EDL 522	School Culture and Governance	4 Hrs.
EDL 523	Organizational Leadership	4 Hrs.
EDL 524	Leadership Practicum	4 Hrs.
EDL 538	Middle School Methods and Philosophy	4 Hrs.
EDL 539	Adolescent Development and Learning	4 Hrs.

Post Master's Certificate Concentrations

The Post-Master's Certificate Program has two distinct concentrations. The Superintendent's Endorsement is designed to meet the professional growth needs of Illinois educators who are prepared for central office leadership positions. The Chief School Business Official (CSBO) Endorsement is designed to prepare Illinois educators for advanced study and preparation in the organization and administration of the management of fiscal, physical, and human resources of a public school district in Illinois. Courses in either concentration are appropriate for candidates who are currently employed as building principals, State Board of Education personnel, and central administrative staff. Courses include a carefully planned set of standards-based experiences designed to develop knowledge, skills, and dispositions necessary to meet candidates' needs and interest in the areas of the superintendent's endorsement and/or chief school business official endorsement. Candidates may work to meet the certification requirements for both concentrations within the Post-Master's Certificate Program.

School Superintendent Endorsement (36 Hours)

The Post-Master's Certificate Program leading to the Superintendent's Endorsement requires the completion of 36 semester hours of coursework, which includes 32 hours of EDL courses and two semesters (two credit hours each) of clinical experiences.

EDL 603	Advanced Seminar on Law and Public Policy	4 Hrs.
EDL 604	Politics of Education: Federal, State, and Local Politics and Policies	4 Hrs.
EDL 605	Research in Educational Leadership	4 Hrs.
EDL 611	Superintendent as Instructional Leader	4 Hrs.
EDL 612	Management of Educational Funds and Facilities	4 Hrs.
EDL 621	Superintendent and Central Staff/Personnel Management	4 Hrs.
EDL 626	Clinical Experiences/Internship I	2 Hrs.
EDL 627	Clinical Experiences/Internship II	2 Hrs.
EDL 635	Organizational Theory and Leadership	4 Hrs.
EDL 680	Leadership and School Improvement	4 Hrs.

Chief School Business Official (CSBO) Endorsement (34 Hours)

The Chief School Business Official (CSBO) Endorsement is a blended model of delivery which requires the completion of 34 semester hours of coursework in an **online and on-campus** delivery system, which includes 28 hours of EDL courses and three semesters (two credit hours each) of clinical experiences.

EDL 579	Collective & Internet-based Bargaining	2 Hrs.
EDL 582	Political Action and Advocacy	2 Hrs.
EDL 603	Advanced Seminar on Law and Public Policy	4 Hrs.
EDL 612	Management of Educational Funds and Facilities	4 Hrs.
EDL 621	Superintendent and Central Staff/Personnel Management	4 Hrs.
EDL 626	Clinical Experiences/Internship I	2 Hrs.
EDL 627	Clinical Experiences/Internship II	2 Hrs.
EDL 628	Clinical Experiences/Internship III	2 Hrs.
EDL 635	Organizational Theory and Leadership	4 Hrs.
EDL 640	Business Application Revenues	4 Hrs.
EDL 645	Business Applications Expenditures	4 Hrs.
EDL 541	Educational Research Methods (online)	4 Hrs.*
EDL 543	Instructional Design (online)	4 Hrs.*
EDL 605	Research in Educational Leadership (on-campus)	4 Hrs.*
EDL 611	Superintendent as Instructional Leader (on-campus)	4 Hrs.*

*If students are lacking in fundamentals because their master's degree was not in education (research or curriculum), they may be asked to make up for these deficiencies by taking an MTL online course in research or curriculum development or both.

HUMAN SERVICES DEPARTMENT

Graduate Certificate in Alcohol and Substance Abuse (20 Hours)

This certificate is available on-campus.

Contact Information:

Phone: 217/206-6687

Email: hms@uis.edu

Website: uis.edu/humanservices

The Human Services Department offers a Graduate Certificate in Alcohol and Substance Abuse to provide education to individuals who wish to become certified in the substance abuse counseling profession, but who do not wish to com-

plete a formal degree program. On completion of the required 20 semester hours of courses, students may take the Certified Alcohol and Other Drug Abuse Counselor (CADC) exam through the Illinois Alcohol and Other Drug Abuse Professional Certification Association (IAODAPCA). Students seeking admission to this certificate must have a two-year history of sobriety.

Required Courses*

HMS 521	Advanced Interviewing and Intervention	4 Hrs.
HMS 525	Alcoholism and Substance Abuse	3 Hrs.
HMS 526	Lab for Alcoholism and Substance Abuse Course	1 Hr.
HMS 527	Assessment and Treatment of Substance Abuse	4 Hrs.
HMS 528	Dual Diagnosis and Relapse Prevention	4 Hrs.
HMS 550	Internship (500 hours)	4 Hrs.

*Prerequisite course for this certificate program is a lifespan or human development course.

Graduate Certificate in Management of Nonprofit Organizations (20 Hours)

This certificate is available on-campus.

Contact Information:

Phone: 217/206-6310

Email: mpa@uis.edu

Website: uis.edu/publicadministration

For information on this graduate certificate, please refer to the certificates listed under the College of Public Affairs and Administration category of this section of the catalog.

College of Liberal Arts and Science

Computer Science Department – 2

Information Assurance

Systems Security

Women and Gender Studies Department - 1

Women and Gender Studies

COMPUTER SCIENCE DEPARTMENT

Contact Information:

Phone: 217/206-6770

Email: csc@uis.edu

Website: csc.uis.edu

The Computer Science certificates are designed to provide specialized knowledge and skills required for teaching information assurance and systems security at the college level. The curricula focus on developing a cadre of teachers qualified to teach information assurance and systems security classes at community colleges and universities. Certificates are

awarded on completion of the course work. Information for each is available from the Computer Science Department.

These certificates are offered only in an online format and are open only to college faculty participating in faculty development courses offered through the Center for Systems Security and Information Assurance (CSSIA), www.cssia.org.

Students must hold a baccalaureate degree from an accredited institution and meet campus requirements for admission to graduate study. Candidates for the certificates will be expected to complete course requirements with a grade of B or better (grades of B- or lower will not be accepted).

Descriptions for courses leading to a certificate are available from the UIS online, dynamic course schedule found on the Records and Registration web site. Candidates for the certificates must choose a set of approved courses in consultation with their academic advisor.

Graduate Certificate in Information Assurance (12 Hours)

This certificate is available online.

Required Courses

Students must select four 500-level graduate Computer Science Information Assurance classes approved by the Computer Science Department (a minimum of 12 credit hours).

Graduate Certificate in Security Systems (12 Hours)

This certificate is available online.

Required Courses

Students must select four 500-level graduate Computer Science System Security classes approved by the Computer Science Department (a minimum of 12 credit hours).

WOMEN and GENDER STUDIES DEPARTMENT

Graduate Certificate in Women and Gender Studies (16 Hours)

This certificate is available on-campus.

Contact Information:

Phone: 217/206-6962

Email: wgs@uis.edu

Website: uis.edu/womenandgenderstudies

This certificate is designed to enable students to develop a graduate-level understanding of women and gender. It may be taken without pursuing a master's degree or may be incorporated into a graduate degree.

The certificate will be particularly valuable in preparing students for careers which require expertise on gender. These include the broad areas of law and advocacy, healthcare and medicine, social work, education, counseling, human relations and resources, and government or public service. As the workplace and public life becomes increasingly complex and diverse, both the private and public sector want employees with sensitivity to gender and women's issues such as sexual harassment, flex-time, parental leave, violence against women, pay equity, and equal employment opportunities, to name a few.

Entrance and Course Requirements

Students must hold a baccalaureate degree from an accredited institution and meet campus requirements for admission to graduate study.

In addition, candidates for the WGS certificate must write a goal statement and have an interview with a women's studies faculty member. Students may be conditionally admitted to the certificate program until they pass WGS 501 Advanced Feminist Theories. Women and Gender Studies will assign an academic advisor to help develop a course of study that meets the student's goals. Candidates for the certificate must complete course requirements with a grade of B or better (grades of B- or lower will not be accepted).

Women and Gender Studies and other departments offer a large number of 400-level, cross-listed WGS courses and a small number of 500-level courses.

Required Courses

WGS 501	Advanced Feminist Theories	4 Hrs.*
WGS	graduate-level electives (400- or 500-level)	8-12 Hrs.*

*The WGS 411 Feminist Theories course is a prerequisite for WGS 501. If WGS 411 was completed as part of undergraduate coursework, 12 hours of WGS graduate electives are required to complete the certificate. If WGS 411 is taken as part of the graduate certificate, 8 hours of WGS graduate electives are required to complete the certificate.

College of Public Affairs and Administration	
Legal Studies – 2	
Law for Human Services and Social Work	
Public Administration Department – 2	
Management of Nonprofit Organizations	
Public Sector Labor Relations	
Public Health Department - 5	
Community Health Education	
Emergency Preparedness and Homeland Security	
Environmental Health	
Environmental Risk Assessment	
Epidemiology	

LEGAL STUDIES DEPARTMENT

Graduate Certificate in Law for Human Services and Social Work (16 Hours)

This certificate is available both on campus and online.

Contact Information:

Phone: 217/206-6535

Email: les@uis.edu

Website: uis.edu/legalstudies

The certificate is geared to provide an introduction to legal processes and legal issues to professionals involved with providing services to the health care, medical communities, and government agency clientele. It is structured to provide sufficient substantive familiarity with law and legal concepts in the particular areas to allow certificate holders to hold themselves out as having a basic educational background in these areas. It also would help those who are regularly called upon to testify or take judicially ordered or sanctioned actions as part of their jobs.

Social workers and people who work in a variety of human services positions spend considerable amounts of time explaining its requirements to their clients, figuring out what must be done to comply with it, providing testamentary or other evidence in response to legal mandates, or simply dealing with agencies and other human services workers within the framework provided by the legal system. This four-course certificate program provides familiarity to basic legal and institutional information needed by professional human services workers and offers a way that newcomers to the professional service arena can document familiarity with legal application skills.

Required Courses

LES 501	Introduction to Graduate Legal Studies	4 Hrs.
LES 474	Law of Evidence	3 or 4 Hrs.
LES 475	Government Regulations and Administrative Law	3 or 4 Hrs.

One of the following courses:

LES 448	Juvenile Law	4 Hrs.
LES 449	Non-Discrimination Laws in Employment	4 Hrs.
LES 446	Family Law	4 Hrs.
LES 522	Health Care Law, Patient Privacy, and HIPAA	4 Hrs.

This selection of courses is designed to promote a focused yet comprehensive introduction to legal processes and basic informational materials. It simultaneously provides: knowledge of the legal institutions and their interrelationship; familiarity with administrative agency structure, dictates, and constraints; information on appropriate and inappropriate approaches to materials or operations within the government-

tal or judicial system, whichever better meets the student's professional concerns; and substantive legal materials on an area of particular interest or professional concern to the student.

Student advising for those who are seeking a certificate only, without a degree in legal studies, will be handled by the chair of legal studies who has been designated the certificate program advisor.

Graduate Certificate in Public Sector Labor Relations (16 Hours)

Please refer to the graduate certificate information listed under the Public Administration Department heading.

PUBLIC ADMINISTRATION DEPARTMENT

Contact Information

Phone: 217/206-6310

Email: mpa@uis.edu

Website: uis.edu/publicadministration

Graduate Certificate in Management of Nonprofit Organizations (20 Hours)

This certificate is available on campus.

The graduate certificate in Management of Nonprofit Organizations requires 20 hours of course work from the menu below. All of the courses are offered at night or on weekends. Individuals may take these courses and earn the certificate part time without being formally enrolled in any degree program, or may complete it as part of a degree program. A grade of B or better must be earned in the required courses to qualify for the certificate (grades of B- or lower will not be accepted).

Required Courses

PAD 542	Non-Profit Sector & Society	4 Hrs.
PAD 545	Public Financial Management or	
PAD 504	Budget and Finance	4 Hrs.
PAD 541	Nonprofit Sector: Human Resources	4 Hrs.
PAD 543	Marketing for Public and Nonprofit Organizations or	
PAD 544	Fund Raising for Public and Nonprofit Organizations	4 Hrs.

Select from one of the following electives not taken in the list above.

PAD 543	Marketing for Public and Nonprofit Organizations	4 Hrs.
PAD 544	Fund Raising for Public and Nonprofit Organizations	4 Hrs.
PAD 533	Program Evaluation	4 Hrs.
PAD 534	Program Implementation	4 Hrs.
PAD 590	Topics in Public Administration	4 Hrs.*
PAD 580	Public Administration Internship Seminar	4 Hrs.**

*If approved for the nonprofit certificate.

**Internships must be in the nonprofit sector.

Graduate Certificate in Public Sector Labor Relations (16 Hours)

This certificate is available on campus.

The certificate in public sector labor relations is intended for professionals in the field of public sector labor relations, for individuals in the field of public sector human resources(s) management who wish to upgrade their skills in labor relations, for individuals interested in pursuing union leadership roles, or for those who are beginning their careers and wish to prepare for a career working in or with public sector labor relations.

Individuals may take these courses and earn the certificate part time without being formally enrolled in any degree program, or may complete it as part of a graduate degree program.

A grade of B or better must be earned in each of the following classes to qualify for the certificate (grades of B- or lower will not be accepted).

The certificate in public sector labor relations includes the following courses:

Required Courses

PAD 509	Workplace Democracy	4 Hrs.
PAD 468	Labor Arbitration and Dispute Resolution	4 Hrs.
PAD 511	Collective Bargaining	4 Hrs.
LES 463	Labor Law or	
PAD 452/LES 449	Employment Discrimination Law	4 Hrs.

PUBLIC HEALTH DEPARTMENT

The UIS Public Health Department offers five graduate certificates in Public Health:

- Community Health Education
- Emergency Preparedness and Homeland Security
- Environmental Health
- Environmental Risk Assessment
- Epidemiology

Students interested in pursuing any of the graduate certificates should contact the UIS Public Health Department.

Contact Information

Phone: 217/206-6250

Email: lkill2@uis.edu

Website: uis.edu/publichealth

These competency-based graduate certificates are designed to provide opportunities for continuing education for health professionals without formal public health training, for those interested in life-long learning, and for mid-career profession-

als. Certificate course work may be taken by either a non-degree seeking student or in conjunction with other graduate work. Course work may be applied to the MPH general degree or the MPH degree with a concentration in Environmental Health. Similarly, students in the MPH degree programs may apply course work toward obtaining one or more of the certificates. Students currently enrolled as MPH majors must file an application with the Office of Admissions to pursue a graduate certificate. There is no additional fee for enrolled MPH majors to apply for a graduate certificate program.

Entrance Requirements

The program requires formal application for admission to the University followed by review of the application by faculty of the Department of Public Health. The department faculty will provide academic advising to certificate students.

Individuals who have bachelor's degrees from accredited colleges and universities are eligible to apply to the certificate programs. A background in the biological sciences demonstrated by transcript credit of at least three semester hours is required, along with a strong science background desirable. Admission will be based on a cumulative GPA of 3.0 on a 4.0-point scale, or a 2.75 or better with documentation of substantial professional experience in the field of the certificate.

Individuals wanting to apply the certificate work to a graduate degree in public health must also meet all entrance requirements for degree study (refer to the Master's in Public Health section of this catalog). In addition, they must formally apply for admission to the graduate degree.

Fees and Completion

Students completing certificate coursework must submit a completed education plan for signature of the advisor and the department chair. Students must complete the certificate coursework with a B (3.0) or better average. One C (2.0) grade per certificate may be applied if a student has received an A grade in another certificate course (grades of C- or lower will not be accepted).

In addition to tuition, there is a \$10 fee at the time of certificate completion to cover administrative costs. Submit the fee to the Bursar's Office, requesting a receipt be sent to the UIS Public Health Department Office Manager.

Graduate Certificate in Community Health Education (20 Hours)

This certificate is available on campus.

Students completing this certificate will be able to apply theoretical foundations of health education to communicate effectively with various audiences in the community. The certificate requires successful completion of coursework in each of these areas:

MPH 441	Human Well Being	4 Hrs.
MPH 506	Community Health Research	4 Hrs.*
MPH 508	Program Evaluation for Health Professionals	4 Hrs.
MPH 531	Public Health Policy and Administration	4 Hrs.
MPH 561	Community Health Education	4 Hrs.**

* N o t e :

This course has a prerequisite of an upper-level statistics or biostatistics course with a grade of B (3.0) or better earned within the last three years (grades of B- or lower will not be accepted). Students may use MPH 503 Biostatistics for the Health Professional (4 hours) to fulfill this prerequisite.

** Students may also be interested in taking MPH 526 Risk Management and Communication.

Graduate Certificate in Emergency Preparedness and Homeland Security (20 Hours)

This certificate is available both online and on campus.

The Graduate Certificate in Emergency Preparedness and Homeland Security (EPHS Certificate) is a 20-hour interdisciplinary certificate program. Courses for the certificate are offered by all College of Public Affairs and Administration programs: Criminal Justice, Environmental Studies, Legal Studies, Political Science, Public Administration, and Public Health.

The EPHS certificate provides interdisciplinary professional education to the administrators of governmental agencies and others who need to enhance their skills and abilities. This audience may include individuals in law enforcement and fire departments administration, public health agencies, health care providers, and people in private industry. This unique program provides post-bachelors education for administrators rather than training for first responders.

Students take three core courses and two elective courses to extend these skills to one or two disciplinary areas. The electives have been chosen to include courses on salient issues of public policy influenced by recent challenges in emergency preparedness and homeland security.

Required Core Courses (12 Hours)

The three required core courses for the certificate provide students with the opportunity to gain substantial graduate-level expertise in risk assessment, risk communication, and program evaluation.

MPH 527	Environmental Risk Assessment	4 Hrs.
MPH 526	Risk Management and Communication	4 Hrs.
PAD 533	Program Evaluation or	
MPH 508	Program Evaluation for Health Professionals	4 Hrs.

Elective Courses (8 Hours)

Students must take at least two four-hour electives from a list of 400- and 500-level courses from participating departments. Students may select the electives, in consultation with

their advisor, from the following courses (other electives may be considered):

CRJ 447	Investigative Concepts and Analysis	3 Hrs.
CRJ 416	Law Enforcement Challenges: Terrorism	3 Hrs.
LES 522	Health Care Law, Patient Privacy and HIPAA	4 Hrs.
MPH 471	ECCE: Emerging Diseases	3 or 4 Hrs.
MPH 449	Environmental Toxicology	4 Hrs.
MPH 450	ECCE: Chemicals and the Citizen	4 Hrs.
MPH 478	ECCE: Crisis in Environmental Health	4 Hrs.
PAD 536	Intergovernmental Relations	4 Hrs.
PSC 420	National Security Issues and the U.S. Constitution	4 Hrs.
PSC 470	Terrorism and Public Policy	4 Hrs.

Graduate Certificate in Environmental Health (16 Hours)

This certificate is available on campus.

Students completing this certificate will have basic skills necessary to understand the scope, values, goals and potential of environmental health and protection. This certificate will help prepare students who plan to sit for the Licensed Environmental Health Practitioner exam requirement. The certificate requires successful completion of course work in each of these areas:

MPH 449	Environmental Toxicology	4 Hrs.
MPH 511	Foundations of Epidemiology	4 Hrs.
MPH 521	Environmental and Occupational Health	4 Hrs.
MPH 527	Environmental Risk Assessment	4 Hrs.

Graduate Certificate in Environmental Risk Assessment (16 Hours)

This certificate is available online and on campus.

Risk assessment is a frequently used tool in environmental analysis. This certificate is for students who wish to acquire a level of competency in this science. The sequence of course work is technically oriented to provide students with the profes-

sional education necessary to perform introductory-level risk assessment in their workplaces. Students learn to relate risk assessment methodologies, procedures, and results to environmental health policies.

To receive a certificate, students must take three core courses and complete the risk assessment practicum, for a total of 16 credit hours.

MPH 527	Environmental Risk Assessment	4 Hrs.
MPH 528	Risk Assessment: Air, Land, and Water	4 Hrs.
MPH 529	Risk Assessment Practicum	4 Hrs.
MPH 575	Economics for Policy Analysis	4 Hrs.

Students may want to continue with the additional risk/decision theory course:

MPH 526	Risk Management and Communication	4 Hrs.
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Sponsored, risk-based research opportunities at state and federal facilities are available for those seeking independent research experiences.

Graduate Certificate in Epidemiology (20 Hours)

This certificate is available on campus.

Students completing this certificate will develop analytic and computer skills to quantitatively relate epidemiologic theories necessary for specialized roles for public health practice, such as for infectious disease epidemiology. The certificate requires successful completion of course work in each of these areas:

MPH 503	Biostatistics for the Health Professional	4 Hrs.
MPH 511	Foundations of Epidemiology	4 Hrs.
MPH 512	Epidemiology of Infectious and Chronic Diseases	4 Hrs.
MPH 514	Analytical Epidemiology or	
MPH 575	Economics for Policy Analysis	4 Hrs.
ENS404	Fundamentals of Geographic Information Systems	4 Hrs.