

# *Guide to Programs*

GRADUATE UNDERGRADUATE  
*2005/2006*

University of Illinois at Springfield



[www.uis.edu](http://www.uis.edu)

# Campus Connections

## Academic Calendar 2005-2006

### Fall Semester 2005

August 22, Thursday	Classes Begin
October 15, Saturday	Mid-Point
December 10, Saturday	Classes End
December 12 - 17, Monday - Saturday	Finals Week
December 17, Saturday	Semester Ends

### Spring Semester 2006

January 17, Tuesday	Classes Begin
March 11, Saturday	Mid-Point
March 13 - 17, Monday - Friday	Spring Recess
May 6, Saturday	Classes End
May 8 - 13, Monday - Saturday	Finals Week
May 13, Saturday	Semester Ends/Commencement

### Summer Session 2006

June 5, Monday	Classes Begin
July 29, Saturday	Session Ends

## Academic Programs

### College of Business and Management

Dean	206-6533
Accountancy	206-6541
Business Administration	
BBA	206-6780
MBA	206-7920
Economics	206-7174
Management	206-6712
Management Information Systems	206-6067

### College of Education and Human Services

Dean	206-6784
Educational Leadership	206-6306
Human Development Counseling	206-6504
Human Services	206-6504
Social Work	206-6504
Teacher Education	206-6682

### College of Liberal Arts and Sciences

Dean	206-6512
African-American Studies	206-6962
Astronomy/Physics	206-6721
Biology	206-6630
Capital Scholars	206-7246
Chemistry	206-6589
Clinical Laboratory Science	206-6589
Communication	206-6790
Computer Science	206-6770
English	206-6779
History	206-6779
Individual Option	206-6962
Liberal Studies	206-6962
Mathematical Sciences	206-6770
Modern Languages	206-6206
Music	206-6570
Philosophy	206-6779
Psychology	206-6696
Sociology/Anthropology	206-6790
Visual Arts	206-6790
Women's Studies	206-6962

### College of Public Affairs and Administration

Dean	206-6523
Criminal Justice	206-6301
Doctor of Public Administration	206-6076
Environmental Studies	206-6720
Environmental Sciences	206-6720
International Studies	206-6646
Labor Relations	206-6646
Legal Studies	206-6535
Political Studies	206-6646
Public Administration	206-6310
Public Affairs Reporting	206-7494
Public Health	206-6301

## Academic Affairs

Provost/Vice Chancellor	206-6615
Applied Study	206-6640
Center for Teaching and Learning	206-6503
Assessment	206-7125
Computer Training Coordinator	206-7450
Credit for Prior Learning	206-6962
Educational Technology	206-6550
Library	
Archives	206-6520
Circulation	206-6605
Hours Line	206-7687
Information Desk	206-6633
Office of Technology-Enhanced Learning	206-7317
Peoria Center	(309) 694-5339
TV Office/Access 4 Springfield	206-6799
Visual Arts Gallery	206-6506
WUIS/WIPA-FM Radio	206-6516

## Office of Admissions, Records and Financial Aid

Admissions	206-4847
Toll free	(888) 977-4847
Undergraduate Admissions	206-4847
Academic Advising (Initial)	206-4847
Financial Assistance	206-6724
Records/Registrar	206-6709
Registration	206-6174
Graduate Admissions	206-7411
Assistantships Office	206-6544
Graduate Internships	206-6158

# **University of Illinois at Springfield Guide to Programs 2005-2006**

Published by  
University of Illinois at Springfield  
One University Plaza  
Springfield, IL 62703-5407

Campus operator (217) 206-6600  
Admissions toll free (888) 977-4847

**[www.uis.edu](http://www.uis.edu)**

Volume 34 January 2005

It should be understood that information concerning programs, procedures, requirements, standards, and fees is subject to change without notice. The information in this University of Illinois at Springfield Undergraduate and Graduate Guide To Programs is not to be considered final, nor does it constitute a contract between the student and UIS.

The commitment of the University of Illinois to the most fundamental principles of academic freedom, equality of opportunity, and human dignity requires that decisions involving students and employees be based on individual merit and be free from invidious discrimination in all its forms.

*The University of Illinois will not engage in discrimination or harassment against any person because of race, color, religion, sex, national origin, ancestry, age, marital status, disability, sexual orientation, unfavorable discharge from the military, or status as a protected veteran and will comply with all federal and state nondiscrimination, equal opportunity, and affirmative action laws, orders, and regulations. This nondiscrimination policy applies to admissions, employment, access to and treatment in the University programs and activities.*

*University complaint and grievance procedures provide employees and students with the means for the resolution of complaints that allege a violation of this Statement.*

## From the Chancellor



*Welcome to the University of Illinois at Springfield!* We hope you find this Guide to Programs helpful in assisting your students with their career exploration. We invite you to visit our website, [www.uis.edu](http://www.uis.edu), as well, where you will find the course descriptions and more detailed information about our campus.

UIS is proud to be a small, premier liberal arts institution where teacher-scholars are committed to putting the intellectual life into action. Ours is not an antiseptic classroom-bound form of learning. Students take their education into the field as soon as possible. We maintain extraordinary connections to state government and business to ensure that graduates leave with an enviable record of internships and practical experience.

Take your time to become familiar with our offerings - 42 degree programs at the undergraduate and graduate levels, online courses, and degree completion programs offered entirely online. We are also growing a rich, diverse student life, which includes more than 60 student organizations and clubs, and an athletic program that fields seven intercollegiate teams.

Thank you for sharing UIS with your students. We are proud to be part of the world-class University of Illinois. I invite you to visit our campus any time. We'd enjoy showing you around.

A handwritten signature in black ink that reads "Richard D. Ringeisen". The signature is written in a cursive style with a large, prominent "R" at the beginning.

— Richard D. Ringeisen, Chancellor

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## About UIS

### The Campus: Its History and Philosophy

UIS is a campus that attracts students who want something different. Our curriculum cuts across disciplines and includes a healthy dose of real-world experience. At UIS, students sharpen their ability to think critically, to communicate effectively, and to contribute to their communities. Our faculty are teacher-scholars who work closely with students, serving as advisers, mentors, and friends.

UIS is home to students beginning their first year of college as well as to those finishing their doctorate. Our students include traditional-aged residential students and older commuter students with full-time jobs and families. They number more than 4,400, and they come from all parts of the globe. Not surprisingly, our 60+ student organizations reflect a variety of tastes and interests. For example, at UIS you can compete in an intercollegiate sport, join the speech/debate team, be in a play, serve a medieval feast, sing, dance, watch movies, or volunteer your time to help someone in need. You can study in another country or simply room with someone who comes from abroad.

Just as varied is our range of academic and professional programs — 21 bachelor's degree, 20 master's degrees, and one doctoral program (in public administration). You can choose a traditional discipline such as history, psychology, or biology; a more career-oriented path such as business administration and management information systems; or an interdisciplinary program such as environmental studies or communication.

UIS is located in Springfield, the capital city of Illinois and the hometown and final resting place of Abraham Lincoln, whose legacy is still strong in the community. Our spacious campus is just minutes from downtown, near the wooded shoreline of Lake Springfield. UIS joined the University of Illinois in 1995 and the campus marked its 30<sup>th</sup> anniversary in 2000.

### The Learning Environment

While UIS is a national leader in online education, with more than 100 Internet-based courses, the learning environment here also

includes the community. Our academic programs and public affairs activities are structured to make good use of the resources a capital city has to offer, especially government agencies that can provide internship, experiential, and research opportunities -- and not just for graduate students. Many of our undergraduate programs require students to complete an off-campus work experience, an Applied Study Term.

At UIS, a great deal of learning takes place outside the classroom. Students of politics can see it all, from the day-to-day functioning of the legislature to special interest groups demonstrating on the Statehouse lawn. Majors in health professions can capitalize on the facilities of the area's largest medical center, with ties to the Southern Illinois University School of Medicine. History and archaeology students alike can take part in the restoration of New Philadelphia, the first American town founded by a black man. Students interested in the legal system can work in the Downstate Innocence Project to exonerate people wrongly convicted of crimes. Those interested in social justice can travel to Nicaragua to explore conditions in sweatshops there. Aspiring journalists can spend a six-month internship reporting for a major media outlet. Whatever your major, you will leave here with solid, real-world experience, skilled as well as educated.

### Public Affairs

At UIS, we have a long history of emphasizing public affairs instruction, research, and service. Many campus outreach efforts are coordinated and administered through units housed within the College of Public Affairs and Administration. A major research and service center sponsors applied research and educational programs on a variety of public policy issues and topics.

On an individual level, students are encouraged to widen their perspective on public affairs and service through special courses called public affairs colloquia and liberal studies colloquia.

In short, UIS students are shaped by their time here in many ways and acquire a different perspective on their world. At UIS, our focus is on preparing students for lives of meaningful work, and lives of meaning.



## Mission Statement

The University of Illinois at Springfield has as its primary goal providing excellence in teaching. UIS strives to produce an educational environment where you can acquire 1) a solid foundation for lifelong learning, 2) a keen appreciation of intellectual and aesthetic achievements, 3) an enhanced capacity for critical thinking and oral as well as written communication, 4) a practical preparation for pursuing fulfilling careers, 5) a sound basis for informed and concerned citizenship, and 6) a productive commitment to improving your world.

UIS emphasizes public affairs instruction, research, and service carried out through community partnerships that contribute to social progress, governmental effectiveness, educational excellence, and economic development. UIS is committed to addressing the needs of both traditional and nontraditional learners and reflecting cultural diversity in both the curriculum and the campus community. UIS encourages innovative approaches appropriate to fulfilling these institutional aims.

## Vision Statement

**A brief overview:** The UIS of the future will be a place where teaching remains the central function and excellence in teaching continues as the overriding goal. It will be a place where faculty are teacher-scholars, with greater recognition of and support for scholarship than at present. Public affairs will continue as a unifying theme of teaching, scholarship, and service, but in the future UIS' commitment to public affairs will be understood as the campus' distinctive contribution to the land-grant mission of the University of Illinois.

The UIS of the future will continue to offer undergraduate curricula in both traditional liberal arts disciplines and in professional fields and will serve students from the first years of college through completion of the baccalaureate degree. Professional education at the master's level will continue to be a major feature of the campus' curricular commitments, with quality and distinction being the principal determinants of graduate program offerings. Doctoral work will be in the area of public affairs.

UIS will continue to pursue modest, controlled enrollment growth and to serve many types of students, but the mix of students will be different. The campus will draw more students from outside central Illinois and will, concomitantly, serve a larger proportion of full-time undergraduate and graduate students. To best nurture students, the UIS of the future will be a place where the centrality of a lively extracurricular intellectual, social, and cultural life is recognized and supported as being critical to students' learning experiences.

## Governance and Accreditation

The three University of Illinois campuses – at Springfield, Urbana-Champaign, and Chicago – are governed by the U of I Board of Trustees and are among 12 public university campuses in the state, all coordinated by the Illinois Board of Higher Education. Internally, UIS is governed by the chancellor with advice from administrators and the Campus Senate.

UIS is fully accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. You can contact the Commission in writing at 30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504; by phone at (312) 263-0456 or (800) 621-7440; by fax (312) 263-7462; by e-mail at [info@hlcommission.org](mailto:info@hlcommission.org); or go to the website at [www.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.org).

## Campus Policies

UIS has implemented a number of policies, including those relating to affirmative action, religious observances, sexual harassment, use of drugs and alcohol, and possession of weapons. An overview of all these policies, as well as the Campus Safety Policy, is available at [www.uis.edu/humanresources/policy/policy.htm](http://www.uis.edu/humanresources/policy/policy.htm).

## Catalog Requirements

Students are expected to fulfill all requirements set forth in this *Guide to Programs* for the year of their entry as degree candidates into UIS, as is UIS, unless the student chooses to abide by requirements of a subsequent *Guide to Programs*. In the event a student elects to graduate under

requirements specified in a *Guide to Programs* subsequent to the one under which he or she entered UIS, the student must formally notify his or her adviser and the registrar.

Students may choose to meet the academic program requirements of the *Guide to Programs* in force at the time of their admission to the campus as a degree candidate or of any *Guide* in force during a subsequent period, not to exceed seven years for bachelor's candidates, six years for master's candidates, and eight years for doctoral candidates. Students who are unable to complete graduation requirements within the specified time, may, at the discretion of the academic program, be held responsible for requirements of the *Guide* in force during their graduation year, or may be required to re-take courses.

### Assessment

As an institution in which excellence in teaching is an overriding goal, UIS takes seriously its obligation to look carefully and systematically at what students learn – in other words, to assess student learning outcomes. Information about UIS' assessment activities, including an annual report on the campus-wide effort to improve assessment practices, can be found at the assessment website at [www.uis.edu/assessment](http://www.uis.edu/assessment).

## Academic Information: All Students

### Academic Advising

Faculty advisers work with individual students to see that satisfactory progress is made toward the degree as well as toward personal and career goals. Students can change advisers at any time by completing a Selection of Faculty Adviser form with the newly selected adviser. Students have substantial initiative in the academic advising process and should arrange appointments with their advisers before each registration, but especially the first and last.

**Capital Scholars** are assigned an initial adviser in their first semester. **Undergraduate transfer and master's degree students** will be formally assigned a faculty adviser during the first semester. Fully admitted **doctoral students** will be assigned a temporary faculty adviser who will

work with them until they have selected a permanent adviser and Plan of Study Committee.

### Course Numbering System

The three-letter prefix indicates that the course is in a particular program (e.g., SWK – social work; HIS – history), or a Capital Scholars (CAP), applied study term (AST), public affairs colloquium (PAC), liberal studies colloquium (LSC), or university (UNI) course. The three-digit identifying number signifies who may enroll in the course for credit, as follows:

**100-199** Open to all undergraduate students. An introductory course generally appropriate for first-year students. (CAP courses are open only to Capital Scholars.)

**200-299** Open to any student who has completed the 100-level prerequisites, if any.

**300-399** Generally intended for juniors and seniors, but others may register if they have completed 200-level prerequisites, if any.

**400-499** Advanced undergraduate, as well as master's students.

**500-599** Master's students and doctoral students (with permission of their advisers. Additional work and permission of instructor may be required for doctoral students to count the course toward their concentration.)

**600-699** Doctoral students

The following terminology is associated with UIS course numbers: Courses numbered 100 to 299 are considered *lower-division undergraduate* courses. Courses numbered 300 to 499 are considered *upper-division undergraduate* courses. Courses numbered 500-599 are considered *master's* courses. Courses numbered 600-699 are considered *doctoral* courses. Both master's and doctoral courses are considered *graduate* courses. Courses ending in 99 are tutorials.

### English language proficiency

Students whose native language is not English and who have not earned an associate degree in the U.S. must take an English proficiency test on campus the week before registration. This applies to all students -- U.S. citizens, resident aliens, and nonresident aliens alike. Test results do not affect admission to UIS but will be used to determine the need for an English as a Second Language class.



**Undergraduates** Applicants whose native language is not English must submit official international TOEFL scores. **A score of not less than 500 (paper based) or 173 (computer based) fulfills the English proficiency requirement for undergraduate admission.** Those who earned an associate's degree in the United States with a GPA of 2.00 or better on a 4.00 scale are not required to submit international TOEFL scores. Applicants who fail to meet this requirement can enroll at an ESL Language Center. Proficiency certification by ESL meets the English language requirement for admission.

International students who need to satisfy UIS' English composition requirement must take UNI 490 Writing/Speaking for International Students during their first term of attendance. This course does not count toward the UIS degree.

**Master's Degree Students** Applicants whose native language is not English must submit official international TOEFL scores. **A score of not less than 550 (paper based) or 213 (computer based) fulfills the English proficiency requirement for admission to master's-level study at UIS.** Applicants who hold a U.S. bachelor's degree with a GPA of 2.50 or higher (on a 4.00 scale) are not required to submit TOEFL scores. *Note:* Some programs require a GPA of 3.00 to waive TOEFL. See individual program statements for any additional proficiency requirements.

**Doctoral Students** Applicants whose native language is not English must submit official international TOEFL scores. **A score of at least 575 (paper based) or 232 (computer based) fulfills the English proficiency requirement for admission to doctoral study at UIS.**

### Graduation Contract

Forms are available in the Office of Admissions and Records; deadlines are posted each semester.

**Undergraduate and Master's Degree students** may file a graduation contract with the Office of Admissions and Records during any semester or summer term in which degree requirements will be completed. The contract must be approved by the faculty adviser and the

program administrator.

**Doctoral Students** must have the contract approved by the adviser and the program director. Students may submit graduation contracts for early evaluation during their next-to-last term.

### Immunization Requirement

The state of Illinois requires that students entering a four-year institution of higher education provide proof of immunity to measles, mumps, rubella, diphtheria, and tetanus. Students who were born before 1957, are taking online classes *only*, or are registered *only* for classes outside Sangamon County are exempt from this requirement. An exemption based on religious grounds can be requested by providing appropriate documentation to that effect. Medical exemptions require documentation by a physician describing the contraindication and the date the exemption is expected to end.

Immunization forms must be complete and on file before 5 p.m. on the 10<sup>th</sup> official day of the semester during the fall and spring semesters, or the 5<sup>th</sup> official day of the summer term. Students who are not in compliance will be assessed a non-refundable \$25 fee for late processing. According to Illinois state law, students who are not in compliance by their second semester at UIS will not be allowed to register until the required information is complete and submitted to the Campus Health Service. Direct questions about this policy to the Campus Health Service, (217) 206-6676.

*International Students: See relevant section on p. 15 for important information on mandatory tuberculin skin tests for international students.*

### Second Degrees

**Bachelor's Degrees** Persons who have already earned a baccalaureate degree and seek a second one from UIS must complete all hours toward the major that are required by the academic program. A minimum of 30 semester hours toward the second degree must be completed at UIS. If the first bachelor's degree was earned at UIS, a second applied study term may be required. If the first degree was earned at another institution, the student must meet UIS requirements in public

affairs colloquia, liberal studies colloquia, and applied studies.

**Master's Degrees** All program and campus requirements for the master's degree are in effect even for those students who have previously earned an advanced degree. Credit from a previous degree may not be used for the degree in process; however, any public affairs colloquium requirement is waived for those who have previously completed it at the graduate level.

**Doctorates** All program and campus requirements for the doctoral degree are in effect even for students who have previously earned an advanced degree. Credit from a previous degree may not be used for the degree in process.

### Transcripts

The Office of Admissions and Records will issue official transcripts of a student's academic record at UIS *only* on written request and *only* to students who are in good financial standing with UIS. A \$4 fee (subject to change) for each transcript is charged at the time the request is made.

### Tutorials

Taken at either the undergraduate or graduate level, tutorials are intended to supplement, not supplant, regular course offerings. Students interested in a tutorial must secure the consent of the faculty member concerned before registration and submit a tutorial proposal form to him or her.

## Academic Standards: All Students

### Academic Load

*One of the requirements to qualify for financial assistance is to be enrolled for at least six credit hours each semester. For more information on financial aid at UIS, see the section beginning on page 24.*

**Undergraduate and Master's Degree Students** Full-time students are enrolled for 12 or more semester hours during the fall or spring semesters or six semester hours in the summer term. Those enrolled for fewer hours are considered part-time students.

Most courses at UIS earn three or four semester hours of credit. A full-time undergradu-

ate or graduate student is considered to be one taking 12 or more semester hours.

To enroll for more than 18 semester hours during the fall or spring semesters or more than eight semester hours during the summer term, submit a completed student petition form to the Office of Admissions and Records.

*Note:* A *graduate assistant's* normal load is 16 to 24 hours for an academic year, eight to 12 hours per semester. Graduate assistants who wish to enroll for more than 24 hours in any academic year must have the approval of the adviser, a program representative, and the appropriate dean. The graduate assistantship tuition waiver covers a maximum of 30 hours per academic year (fall, spring, and summer).

A *graduate public service intern's* normal load is 18 hours for the academic year, nine hours per semester. Graduate public service interns are also required to register for four semester hours in the summer term.

**Doctoral Students** For purposes of tuition and fees, a doctoral student enrolled for eight or more semester hours of course work during the fall or spring semesters or six semester hours in the summer term is considered full-time. Students enrolled for fewer hours are considered part-time.

Doctoral students who wish to enroll for more than 12 semester hours during the fall or spring semesters or more than eight semester hours during the summer term must submit a student petition form to the DPA office.

*Note:* A *doctoral research assistant's* normal load is 16 to 24 hours for an academic year, usually eight to 12 hours per semester. Doctoral research assistants who wish to enroll for more than 24 hours in any academic year must have the approval of the adviser, the DPA director, and the appropriate dean. The doctoral research assistant tuition waiver covers a maximum of 30 hours per academic year (fall, spring, and summer).

### Academic Probation and Suspension

Students who have a UIS cumulative grade-point average of less than 2.00 (undergraduates) or 3.00 (master's and doctoral students) will be placed on academic probation. Courses taken for credit/no credit do not count in calculating this average.

Students who accumulate 12 hours or more of incompletes are also subject to probation. **Undergraduate and master's degree** candidates on academic probation may enroll for up to 12 credit hours in the subsequent fall or spring (six hours in the summer) with approval of the academic adviser; **doctoral students** are limited to eight hours in the fall or spring and four hours in the summer. **Non-degree-seeking students** on probation must meet with a designated adviser in the Office of Admissions and Records and may also be required to meet with a representative of the academic program in which they are taking classes.

Students placed on academic probation for two successive terms will be suspended and must wait two terms before petitioning for re-admission. Students in exceptional circumstances may appeal immediately.

Complete details on UIS' academic probation policy are available from faculty advisers or the registrar.

### Grade-point Average

The grade-point average is determined by multiplying grade-point equivalents by the number of semester hours earned in a course, then dividing the total number of grade-points in courses completed at UIS by the total number of hours represented by those courses (excluding courses with grades of CR, NC, W, I, DFR, R, or AU).

Grade-point equivalents are:

- A (4.00)
- A- (3.70)
- B+ (3.30)
- B (3.00)
- B- (2.70)
- C+ (2.30)
- C (2.00)
- C- (1.70)
- D+ (1.30)
- D (1.00)
- D- (.07)
- F (0.00)

### Grades/Grading

Grades are released only to students in good financial standing with UIS. They are assigned

according to the following scale.

- A: Excellent
- B: Good
- C: Fair
- D: Marginal, but passing
- F: Unsatisfactory or unofficial withdrawal.

Courses in which F grades are earned count in determining grade-point average but do not apply toward graduation.

**CR:** Credit, represents a grade of C or better for undergraduates or B or better for graduate students.

**NC:** No Credit, assigned to undergraduate students who earn grades below C or graduate students who earn grades below B under the credit/no credit option.

**W:** Authorized Withdrawal, appears on the transcript for the course(s) from which you officially withdraw.

**I:** Incomplete, after a period not to exceed one year, the provisional grade becomes permanent unless a grade change was submitted.

**DFR:** Deferred, used only for courses of a continuing nature, such as graduate research. Continues to appear until the course work has been completed and a grade assigned. Re-registration is not necessary, except for master's closure courses. Courses for which an R grade may be awarded will be designated in advance.

**AU:** Audit, no grade or credit earned. The deadlines for changing enrollment from credit to audit are posted each term. Students who enroll as full-time must include any course they wish to audit as part of the maximum permitted load. For auditing students who do not attend class regularly, the course may not appear on the transcript. Credit for an audited course cannot be established under any circumstances. If enrollment in a course is limited, for-credit students are admitted before audits are allowed. Full tuition and fees are assessed for audited courses.

**R:** Indicates the course has been repeated. The original grade does not count in determining the grade-point average.

**PE:** Credit awarded for proficiency examination.

### Grades Acceptable toward Graduate Degrees

Master's degree students may apply a maximum of eight hours of C grades toward a



degree, provided that each hour of C is balanced by an hour of A. Individual academic programs, however, may determine whether Cs are acceptable toward their degrees.

**Doctoral** students are expected to do scholarly work of high caliber. The DPA requires at least 54 doctoral level hours of course credit with a grade-point average of at least 3.00 and a grade no lower than B in any core, research, or concentration doctoral course. Students must earn a grade of B or better in any course considered for transfer.

Prerequisite courses do not count toward the 54 required doctoral hours. Credit/no credit will be allowed for prerequisite courses only. All DPA core, research, or specialization courses must be taken for letter grades.

### **Grading Option: Credit/No Credit**

Students who select the credit/no credit option must officially register their intent with the Office of Admissions and Records before the course is three-fourths completed. No changes are accepted after the designated date. Limits on the number of hours earned under the credit/no credit option may be established by individual programs.

Credit is awarded under this option to undergraduate work that represents a grade of C or better or to graduate work that represents a grade of B or better. For lesser work, a grade of NC is recorded on the transcript. Courses taken for credit/no credit are not included in calculating the grade-point average.

### **Graduation Grade-Point Average**

**Undergraduate** students must have a UIS cumulative grade-point average of at least 2.00 to receive a bachelor's degree.

**Master's** students must achieve a UIS cumulative grade-point average of at least 3.00 to receive a master's degree.

**Doctoral** students must earn a B or better in each core doctoral, required research, and concentration class.

### **Incomplete Work**

Students may request an "incomplete" under extraordinary circumstances and they are granted

at the instructor's discretion. When an I is granted, the instructor must also submit a provisional grade, reflecting the one that will be assigned if course requirements are not completed within 12 months. Students who accumulate 12 or more hours of incomplete work will be placed on academic probation.

### **Plagiarism**

Plagiarism usually takes one of the following three forms and is done without proper acknowledgment: including another person's writing in one's own essay, paraphrasing another person's work, or presenting another person's original theories, views, etc.

When an allegation of plagiarism arises, disciplinary proceedings may be initiated within the academic program in which the alleged offense occurred. The instructor may refuse to grade the assignment and record it as no credit. Penalties may include failure in the course as well as recommendation for disciplinary probation, suspension, or dismissal from the class, program, or UIS.

### **Repeating Courses**

**Undergraduate Students** Some academic programs may have restrictions on the number of times a particular course may be repeated. When a student repeats a course in which a grade was earned, the second grade will appear on the grade report and transcript; the first grade will be deleted and will not count in determining a grade-point average. Subsequent repeats will appear on the transcript and will be used in calculating the GPA.

**Master's Students** may repeat graduate course work once (excluding master's project or thesis credit) without penalty *unless the academic program does not permit course repeats*. The grade and hours earned when the course is repeated will appear on the transcript. The first grade entry will be deleted from the transcript and will not count in determining grade-point average. Subsequent repeats can only be recorded as audits, which bear no hours or grade points.

**Doctoral Students** may repeat doctoral course work once (excluding dissertation credit) without penalty. The grade and hours earned when the course is repeated will appear on the

transcript. The first grade entry will be deleted from the transcript and will not count in determining the grade-point average. Subsequent repeats are not permitted.

## Registration Procedures: All Students

The dates and times of registration are posted each semester and summer term on the web course schedule at [www.uis.edu/registration](http://www.uis.edu/registration). This website also contains information regarding current courses and up-to-date information on registration procedures, tuition and fees, and relevant deadlines.

### U of I Residency Status for Admission and Assessment of Tuition

**General** The University of Illinois is a land-grant institution assisted by funding from Illinois tax revenue. As a state tax-assisted institution, the University of Illinois (with some exceptions) extends preference in admission and tuition to residents of the state of Illinois – that is, to students whose circumstances conform to the university definition of resident status outlined below.

The University of Illinois' definition of the term "resident" may be different from the definitions developed by other, non-university agencies. Thus, a person who is an Illinois resident for tax or voting purposes, for example, is not necessarily a resident for University of Illinois tuition and admission purposes. The university's definition of resident status applies both to payment of tuition and admission to the University of Illinois.

Principal elements that determine residency are domicile in Illinois and actions that evidence the intent to make Illinois the person's permanent residence for a period of 12 months prior to the first day of class. A person has but one domicile at any time. Mere physical presence in Illinois, regardless of how prolonged, is insufficient to establish residency without the existence of action and intent to make the place a permanent residence and principal home. In order to establish bona fide residency under this policy, a

person must be independent and demonstrate presence and intent to reside permanently in Illinois for reasons other than educational objectives.

The burden of establishing that a student is domiciled in Illinois for other than educational purposes is on the student. The regulations, factors, and procedures enumerated in this policy will be considered by the university in determining the residency status of students.

**Procedures** The director of admissions and records, or a designee, shall determine the initial residence classification of each student at the time the student enters or reenters the university.

A student who is not satisfied with the determination concerning his/her residence classification may request that the responsible official reconsider the determination. For the purposes of admission, the written request must be received by the admissions office within 20 calendar days from the date of notification of residency status. For the purposes of assessment of tuition, the written request must be received by the Office of Admissions and Records within 20 days of the date of assessment of tuition or the first scheduled day of classes for the term for which the tuition is payable, whichever is later.

The request should include the Petition for Determination of Residency Status and all other materials applicable to the claim. The request and accompanying documentation will not be returned, and the student is advised to maintain a copy for his/her records.

If the student is still not satisfied with the determination after it has been reconsidered, he or she may appeal the decision to the director, University Office for Academic Policy Analysis. The appeal shall be in writing and shall include reasons for the appeal. The appeal must be received by the director of admissions and records within 20 days of the notice of the ruling. It will then be referred to the director, University Office for Academic Policy Analysis. A student who fails to file an appeal within 20 days of the notice of the ruling waives all claims to reconsideration for that academic session. Filing deadlines cannot be extended or waived and applications and appeals not filed in a timely manner will not be reviewed.



The decision of the director, University Office for Academic Policy Analysis, shall be final in all cases.

For detailed information on regulations and statutes used to determine residency, contact the Office of Admissions and Records.

### **Refunds/Change in Amount of Tuition and Fees**

All withdrawals from courses must be made officially according to procedures outlined in the current course schedule. Non-attendance or non-payment does NOT constitute an official withdrawal. You are financially responsible for all courses not officially dropped according to the policy and deadlines indicated. Specific deadlines will be published each term in the course schedule. Contact the Office of Admissions and Records for dates that apply to irregular term courses.

### **Withdrawals**

You may terminate registration in a course by officially withdrawing and meeting the deadlines outlined in the registration website at [www.uis.edu/registration](http://www.uis.edu/registration).

The same deadlines apply to changes in grading options: from letter grade to credit/no credit and vice versa, as well as changes to audit.

No withdrawals will be processed after the published deadlines. When the withdrawal occurs after the second week of a full semester course, a W appears on your transcript for the course(s) from which you withdrew. No notation appears on the transcript when the withdrawal occurs during the first two weeks of a full-semester course, first week of an eight-week course, or first 1/8 of an irregular term course. If you fail to withdraw officially from a course, you will be assigned a U grade.

**Partial Withdrawals** You must make partial withdrawals (dropping some but not all courses for the term) within 10 working days from the first day of the semester (five days for summer) to be released from financial obligation for the dropped course(s).

**Complete Withdrawals** Adjustments for tuition and fees for complete withdrawals (dropping all courses for the term) are made

according to the following schedule.

<b>Time period</b>	<b>% of tuition &amp; fees charged for dropping ALL courses</b>
<b>Week 1</b>	<b>10%</b>
<b>Week 2</b>	<b>10%</b>
<b>Week 3</b>	<b>20%</b>
<b>Week 4</b>	<b>30%</b>
<b>Week 5</b>	<b>30%</b>
<b>Week 6</b>	<b>40%</b>
<b>Week 7</b>	<b>40%</b>
<b>Week 8</b>	<b>50%</b>
<b>Week 9</b>	<b>60%</b>
<b>Week 10</b>	<b>60%</b>
<b>Week 11</b>	<b>No reduction in tuition and fees.</b>

A service charge of 5 percent or \$100, whichever is less, will be added to the charges for dropping all courses.

### **Auditing Courses**

If you audit courses, you are required to pay full tuition and fees. Courses audited successfully appear on your transcript with the grade of AU. Credit for audited courses may not be established under any circumstances.

A change from credit to audit may be made through the last day for authorized withdrawal. Full-time students must include audit courses as part of the maximum load requirement.

Your instructor may determine that the audited course should not be placed on your transcript if you do not attend class regularly. When enrollment in a course is limited, students enrolling for credit are admitted before audits are allowed.

## **Undergraduate Education Statement of Purpose**

A student with a bachelor's degree should be able to comprehend written and spoken communications – from simple narrative to scholarly exposition, novels, and poetry – and should be able to use and apply abstractions, principles, ideas, or theories to concrete situations. Content as well as form is important to a baccalaureate

education. The student should have broad familiarity with the social sciences, humanities, sciences, mathematics, and English. In addition, the University of Illinois at Springfield mandates a special understanding of public affairs in the broadest and most humanistic sense.

**The student receiving a bachelor's degree will:**

1. Be able to recognize significant terminology, facts, theories, issues, findings, abstractions, universals, principles, and generalizations within a discipline; as well as have a familiarity with ways of organizing, studying, judging, and criticizing relevant knowledge in a chosen field, including methods of inquiry, patterns of organization, and standards of judgment.

2. Be able to use the relevant knowledge within a discipline through reading, interpreting, and evaluating the appropriate literature; analyzing data; understanding implications; and formulating and defending conclusions.

3. Demonstrate a mastery of appropriate skills within a chosen discipline and an ability to apply such knowledge and skills, and demonstrate an ability to apply abstractions in concrete situations.

## Undergraduate Admission

Undergraduate admission to the University of Illinois at Springfield includes a limited number of highly qualified first-year students (the Capital Scholars Program) and transfer students who have earned 30 or more transferable semester hours at community colleges or other regionally accredited institutions of higher learning. In addition, the campus offers alternative admissions, a senior learners program, and special admission for students not seeking a degree. Each of these admission options is discussed in detail below, along with other important admission requirements. Write to the Office of Admissions and Records, University of Illinois at Springfield, One University Plaza, MS UHB 1080, Springfield, IL 62703-5407, to request an application form, or **apply online at [www.uis.edu](http://www.uis.edu)**. The toll free number is (888) 977-4847.

*Please note:* Admission to UIS does not constitute entry into a particular degree program. Some programs have special entrance require-

ments; others have limited enrollments. Contact individual programs for specific information.

### Capital Scholars Program

The Capital Scholars Program is a challenging intellectual experience. Current high school seniors, or high school graduates with 12 or fewer hours of college credit, who have demonstrated high academic achievement and a potential for creativity and leadership may apply for admission to the Capital Scholars program. (Credit earned in advanced placement courses does not count toward the 12-hour limit.) Applicants are expected to have excellent written and oral communication skills. Illinois or U.S. residency is not a requirement for admission.

To be considered for admission, applicants must have completed 15 units (one unit = one year's study in the subject) of high school work from among the following categories:

- four units of English emphasizing written and oral communications and literature
- three units of social studies emphasizing history and government
- three units of mathematics including introductory through advanced algebra, geometry, and trigonometry, or fundamentals of computer programming (four units recommended)
- three units of laboratory science (four units recommended)
- two units of a foreign language (four units recommended)

Admission to the Capital Scholars Program is competitive and selective and is based on an overall evaluation of high school course work/grades, class rank, grade-point average, SAT or ACT scores, personal statement, and letters of recommendation from two teachers or others acquainted with the student's academic work, and creative and leadership potential. A personal or telephone interview with a member of the admissions committee (made up of faculty and administrators) may also be a component of the admission process.

Specific information on the Capital Scholars Program is available at [www.uis.edu/capitalscholars](http://www.uis.edu/capitalscholars), or contact the program directly at [cap@uis.edu](mailto:cap@uis.edu) or (217) 206-7246.

### Undergraduate Transfer Admission

Undergraduate students other than Capital Scholars may be admitted to UIS as transfer students if they have earned 30 or more transferable (remedial or developmental courses are not accepted) semester hours with a cumulative grade-point average of 2.00 or higher on a 4.00 scale from a regionally accredited institution, and completed three semester hours of college-level English composition with a minimum grade of C. Those who have earned an associate of arts or associate of science degree from a regionally accredited Illinois community college or other regionally accredited institution may be admitted to UIS as a junior if they have a cumulative grade-point average of 2.00 or higher on a 4.00 scale and have completed three semester hours of college level English composition with a grade of C.

Advanced standing as a senior may be granted to those who transfer with 30 semester hours of upper-division credit beyond the 60 hours required for junior status. Only transfer credit hours with a grade of C or better are acceptable for advanced standing. Students entering as seniors must complete a minimum of 30 semester hours at UIS and must complete all program and campus degree requirements to graduate.

**General Education Requirements for Transfer Students** To ensure educational breadth, accredited U.S. institutions generally require completion of courses in several disciplines or areas — usually English, mathematics, natural science, social science, and humanities. This constitutes the institution's general education requirements.

Transfer students may satisfy UIS' general education requirements in one of three ways:

- Complete the requirements of the Illinois Articulation Initiative Core Curriculum. (See below.)
- Have completed the requirements for an associate of arts or associate of science degree from a regionally accredited institution of higher learning at some time before summer 1998. Graduates of Illinois community colleges holding these degrees are considered to have met all general education

requirements at the transferring institutions.

Direct requests for exceptions to the Office of Admissions and Records.

- Complete these requirements at UIS based on UIS' general education requirements. (See the full description below).

**In any event, for all students except Capital Scholars, the minimum general education requirement for admission to UIS is the completion of three semester hours of English composition with a grade of C or better. Remedial or developmental courses are not applicable to admission requirements.**

The general education requirement at UIS consists of 39 semester hours, distributed as follows.

**Oral and Written Communication** (two courses, one of which is a composition course with a grade of C or better)

**Humanities and Fine Arts** (two courses)

**Social and Behavioral Science** (two courses)

**Mathematics** (one course)

**Physical and Life Science** (two courses, one of which is a course with a laboratory)

**General Education Electives** (additional electives may be taken in any general education area to complete the 39 hour requirement)

### Alternative Admission

Alternative admission at the junior level is available for students who have a minimum of 12-15 years of life/work learning experience (beyond high school) that may be considered in lieu of traditional classroom learning acquired during the first and second years of college. The admissions committee provides individual assessments of an applicant's eligibility based on 1) a written narrative; 2) three letters of recommendation; and 3) demonstration of competency in the areas of general education plus 12 elective hours of general education. These 12 hours can be earned by either completing required courses or by receiving an appropriate score on the College Level Examination Program (CLEP) tests. Official transcripts from all colleges or universities where credit was attempted or earned are required and students will be expected to participate in undergraduate assessment activities. Contact a UIS admissions



counselor for additional information.

### **Admission for International Students seeking Bachelor's Degrees**

UIS admits international transfer students whose academic preparation is equivalent to at least 30 semester hours of U.S. college-level credit and whose educational and personal goals indicate they will be successful in completing the UIS curriculum.

For undergraduate admission, an international student must have completed the equivalent of 30 semester hours of college or university course work with an average of C or above. If previous course work did not include general education requirements, they may have to be taken as part of the requirements for the degree from UIS. If so, these courses may extend the credit hours required for the bachelor's degree. Individual degree programs may also have additional requirements for admission of international students. Refer to the relevant program for information.

Students who are not U.S. citizens must have a tuberculin skin test done at the Campus Health Service before registering. Those who test positive must also have a chest x-ray. Students who have been treated for tuberculosis disease or infection must provide medical records, which must be accompanied by a certified English translation. *There are no exemptions from this requirement. Tuberculin skin tests done out of the U.S. will not be accepted.*

International students seeking admission to the University of Illinois at Springfield are encouraged to apply as early as possible.

### **Non-degree Admission**

Undergraduate non-degree seeking students are not required to file all documents necessary for admission to a degree program, but will be asked for clarification of their educational intent before exceeding 16 semester hours. Non-degree students are subject to the same probation and suspension policies as degree-seeking students.

Students who later choose to become degree candidates will be required to meet all admission requirements of their program. *With the degree program's approval*, up to 16 semester hours taken as an undergraduate non-degree student *may*

count toward the degree. Non-degree students typically are not eligible for financial assistance.

### **Online Student Admission**

Students who choose to pursue some or all of their studies online are held to the same admission standards and must meet the same requirements as those who attend class on campus. Call the Office of Admissions and Records at (217) 206-4847, or visit the UIS website at [www.uis.edu](http://www.uis.edu) for more information. A list of online course offerings is available at the web site and also in any current course schedule.

### **Senior Learner Admission**

The senior learners program is open to those who are at least 62 by the relevant registration day. There are two options.

*For non-degree credit*, senior learners can audit courses of special interest and enjoy campus library privileges for \$10 per term, plus parking fees. Senior learners are also responsible for all course-related fees, including online fees. This option does not offer academic credit and does not require graded tests or papers. To register, contact the Office of Admissions and Records.

*For degree credit*, a tuition waiver program is available for persons 65 or older with incomes of less than \$12,000 per year. Students must meet regular class expectations to earn academic credit, though they pay only UIS fees; tuition is waived. This program must be arranged through the financial assistance office.

### **Community College Articulation and Transfer**

Loss of credit that may occur when students transfer from lower-division schools to UIS can extend the time needed to complete the baccalaureate degree. By participation in the Illinois Articulation Initiative and development of two-plus-two agreements and other articulation agreements with community colleges and lower-division schools, UIS has made considerable efforts to ensure that students have the best chance of transferring all their credit hours.

### **Illinois Articulation Initiative**

The Illinois Articulation Initiative is a statewide agreement designed to allow students to

transfer general education credit, as well as credit earned in select majors, between participating institutions. UIS has participated in IAI since the summer of 1998.

The IAI General Education Core Curriculum is a package of lower-division general education courses that can transfer from one participating school to another to fulfill the lower-division general education requirements. The core curriculum package consists of at least 12 to 13 courses (37 to 41 semester credits) in five fields or categories. Completion of the entire IAI General Education Core Curriculum satisfies lower-division general education requirement for a bachelor's degree at UIS. (See above for General Education requirements at UIS.)

UIS also participates in certain of IAI's Baccalaureate Majors Recommendations, which means that students may be able to transfer courses in the major between participating institutions without loss of credit. Contact an academic adviser for additional information or go to [www.iTransfer.org](http://www.iTransfer.org).

### Joint Admission Program

The Joint Admission program is limited to students who are pursuing the associate of arts and science degree, in compliance with the Illinois Articulation Agreement and is not intended to replace the normal articulation agreements already existing between UIS and community colleges. Instead, it focuses on advising and socializing students to ease the transition between the two-year and four-year college. Students who choose to enter into a Joint Admission program with UIS are entitled to receive academic advising each semester from UIS, invitations to social and cultural activities, financial assistance newsletters, and an advanced registration date.

UIS currently has joint admission agreements with many Illinois community colleges and partnership agreements for UIS online programs with community colleges across the United States.

### Two-Plus-Two

Students in most programs at UIS can earn a baccalaureate degree in two years beyond the A.A. or A.S. degree with no loss of credit earned in an

associate degree program. About one-third of UIS' bachelor's degree programs have no specific course requirements for entry. The remaining degree programs, however, do have certain prerequisites in place. Two-plus-two transfer guides for all Illinois community colleges are available in UIS' Office of Admissions and Records to help students plan their courses of study.

Many UIS undergraduate programs have also entered into articulation agreements with academic programs at community colleges, making it easier for students to plan an entire four-year course of study while still enrolled at the lower-division.

### Financial Assistance for Undergraduate Students

The UIS Office of Financial Assistance coordinates federal, state, institutional, and private financial aid programs for all students. Assistance is available in the form of grants, tuition waivers, assistantships, scholarships, loans, part-time employment, and veterans' benefits. For detailed information, see the "Financial Aid" section of this guide.

Programs specifically available for undergraduate students include the *Minority Leadership in Public Service Program*, administered through the Office of Multicultural Student Affairs. See pp 24-28 for general information on financial assistance.

### Bachelor's Degree General Information

#### Undergraduate Degree Programs and Areas of Study

UIS awards the following baccalaureate degrees:

- Accountancy (B.A.)
- Biology (B.S.)
- Business Administration (B.B.A.)
- Chemistry (B.S.)
- Clinical Laboratory Science (B.S.)
- Communication (B.A.)
- Computer Science (B.S.)
- Criminal Justice (B.A.)
- Economics (B.A.)



English (B.A.)  
 History (B.A.)  
 Legal Studies (B.A.)  
 Liberal Studies (B.A.)  
 Management (B.A.)  
 Mathematical Sciences (B.A.)  
 Philosophy (B.A.)  
 Political Studies (B.A.)  
 Psychology (B.A.)  
 Social Work (B.S.W.)  
 Sociology/Anthropology (B.A.)  
 Visual Arts (B.A.)

Note: You may pursue certification as an elementary or secondary teacher by enrolling in one of UIS' teacher education minors, which is taken in combination with an appropriate academic major.

**Minors** UIS offers 25 minors that allow students to study outside major degree programs. Approved minors currently are:

Accountancy  
 African-American Studies  
 Anthropology  
 Biology  
 Business (general)  
 Chemistry  
 Communication  
 Computer Science  
 Criminal Justice  
 Economics  
 English  
 Environmental Studies  
 History  
 International Studies  
 Labor Relations  
 Management Information Systems  
 Mathematical Sciences  
 Philosophy  
 Political Studies  
 Psychology  
 Sociology  
 Teacher Education – Elementary  
 Teacher Education – Secondary  
 Visual Arts  
 Women's Studies

### Other Academic Opportunities

**Thematic Activities** explore current issues

and problems through multidisciplinary courses, research, conferences, experiential learning opportunities, and community outreach. UIS currently offers a thematic option in astronomy/physics.

**Modern Languages** offer elementary and intermediate courses in French, German, Japanese, Mandarin Chinese, Russian, and Spanish that emphasize understanding and speaking skills. Courses are taught by native speakers and, as a rule, are limited to six students per section to ensure individual attention. Students must obtain permission to register for a course section from the modern languages office at (217) 206-6206. Online assessment tests may be required to determine placement at the most appropriate level.

**University Courses** are a variety of courses, for example Library Research (UNI 401), that provide knowledge and skills in academic areas that are not established components of the curriculum. UNI courses, with descriptions, are published in the course schedule each semester. Credit earned in UNI courses may not count toward degree requirements.

### General Requirements: Bachelor's Degree

To earn a bachelor's degree from UIS, you must fulfill the following requirements:

- Earn a minimum of 120 credit hours, including 48 hours earned at the upper-division level.
- Earn a minimum of 30 semester hours credit in residence at UIS.
- Satisfy general education requirements through completion of the Capital Scholars curriculum, completion of the Illinois Articulation Initiative General Education requirements, or completion of UIS minimum general education requirements. (See above.)
- Earn at least 12 semester hours from among public affairs colloquia, liberal studies colloquia, and applied study term at UIS.
- Complete an entrance assessment before the midpoint of your first semester and an exit assessment before the midpoint of your last semester.

- Be certified as having adequate communication skills by the program that confers your bachelor's degree.
- Complete course work with a cumulative UIS grade-point average of at least 2.00.
- Fulfill all requirements in a major.
- Complete a graduation contract.
- Pay a graduation fee (\$25 — subject to change).

### **Credit Hour and Upper-Division Course Requirements**

To be awarded a bachelor's degree from UIS, students must earn a minimum 120 credit hours, including hours approved for transfer from other institutions. Forty-eight (48) hours must be at the upper-division level. Courses numbered 300 to 499 are considered *upper-division undergraduate* courses.

### **Campus Residency Requirement (minimum UIS hours)**

Students who transfer with upper-division credit must earn a minimum of 30 semester hours at UIS to receive a bachelor's degree from UIS. Twelve of those hours must satisfy campus requirements in public affairs colloquia, liberal studies colloquia, and applied study. Students must also fulfill all specific requirements of their chosen degree program.

### **UIS Requirements**

All undergraduate students must complete a minimum of 12 hours in the areas of liberal studies colloquia, public affairs colloquia, and/or applied study. Since one intent of this requirement is to ensure that students receive a broad, well-rounded education, students must take at least four hours of course work in at least two areas. Academic programs may determine which areas are appropriate for their students. Students in programs that do not specify should work with their adviser to decide how to distribute the 12 hours.

**Liberal Studies Colloquia (LSC)** are multidisciplinary courses that engage important issues using points of view and value systems that extend beyond the usual cultural and disciplinary boundaries and contexts. Each LSC emphasizes

the enhancement of writing skills; none have prerequisites. Students are encouraged to select LSCs with focuses outside their major program.

**Public Affairs Colloquia (PAC)** are designed to increase awareness of contemporary public issues and to provide a wider understanding through a multidisciplinary approach to these issues. There are no prerequisites for any PAC. Students are encouraged to select PACs with focuses outside their major program.

**Applied Study and Experiential Learning Term (AST)** stresses practical experience, professional development, and self-directed learning by providing an academically sponsored learning experience (internship) that is an opportunity to learn from the community. Many internships are paid; others are voluntary. Only degree-seeking UIS students can participate.

Internships are available at local businesses, nonprofit organizations, health service organizations, state agencies and legislative offices, and educational institutions. Some programs have their own experiential component integrated into the curriculum. The variety of curricular options are described more fully in the AST section of the catalog.

The AST faculty will assist you in securing a placement. Consultations should be scheduled at least one semester in advance.

### **Credit for Prior Learning**

Credit for Prior Learning enables qualified students to receive academic credit for college-level learning acquired outside the classroom and is particularly valuable to those with an extensive background in a profession, in workshops or seminars, in community service and volunteer work, in relevant travel or hobbies, and/or in independent research. Interested students should contact the CPL office as early as possible or visit [www.uis.edu/cpl/](http://www.uis.edu/cpl/).

### **Double Major**

To earn a bachelor's degree in two major areas of study, all requirements for each major must be completed. Courses from one program may be used as electives in the other if prior approval is obtained. All UIS requirements for the bachelor's degree must be met.

### Lower-division Courses Used for Degree Credit

Community college students can transfer up to 60 semester hours to UIS. However, community college transfer students may include an additional 12 semester hours of lower-division credit toward a bachelor's degree if their adviser, a program representative, and the appropriate dean approve. A grade of C or better must have been earned.

### Undergraduate Enrollment in Graduate Courses

Undergraduate students who wish to enroll in 500-level courses for credit toward the bachelor's degree must get the approval of their faculty advisers and have the course instructors submit an electronic With Permission of Instructor (WPI). The student will be evaluated at the graduate level. Credits earned by undergraduates permitted to enroll in graduate courses can be counted toward the upper-division requirement.

### Undergraduate/Graduate Concurrent Enrollment

An undergraduate student within 16 hours of completing all bachelor's degree requirements may enroll in undergraduate and graduate courses concurrently. Undergraduate students taking courses for graduate credit will be evaluated at the graduate level. Students must complete a student petition form and have it signed by the instructor of the graduate course, the graduate adviser, program administrator, and dean. Graduate courses will be so designated when the bachelor's degree is granted, but this does not imply admission to the graduate program in which the course was taken.

### Undergraduate Honors

Academic honors are bestowed as a means of recognizing and encouraging superior academic achievement among baccalaureate candidates. Only grades obtained at UIS will be considered. The grade-point average will be calculated on all graded, undergraduate credit received at UIS. At least 30 hours of graded credit must be accumulated at UIS to be considered for honors.

Final grade-point average of 3.75-3.86 will receive a *cum laude* designation.

Final grade-point average of 3.87-3.94 will receive a *magna cum laude* designation.

Final grade-point average of 3.95-4.00 will receive a *summa cum laude* designation.

Honor recipients will be recognized at commencement based on work completed at the end of the semester immediately preceding graduation. Honor statements will appear on the diploma and transcript based on the final GPA.

**Dean's List** UIS recognizes superior academic achievement of undergraduate students at the end of each fall and spring semester. Students placed on the dean's list must have a semester grade-point average of 3.75 or higher and be enrolled in at least eight graded semester hours with no incompletes for the semester.

## Graduate Education – Master's Statement of Purpose

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:

1. 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;

2. 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;

3. 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

4. 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.

## Graduate Admission – Master’s

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 an undergraduate grade-point average of at least 2.50 on a 4.00 scale. Applicants must also have met all entrance requirements specific to the chosen UIS program; some programs require higher grade-point averages and/or prerequisites. Refer to the individual programs for information on specific requirements.

Conditional admission may be granted to students with lesser 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 3.00. The program will specify which courses must be completed.

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 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.

Write to the Office of Admissions and Records, University of Illinois at Springfield, One University Plaza, MS UHB 1080, Springfield, IL 62703-5407 to request an application form, or apply online at [www.uis.edu](http://www.uis.edu). Call (217) 206-4847 or toll free number (888) 977-4847.

### Admission to a Specific Master’s Program

*Admission to graduate study is granted by the academic program.* 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 or the Graduate Management Admission Test. Applications are processed by both the degree program and UIS. Students are encouraged to check graduate program application requirements at [www.uis.edu/graduatestudies](http://www.uis.edu/graduatestudies).

### 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 undergraduate grade-point average equivalent to a U.S. GPA of 2.50 on a 4.00 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 at Springfield are encouraged to apply as early as possible. The deadline for application to the Graduate Assistantship and Graduate Public Service Internship programs is March 15. In order to be considered

for a graduate assistant or graduate public service internship, students must already be admitted to a UIS graduate program.

### 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.

### Financial Assistance for Master's Degree Students

The UIS Office of Financial Assistance coordinates federal, state, institutional, and private financial aid programs for all students. Assistance is available in the form of grants, tuition waivers, assistantships, scholarships, loans, part-time employment, and veterans' benefits. For detailed information, see the "Financial Aid" section of this guide.

Programs specifically available for master's degree students include *General Graduate Assistantships*, *the Illinois Legislative Staff Intern Program*, *the Graduate Public Service Internship Program*, *the Whitney M. Young Fellowship Program*, and *Public Affairs Reporting Scholarships* (for PAR students only). See pages 28-30.

## Master's Degree General Information

### Master's Degree Programs and Areas of Study

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.)
- Individual Option (M.A.)
- Legal Studies (M.A.)
- Management Information Systems (M.S.)
- Political Studies (M.A.)
- Public Administration (M.P.A.)
- Public Affairs Reporting (M.A.)
- Public Health (M.P.H.)
- Teacher Leadership (M.A.)

**The Individual Option Program** is based on broad topics or problems that reflect particular student needs and interests. Students work with an advising committee of faculty and peers in preparing personal degree programs. Students interested in pursuing master's degrees in areas such as African-American studies, women's studies, energy studies, or international studies will find the individual option program well suited to their needs.

**Graduate Certificate and Professional Development Sequences** represent a course of study that constitutes less than a full graduate degree and provides specialized knowledge and skills for the professional. UIS currently offers certificates in public sector labor relations, environmental risk assessment, management of nonprofit organizations, educational leadership advanced certificate, career specialist studies, and alcohol and substance abuse. A related curricular option for those seeking to enhance professional



skills at the graduate level is the professional development sequence in gerontology.

Students admitted to certificate and professional sequence study must have a bachelor's degree (in any major) and complete an application process. It is also possible to pursue a certificate as a post-master's option. Admission, advising, and certification of completion are provided by the faculty members who supervise the certificates.

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 permitted because of the limited number of courses required and the need for course content to logically integrate.

### General Requirements: Master's Degree

To earn a master's degree from the University of Illinois at Springfield, you 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.
- When applicable, earn a minimum of four semester hours credit in public affairs colloquia (see individual program information).
- Complete course work with a cumulative UIS grade-point average of at least 3.00.
- Complete the program closure requirements.
- Complete the graduation contract.
- Pay a graduation fee of \$25 (subject to change).

### Closure 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 *continuing enrollment policy* which states that once the student begins a closure exercise, he or she must continue to enroll for at least one semester hour of closure exercise credit *each* fall and spring semester until the exercise is complete, including semesters in which the student “stops out” of other courses. If the degree

program grants a leave of absence, the student will be exempt from this requirement on a semester-by-semester basis.

### 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.

### Research at the University of Illinois at Springfield

Conventional research opportunities are available to students in most academic programs. In addition, UIS offers unique opportunities for applied research through its public affairs centers where emphasis is on coordinated, interdisciplinary approaches to problem solving, training, and communication.

UIS cooperates with neighboring universities in meeting their doctoral students' needs for research and residency in the Springfield area.

### 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. 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.

## Graduate Education — Doctoral

### Statement of Purpose

The mission of the doctor of public administration program is to educate students for careers in high levels of public service in state government and management or for careers in academia. The program emphasizes the theory, analysis, evaluation, and practice of public administration and public policy. Graduates of the DPA program will be equipped to contribute and use significant new knowledge about state government and agencies. While the DPA is primarily a practitioner-oriented program, it is also appropriate for those who are interested in research and teaching.

### Minimum Admission Requirements

- A master's degree with a minimum grade-point average of 3.25 in graduate course work.
- Satisfactory performance on the Graduate Record Examination (GRE), taken within the past five years.
- Appropriate fit between the goals and objectives of the student and the mission and capacity of the DPA program.
- An interview, if requested, by the committee.

Applications for admission must include all of the following:

- Completed UIS application.
- Official transcripts from all colleges and universities previously attended, showing undergraduate and graduate completion.
- Official GRE scores.
- Three letters of recommendation; at least one must be an academic reference attesting to the

applicant's likelihood of success in a doctoral program.

- A current resumé.
- Three- to five-page statement of academic and career goals.
- A current writing sample, such as a research paper or report.
- International students: Submit an official TOEFL score of at least 575 (paper based) or 232 (computer based).

Prospective students are encouraged to apply by March 15 for fall admission or October 30 for spring admission; however late applications may be considered.

### General Requirements

To earn a doctor of public administration degree from UIS, students must fulfill the following requirements:

- Meet program matriculation requirements.
- Earn at least 54 doctoral-level hours with a grade-point average of at least 3.00, and a grade no lower than B in any core, research, or concentration course.
- Complete at least 12 semester hours of dissertation credit. During work on the dissertation, students are required to be enrolled in at least one hour of dissertation credit each fall and spring semester.
- Successfully pass a comprehensive examination in the core courses, research courses, and area of concentration.
- Develop, present, and have approved a dissertation proposal.
- Research, write, and present a dissertation to the Dissertation Committee and satisfactorily complete an oral defense.
- Complete a graduation contract and pay graduation fees.

### Closure Requirement

**Progress toward the Doctoral Degree** A student who has completed the core public administration and research courses with a B or better then completes a concentration plan of study for a minimum of 20 credit hours in a specialized area. This plan must be approved by the Plan of Study Committee and the chair of the Department of Public Administration. Once these

courses are successfully completed, the student will be required to pass a comprehensive examination.

**Doctoral Closure Requirements** On passing the comprehensive examination, students will be allowed to enroll in DPA 687 Dissertation Proposal Preparation Seminar. Preparation and defense of the dissertation proposal constitutes the beginning of the closure requirement, which includes preparation and successful defense of the dissertation.

### 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, and must have been earned within five years of the first graduate course taken at UIS in pursuit of the doctorate. Exceptions may be granted on a case-by-case basis.

## Financial Assistance for Doctoral Students

The UIS Office of Financial Assistance coordinates federal, state, institutional, and private financial aid programs for all students. Assistance is available in the form of grants, tuition waivers, assistantships, scholarships, loans, part-time employment, and veterans' benefits. For detailed information and for assistance programs specifically available for doctoral students, see the "Financial Aid" section of this guide.

Programs specifically available for doctoral students include *Doctoral Research Assistantships*, see page 30.

## Financial Assistance – All Students

The UIS Office of Financial Assistance coordinates federal, state, institutional, and private financial aid programs.

**Undergraduate students**, except Capital Scholars, must transfer at least 30 credit hours to UIS to be eligible for financial assistance. Students pursuing a **master's degree or graduate certificate** must have earned a bachelor's degree – **doctoral** students must have earned a master's degree – and proof of that degree must be on file with the Office of Admissions and Records.

Assistance is available in the form of grants, tuition waivers, assistantships, scholarships, loans, part-time employment, and veterans' benefits. Applications for all forms of assistance can be obtained from the Office of Financial Assistance unless otherwise specified. You are encouraged to apply as early as possible for all forms of assistance and it is recommended that you complete the federal application (FAFSA) for the award year that begins each August as soon as possible after January 1 each year.

For additional information, contact the Office of Financial Assistance by visiting UHB 1042, call (217) 206-6724, or go to [www.uis.edu/financialaid](http://www.uis.edu/financialaid).

### Veterans

The Office of Financial Assistance must certify military veterans for benefits (GI Bill, Illinois National Guard, Illinois Veterans Grant, MIA/POW, Vocational Rehabilitation). A Request for Benefits form must be filed with the UIS certifying official each term that you want benefits to be processed. Additional paperwork may be required depending on the type of benefit. Contact the Office of Financial Assistance to find out about the documentation required for a specific benefit.

Student veterans must also notify the office of any change that affects the amount or disposition of benefits. These include changes in address, academic status (withdrawals, added classes, etc.), and number of dependents (through marriage, divorce, births, deaths, etc.).



### ***Illinois Veterans Grant***

Students seeking this benefit must have been in active military service for at least one year unless discharged for medical reasons. All discharges must be honorable. Students must have resided in Illinois within six months of entering the service and must return to Illinois within six months of leaving the service.

To apply, complete an application through the Illinois Student Assistance Commission (ISAC). Application forms can be obtained from the Office of Financial Assistance or downloaded at [www.collegezone.com](http://www.collegezone.com). Once ISAC has processed the application, they will mail you an award letter certifying the amount of eligibility. **This award letter must be submitted to the UIS Office of Financial Assistance.**

### ***Illinois National Guard Grant***

To apply for a National Guard Grant, you must be on active-duty status and must have served in the Illinois National Guard for at least one year. Applications for this grant may be obtained from the Office of Financial Assistance or from your unit of service, or download one at [www.collegezone.com](http://www.collegezone.com). Applications are renewable each year and must be processed by the Illinois Student Assistance Commission (ISAC). ISAC must receive all applications by the following deadlines: fall semester - October 1; spring semester - March 1; summer term - June 15.

### **Federal and state financial assistance programs**

*(Pell, SEOG, Work-Study, Federal Student Loans, Perkins Loans, PLUS Loans, Monetary Award Program Grant)*

To receive assistance from most federal and state programs, you must meet all eligibility requirements set forth in the Higher Education Act as amended. These requirements include approved citizenship status, enrollment level, status as a regularly admitted student pursuing a degree (graduate students should also refer to the section concerning Conditional/Provisional Admission for Graduate Programs), enrollment in coursework required for that degree, and satisfactory academic progress (refer to the Satisfactory Academic Progress Policy section). Most financial

aid programs have maximum time frames or limits based on cumulative or lifetime assistance from the program or on number of hours you have attempted. You must complete the Free Application for Federal Student Aid (FAFSA) every year that you wish to receive financial assistance.

### **Institutional Programs**

***Institutional Tuition Waivers, Grants, and Student Employment*** Each year the campus provides a limited number of tuition waivers made on the basis of demonstrated financial need. The Student-to-Student Grant program is funded with voluntary student contributions and matching state aid. Awards are given to undergraduates with financial need. A job center is located in the Office of Financial Assistance and at the OFA website ([www.uis.edu/financialaid](http://www.uis.edu/financialaid)) and bulletin boards list student work opportunities both on and off campus. You must be enrolled in at least six semester hours to be eligible for on-campus employment. Documentation establishing identity and citizenship is required to comply with regulations of the Immigration and Naturalization Service.

***UIS Student Emergency Loan Fund*** This fund provides short-term loans to students enrolled at least half time (a minimum of six credit hours). Except in cases of extreme emergency, loans are limited to students working on campus and/or those with expected financial aid. There are limitations on the number and amount of loans that you can receive. Loans are interest-free, although a service fee of 50 cents is charged when the loan is repaid.

***Institutional Scholarships*** There are approximately 80 privately supported institutional scholarships and awards available to qualified UIS students. You must submit applications for institutional scholarships to the Office of Financial Assistance unless directed to specific programs. Visit the UIS Office of Financial Assistance website at [www.uis.edu/financialaid](http://www.uis.edu/financialaid) for a current list and details on how to apply.

### **Application Procedures for Financial Assistance**

To be awarded most types of state, federal,

and institutional need-based financial assistance, you must complete the Free Application for Federal Student Aid (FAFSA) or the Federal Renewal Application indicating UIS (*school code 009333*) as a school choice.

You can obtain the FAFSA from the Office of Financial Assistance or access and submit it online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The Federal Renewal Application is sent by the U.S. Department of Education to students who applied for federal assistance the previous academic year. Both forms include instructions for mailing to the federal processor, who will send the results directly to UIS and, for Illinois residents, to the Illinois Student Assistance Commission, initiating a state application. If you are eligible to use the Federal Renewal Application but do not receive one, you must use a FAFSA to apply. Additionally, students must meet the following requirements:

1. Be fully admitted to UIS as a degree-seeking student.
2. Enroll in at least six hours that lead to that degree.
3. Make satisfactory academic progress measured by completion rate, GPA, and maximum time frame (applies to returning students only). Refer to the Satisfactory Academic Progress Policy section of this catalog for additional information. The standards of this policy are established by the U.S. Department of Education and may differ from the academic policies of the University.
4. Respond to any request for information from the Office of Financial Assistance. As a result of applying for federal assistance, you may be selected by the federal processor or state agency for additional documentation.

### **Critical Dates Affecting Financial Assistance**

Applicants for need-based assistance should be aware of the following dates:

- February 15* - Deadline to apply for institutional scholarships for the upcoming year.
- March 1* - Application for fall semester assistance should be *initiated* to ensure consideration for all forms of aid.
- March 15* - Last day to submit paperwork to be considered for spring semester assistance.
- April 15* - Applications due for upcoming summer term.

*May 1* - Applications should be complete (including results of needs analysis) to ensure consideration for all forms of assistance for the upcoming fall semester.

*June 15* - Last day to submit paperwork to be considered for summer term financial assistance.

*October 1* - Application deadline for upcoming spring semester to ensure consideration for all forms of assistance.

*November 15* - Last day to submit paperwork to be considered for fall semester assistance.

### **Consequences of Complete Withdrawal for Aid Recipients**

Recipients of Title IV (federal) financial assistance are considered to earn their aid award by attending and/or completing course work. For students who withdraw (i.e., drop all courses) from UIS during any term before that term is 60 percent complete as determined by the Department of Education calculation process:

- the percentage and amount of federal aid earned will be calculated
- the amount of federal aid to be disbursed or returned will be determined
- unpaid institutional charges will be billed, and
- you may owe a repayment if the federal aid disbursed to you exceeded the percentage you earned.

In addition, *any* financial aid (federal, state, or institutional) available to students who completely withdraw during any term will automatically be placed on financial aid cancellation. This means that these students are ineligible for financial assistance during subsequent terms of enrollment until they register for a minimum of six (6) credit hours at their own expense and complete all classes in which they enroll, earning no less than a C (2.00) in all classes for undergraduates, or no less than a B (3.00) in all classes for graduate students.

### **Repeating Classes**

In accordance with federal regulations, financial aid will pay for ONE repeat enrollment in a class if you initially earned a letter grade (A, B, C, D, or F), or a grade of U or NC. This is done on the premise that you are seeking to improve the original grade for that class, as well as



to improve your cumulative grade-point average. The Office of Financial Assistance at UIS will *not* pay for repeat classes for which a grade of incomplete (I) was previously assigned.

All enrollments in a class will count toward the total number of attempted credit hours when your completion ratios and maximum time frames are calculated to determine satisfactory academic progress (refer to the Satisfactory Academic Progress Policy section for additional information).

### Conditional/Provisional Admission for Graduate Programs

A student must be fully admitted into an eligible degree program and enrolled as a regular student in order to receive financial aid. A “regular student” is defined as one who is enrolled or accepted for enrollment for the purpose of obtaining a degree or certificate offered by the University of Illinois at Springfield. UIS makes exceptions to this standard for students whose status is conditional admission

Graduate students are occasionally admitted to UIS conditionally to allow them to complete specified prerequisite courses before they are fully admitted to their program. These students may receive financial aid as long as they meet all other financial aid requirements (e.g., satisfactory academic progress), but *they must successfully complete their prerequisite coursework within one calendar year (12 months)*. After that time, they must be fully admitted into the program to begin or continue receiving financial assistance. Provisionally admitted students are not eligible to receive financial assistance.

### Satisfactory Academic Progress for Undergraduate and Graduate Students

In accordance with the Higher Education Act of 1965, as amended by Congress, the University of Illinois at Springfield has established a minimum Standards of Academic Progress (SAP) policy. **ALL** federal, state, and institutional financial aid programs administered by UIS are covered by this policy.

Students will be considered as making satisfactory progress if they meet **ALL** of the following requirements. Failure to comply with

**any ONE may result in a loss of financial aid eligibility.**

### Rate of completion requirement

A student must earn a minimum number of credit hours each year to graduate within a specified time frame. A maximum number of semesters is allowed for you to complete your work toward a degree. Withdrawing from the university or repeatedly dropping courses may affect your ability to maintain minimal academic progress and could jeopardize your financial aid eligibility. The chart below illustrates the minimum acceptable percentage of hours completed that undergraduate and graduate students can have to maintain satisfactory progress for financial aid purposes. (*Note: Completion Rate refers to the percentage of hours completed in relation to hours attempted.*)

#### UNDERGRADUATES

*Hours attempted (includes transfer and repeated hours):*

0-30	31-60	61-90	91+
<i>Percentage of completed (Completion Rate):</i>			
50%	60%	70%	75%

#### GRADUATES

*Hours attempted (includes transfer and repeated hours):*

0-12	13-24	24+
<i>Percentage of completed (Completion Rate):</i>		
50%	60%	75%

### Grade-Point Average

**Undergraduate students:** A student must remain in good academic standing by earning a minimum cumulative grade-point average (GPA) of 2.00 (C) or better on a 4.00 scale as determined by the university.

**Graduate students:** A student must remain in good academic standing by earning a minimum cumulative grade-point average (GPA) of 3.00 (B) or better on a 4.00 scale as determined by the university.

### Maximum Time Frame

**Undergraduate students:** Students are expected to complete degree requirements within

12 semesters of full-time enrollment. Every semester of enrollment is counted, regardless of whether or not you completed the semester. Transfer hours from other institutions will count toward the maximum 12 semesters (12 transfer hours = 1 semester). In addition, hours earned from repeated courses will be counted in the calculation of hours attempted.

**Graduate students:** Students are expected to complete degree requirements within 150% of the specified program of study. (For example: A master's degree in management information systems is comprised of 44 credit hours. Students may receive financial assistance for no more than 66 attempted credit hours if they are pursuing this degree.) Transfer hours from any institution will count toward the maximum time frame. In addition, hours earned from repeated courses will be counted in the calculation of hours attempted, as well as all other attempted hours.

### Financial Aid Probation

Satisfactory Academic Progress (SAP) is reviewed at the end of each semester. If you fail to meet the policy, you will be placed on financial aid probation during the next semester you attend. You may still receive financial assistance while you are on financial aid probation; however, you must meet all Satisfactory Academic Progress requirements to continue receiving financial assistance during subsequent semesters of enrollment. Failure to meet even one SAP requirement will result in cancellation of your financial aid.

### Financial Aid Cancellation

A student's financial aid may be cancelled for any of the following reasons:

- \* Failure to make progress toward the minimum cumulative GPA during the semester(s) of probation (2.00 for undergraduate students and 3.00 for graduate students).
- \* Failure to meet the completion rate required during the semester(s) of probation.
- \* Complete withdrawal from the University during a semester for which aid was received.
- \* Failure to complete all credit hours attempted during the semester with a passing grade.

### Appeal procedures

Students placed on financial aid cancellation may file an appeal. All appeals **MUST** be made in writing and addressed to the Office of Financial Assistance. The appeal should include documentation that will verify the circumstance(s) which impeded your satisfactory academic progress. Examples of acceptable documentation include medical records, a letter from a faculty adviser, or a letter from an employer on company letterhead.

## Financial Assistance – Master's Degree Students

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, see pages 24-28.

### General Graduate Assistantships

Graduate assistantships provide relevant educational experiences in UIS' academic or public affairs programs. These on-campus internships offer you opportunities to develop and apply skills in research, curriculum development, data analysis, editing, program evaluation, and coordination of special events. Preference will be given to students who have not received a master's degree within four years of beginning a graduate assistantship. Application deadline is March 15.

Graduate assistants receive a monthly stipend (taxable income) and work 20 hours per week during the academic year. During each regular semester GAs receive a tuition waiver of 8 to 12 semester hours, for an academic-year total of 16 to 24. GAs who served at least one full semester during the regular academic year are eligible for a tuition waiver for six semester hours in the subsequent summer term. The maximum tuition waiver for the academic year is 30 hours.

For complete information, contact the Graduate Assistantship Office in the Office of Graduate Studies, PAC 518, University of Illinois at Springfield, One University Plaza, Springfield,

IL 62703-5407, phone (217) 206-6544; e-mail gaprog@uis.edu; or fax (217) 206-7623.

### **Illinois Legislative Staff Intern Program**

The Institute for Legislative Studies administers the Illinois Legislative Staff Intern program, which provides outstanding master's 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.

Twenty to twenty-four legislative staff interns are assigned either to the Illinois Legislative Research Unit or to one of four leadership staffs of the General Assembly. The program lasts 10 <sup>1/2</sup> 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, tuition and fees, and student insurance coverage along with a monthly stipend of \$2,026 while they are in the program.

To be eligible for the ILSIP, you must have a baccalaureate degree in any academic discipline, with a high-quality undergraduate academic record. Applications are due February 1 each year. For materials and further information, contact the Illinois Legislative Staff Intern Program, PAC 466, University of Illinois at Springfield, One University Plaza, MS PAC 466, Springfield, IL 62703-5407, or call (217) 206-6574.

### **Graduate Public Service Internship Program**

Located within the Center for State Policy and Leadership, the Graduate Public Service Internship Program (GPSI) is ranked as one of Illinois' premier governmental internship programs. For over 30 years this program has provided interns with the opportunity to simultaneously begin a professional career while earning a master's degree from the University of Illinois at Springfield. The program is open to students with 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 state or municipal 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 \$850 per month, while working full-time during the intervening summer term (May 16 – August 15) for a stipend of \$1,700 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, and \$300 per fiscal year for professional development activities.

GPSI is a competitive placement program; completing the application process does not guarantee a placement. Application deadline: March 15. Placements begin August 16.

GPSI interns are also eligible to apply for the W. Williams Stevens Jr. Scholarship (former director of the GPSI program).

For additional information, contact the Office of Graduate Intern Programs, University of Illinois at Springfield, One University Plaza MS PAC 514, Springfield, IL 62703-5407, via e-mail at hayden.kim@uis.edu or by phone at (217) 206-6158.

### **Whitney M. Young Fellowship Program**

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 \$825 for the nine-month contract period, and a tuition waiver (minimum of 12 graduate credit hours) during the fall and spring terms. Fellows are eligible for a tuition waiver up to six semester hours for one summer semester. Fellows must maintain a cumulative GPA of 3.00, as well as fulfill all other requirements of the Fellowship Program.

For complete information, contact the Whitney M. Young Fellowship Program/Graduate



Program Office, Office of Graduate Studies, PAC 518, University of Illinois at Springfield, One University Plaza, Springfield, IL 62703-5407; telephone (217) 206-6544; or visit the website at [www.uis.edu/~wmyfp](http://www.uis.edu/~wmyfp).

### Public Affairs Reporting 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:

James E. Armstrong Scholarships, 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 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 Scholarships, established by friends in memory of the late capital correspondent for the *Chicago Tribune*.

Illinois Legislative Correspondents Association Scholarships honor Burnell Heinecke, former *Chicago Sun-Times* Statehouse correspondent and former president of the ILCA; Bill Miller, former director of the public affairs reporting program and a founding member of the Illinois News Broadcasters Association; and deceased ILCA members.

If you are interested, contact the director of the public affairs reporting program, (217) 206-7494.

## Financial Assistance – Doctoral Students

The University of Illinois at Springfield provides or coordinates a number of federal and state financial assistance programs; DPA students are eligible for some of them. For more information, see pages 24-28.

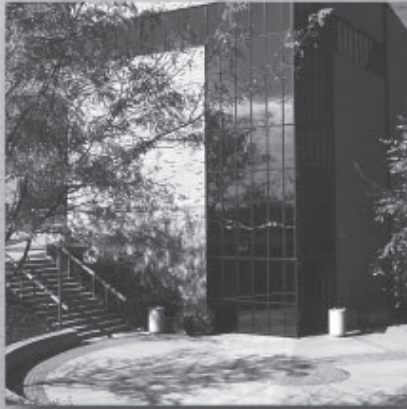
### Doctoral Research Assistants

A limited number of doctoral research assistant positions may be available each year to students who are pursuing the D.P.A. degree full time. Doctoral research assistants participate in research projects with faculty members individually and through the Abraham Lincoln Presidential Center for Governmental Studies. The application deadline to ensure full consideration is March 1 for an appointment beginning with the following fall semester. Applicants must simultaneously apply for admission to the DPA program or must already have been admitted. Doctoral research assistants receive a stipend of \$18,000 for the nine-month academic year (\$2,000 per month), plus a tuition waiver for up to 12 hours during each regular semester and up to eight hours in the summer session. For information on doctoral research fellowships, please contact the DPA Program, PAC 418, University of Illinois at Springfield, One University Plaza, Springfield, IL 62703-5407; phone (217) 206-6076; fax (217) 206-7807; or visit the webpage at [www.uis.edu/dpa/](http://www.uis.edu/dpa/).









# Academic Programs





# College of Business and Management

## Ronald McNeil, Dean

The College of Business and Management offers a select number of programs to prepare students for careers and positions in private and public sectors. Reflecting the historic diversity of the campus community, the college is committed to meeting through its curriculum, its faculty, and its delivery and support, the needs of both traditional and nontraditional students in the Springfield community and beyond.

Mission of the college is: The College of Business and Management seeks to have a learning environment in which traditional and nontraditional students are given learning opportunities to prepare them for careers, positions and/or advancement in corporate, government, and nonprofit organizations.

This mission places the highest priority on teaching, which is predominately delivered by full-time faculty members with the appropriate degree, scholarship, and service; seeks to promote learning through the continuous enhancement of the curriculum and its delivery; encourages the development of professional competencies, attitudes, and ethics among students and faculty; acknowledges the effects of increasing globalization, technological advancements, and diversity in workplaces; supports the professional development and renewal of the faculty; and encourages meaningful contributions to our academic, professional, and local communities through outreach and service.

## Degrees, Minors, and Concentrations

Students in the College of Business and Management may earn undergraduate degrees in accountancy, business administration, economics, and management. These programs share core skill-based and knowledge-based goals and objectives essential to managerial effectiveness.

These skills include communication, ethical understanding and reasoning, analysis, and problem solving. This common knowledge base addresses the following areas: ethical responsibilities in organizations and society; financial theories, analysis, reporting, and markets; creation of values through integrated production and distribution of goods and services; group and individual dynamics in organizations; domestic and global economic environments; and increased understanding of diversity.

Undergraduates may also earn a minor in accountancy, general business, economics, and management information systems.

The college offers master's degrees in accountancy, business administration, and management information systems. These are advanced professional programs that examine the theory and practice of organizational management.

## Online Degrees

Master of Science: Management Information Systems

## Accreditation

The College of Business and Management is in candidacy status with AACSB International.

[www.uis.edu/cbam/](http://www.uis.edu/cbam/)

# College of Education and Human Services

## Larry D. Stonecipher, Dean

Faculty of the college take full advantage of UIS' location in the state capital by maintaining close ties with the Illinois State Board of Education and the Illinois Department of Human Services. Faculty serve on a variety of professional advisory boards and on the boards of local social service delivery agencies. Due to the large number of state government employees, educators, and human service professionals in Springfield, the college's academic programs are vital to the city's economic and employment base.

Students enrolled in the college's programs prepare for professional careers as social workers, teachers, counselors, school administrators, gerontologists, public professionals, and researchers. Programs in the college are closely involved with the Applied Study and Experiential Learning Term and the Career Services Office to ensure that students receive field experience in their chosen professional areas and have realistic career objectives.

The social work program is nationally accredited and works closely with a variety of human social service agencies. The human development counseling program is also nationally accredited and provides teaching emphasis in community counseling, marriage and family therapy, and school counseling.

The human services program prepares graduate students for employment in the fastest growing segment of society, including providing direct services to senior centers and nursing homes, administering and evaluating service-delivery systems for the elderly, and assisting in legislative bodies that serve older persons. The human services program's five areas of concentration are designed to provide advanced professional training for graduate students in human services such as child development and welfare, alcoholism and substance abuse, family studies, gerontology, and social services administration.

The teacher education minors provide students majoring in other disciplines the opportunity to complete their required study to become certified and enter the teaching profession. A major goal of the minors is to prepare certified elementary and secondary teachers who are competent in subject matter and who understand the psychological and sociocultural characteristics of learners. Within the educational leadership graduate degrees, students may choose between the administrative leadership concentration or the master teaching and leadership online concentration. Students completing the educational leadership graduate degrees are prepared to become educational instructional leaders, supervisors, curriculum directors, or administrators in school systems.

Faculty use a variety of innovative teaching strategies and technologies in the classroom and apply their research and scholarship to the course work that they teach. Many of the faculty have national and international reputations in their areas of expertise.

### Degrees and certificates

**Bachelor's Degree:** Social Work (B.S.W.)

**Master of Arts:** Human Services, Educational Leadership, Human Development Counseling, Teacher Leadership

#### Certification Preparation:

Educational Leadership

a) Administrative Leadership

Teacher Education Minors

a) Elementary Education

b) Secondary Education – English, Mathematics, Science, Social Science

Human Development Counseling

a) School Counselor

b) Marriage and Family Counseling

c) Career Specialist/Workforce Development

Human Services

a) Alcohol and Substance Abuse

#### Professional Development Sequence in Gerontology

#### Online Degrees

**Master of Arts:** Teacher Leadership

**Teaching Certificate and B.A. in Mathematics –** blended online program

[www.uis.edu/cehs/](http://www.uis.edu/cehs/)

# College of Liberal Arts and Sciences

## Margot Duley, Dean

Faculty in the College of Liberal Arts and Sciences are dedicated to providing a high-quality educational experience for the students enrolled in the college's twelve bachelor's degree and six master's degree programs. College faculty have often been recognized for excellence in the classroom and have also produced many books and other publications. The college offers exceptional laboratory and studio facilities, featuring the modern Health and Sciences Building with well-equipped science and computer laboratories. Faculty in the arts and sciences work closely with students in those studios and laboratories, providing the "hands on" educational experiences essential to the development of working skills.

In addition to traditional majors, the college offers several special programs. The liberal studies program gives mature students the opportunity to design their own degrees toward the goal of a broad liberal arts education. The complete liberal studies degree is available online for students who cannot attend classes on campus. The credit for prior learning unit provides an attractive option for adult students seeking to capitalize on their life experiences as they return to higher education. The Center for Teaching and Learning offers students assistance in many subjects and helps faculty develop courses taught in the classroom or through the use of advanced computer technology. The center also provides staff training for the use of UIS computer software and coordinates academic assessment activities for the campus.

The Applied Study Office directs the placement of undergraduates in internships (some paid by cooperative education grants) with businesses, agencies, and community service organizations.

The college also supports co-curricular activities such as the Visual Arts Gallery, various program-based student organizations, field trips, and the annual Verbal Arts Festival.

## Degrees and Minors

**Bachelor of Arts:** Communication, English, History, Liberal Studies, Mathematical Sciences, Philosophy, Psychology, Sociology/Anthropology, Visual Arts

**Bachelor of Science:** Biology, Chemistry, Clinical Laboratory Science, Computer Science.

**Master of Arts:** Communication, English, History, Individual Option

**Master of Science:** Biology, Computer Science

**Minors:** African-American Studies, Anthropology, Biology, Chemistry, Communication, Computer Science, English, History, Mathematical Sciences, Philosophy, Psychology, Sociology, Visual Arts, Women's Studies

## Graduate Certificates

Systems Security, Information Assurance

## Online Degrees

**Bachelor of Arts:** English, History, Liberal Studies, Philosophy

**Bachelor of Science:** Computer Science

**Teaching Certificate and B.A. in Mathematics** – blended online program

[www.uis.edu/clas/](http://www.uis.edu/clas/)

# College of Public Affairs and Administration

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## **Pinky Wassenberg, Interim Dean**

The College of Public Affairs and Administration is at the forefront of the campus' public affairs mission and service within the context of liberal arts and professional education. The college serves the capital city and the state of Illinois well in preparing its students to enter the workforce. A multidisciplinary approach to public service education and experiential learning is the foundation of this preparation. The College of Public Affairs and Administration has a three-part mission: 1) to educate students for careers in public, private, and nonprofit organizations; 2) to conduct scholarly research and contribute to the development of knowledge through publications, presentations, and other activities; and 3) to contribute to the community, state, nation, and the world through public service activities.

In addition to its undergraduate and graduate programs and certificates, the college also offers the only doctoral program on the UIS campus, the doctor of public administration. Degree and certificate programs are offered by the college in traditional classroom environments in daytime, evening, and weekend classes and through distance learning.

## **Degrees, Minors, and Certificates**

### **Undergraduate**

**Bachelor of Arts:** Criminal Justice, Legal Studies, and Political Studies

**Undergraduate Minors:** Criminal Justice, Environmental Studies, International Studies, Labor Relations, and Political Studies

### **Graduate**

**Master of Arts:** Environmental Studies, Legal Studies, Political Studies, and Public Affairs Reporting

**Master of Science:** Environmental Sciences

**Master of Public Administration**

**Master of Public Health**

**Graduate Certificates:** Public Sector Labor Relations, Management of Nonprofit Organizations, Environmental Risk Assessment, Law for Social Workers and Human Services Professionals

### **Doctoral**

Doctor of Public Administration

**[www.uis.edu/PAA.html](http://www.uis.edu/PAA.html)**



# ACCOUNTANCY

## Bachelor of Arts, Master of Arts, Undergraduate Minor

Faculty Leonard L. Branson, Carol M. Jessup, Bonnie M. Moe, John S. Nosari, David R. Olson, John C. Stroope  
 Emeritus Faculty Donald F. Stanhope  
 Adjunct Faculty R. Stephen Scott

**Contact: (217) 206-6541, [acc@uis.edu](mailto:acc@uis.edu) or [www.uis.edu/accountancy](http://www.uis.edu/accountancy)**

### Departmental goals and objectives

The goal of the department is to prepare students for challenging careers and positions of leadership in both the private and public sectors. Specific objectives of the department are 1) to create a professionally oriented learning environment in which disciplinary competencies and professional ethics develop and grow, 2) to emphasize conceptual knowledge and the development of analytical and problem-solving skills, 3) to nurture a sense of personal, professional, and social responsibility, and 4) to serve as an information resource and a networking hub for students, alumni, employers, and professional organizations.

### Advising

New students must contact the department for initial advising to plan a program of study that reflects their interests and satisfies degree requirements.

### THE BACHELOR'S DEGREE

The bachelor's program prepares students for careers in business, government, and nonprofit organizations. The objectives of the program are to develop technical competencies in each of the major areas of accounting (financial, managerial, auditing, and taxation) and to provide students with educational qualifications needed for the professional certifications of certified management accountant (CMA), certified internal auditor (CIA), and certified information systems auditor (CISA).

### Entrance requirements

All departments in the College of Business and Management require foundation knowledge in accounting, economics, mathematics, statistics, and the behavioral sciences. In addition, the accountancy program also requires foundation knowledge in computer applications. UIS courses that satisfy the foundation knowledge requirement include:

ACC 211 Introduction to Financial Accounting **and**  
 ACC 212 Introduction to Managerial Accounting  
 ECO 313 Statistics for Business and Economics  
 MAT 113 Business Calculus (or other calculus)  
 ECO 201 Introduction to Microeconomics **and**  
 ECO 202 Introduction to Macroeconomics  
 CSC 317 Software Packages  
 Behavioral science course (psychology, sociology, etc.)

Coursework equivalent to the above will be accepted on approval by the adviser. For example, ECO 315 can be substituted for ECO 201 and 202.

### Degree requirements

A student must complete 60 semester hours of upper-division coursework to earn a B.A. in accountancy.

#### College Core

**18 Hrs.**

(Required of all undergraduate College of Business and Management students)

BUS 302 Principles of Financial Management	3 Hrs.
BUS 312 Principles of Marketing	3 Hrs.
BUS 322 Principles of Operations Management	3 Hrs.
MGT 310 Managing Organizational Behavior	3 Hrs.
MIS 352 Principles of MIS	3 Hrs.
MGT 488 Strategic Management and Leadership	3 Hrs.

#### Accounting Core

**24 Hrs.**

ACC 321 Intermediate Financial Accounting I	4 Hrs.
ACC 322 Intermediate Financial Accounting II	4 Hrs.
ACC 323 Advanced Financial Accounting	4 Hrs.
ACC 433 Intermediate Managerial Accounting	4 Hrs.
ACC 443 Federal Income Taxation	4 Hrs.
ACC 464 Auditing Concepts and Responsibilities	4 Hrs.
University requirements (AST, PACs, or LSCs)	12 Hrs.
Electives	6 Hrs.
Total	60 Hrs.

With adviser approval, community college transfer students may waive ACC 321 and 322 if they recently completed equivalent courses with a grade of B or better. Of the 60-hour total, students must complete 21 hours of courses in the UIS College of Business and Management; a minimum of 12 hours must be within accountancy. Acceptance of accountancy core transfer credit is subject to departmental approval.

Accounting majors must have a 2.00 GPA in accounting core courses to graduate.

University requirements must be taken in at least two of the three areas.

## ACCOUNTANCY MINOR

To earn a minor in accountancy, students must complete at least two upper-division accountancy courses at the University of Illinois at Springfield.

Required courses (or their equivalents) include:

ACC 211 Introduction to Financial Accounting	3 Hrs.
ACC 212 Introduction to Managerial Accounting	3 Hrs.
ECO 201 Introduction to Microeconomics	3 Hrs.
ECO 202 Introduction to Macroeconomics	3 Hrs.
ACC 321 Intermediate Financial Accounting I	4 Hrs.

A minimum GPA of 2.00 (on a 4.00 scale) in accounting coursework is required for the accountancy minor. Students should consult a department faculty member to ensure that the requirements for a minor are met.

## 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.

### Entrance 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.

In addition, students are expected to have completed the following business core courses or their equivalents: principles of financial management, principles of marketing, operations management, managing organizational behavior, and information systems.

The following undergraduate accountancy courses are also required.

ACC 321 and 322 Intermediate Financial Accounting I and II
ACC 433 Intermediate Managerial Accounting
ACC 443 Federal Income Taxation
ACC 464 Auditing Concepts and Responsibilities

Students must have a G.P.A. of 2.70 (on a 4.00 scale) in accounting prerequisite courses. For students whose native language is not English, a TOEFL score of 550 is required. Students can be admitted conditionally until all admissions requirements are met. Students may meet the business core admission requirement by taking graduate-level courses if they meet the courses' prerequisites.

### Program requirements

ACC 507 Professional Research in Accountancy	4 Hrs.
Accounting topics	20-24 Hrs.
Business and administrative topics	4-8 Hrs.
ACC 581 Master's Project	1 Hr.
Total	33 Hrs.

### Graduation requirements/master's closure

Students must satisfy all UIS requirements and complete a master's closure project. The master's closure topic may be in any area of accounting in which the student has completed advanced coursework and where the topic and research proposal have been approved by the faculty. If the master's project is not completed after one semester of registration in ACC 581, students must enroll in ACC 582 (1 hour audit) each semester (excluding summer terms) until the closure requirements are met.

## CONTINUING PROFESSIONAL EDUCATION

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.

# AFRICAN-AMERICAN STUDIES

## Undergraduate Minor

**Core Faculty** Lionel Kimble (history emphasis),  
Kamau Kemayo (literature emphasis)

**Associated Faculty** Rachell Anderson, Janis  
Droegkamp, Hugh Harris, William Jordan,  
Marcellus Leonard, Deborah Kuhn McGregor, James  
Stuart

**Adjunct Faculty** Durward Long, Abdul-Rasheed  
Na'Allah, Luz Solano

**Contact: (217) 206-6962, [aas@uis.edu](mailto:aas@uis.edu) or  
[www.uis.edu/africanamericanstudies](http://www.uis.edu/africanamericanstudies)**

African-American studies explores the creation and development of Black life, history, and culture in the United States. The program provides an interdisciplinary examination of the directions and trends of African-American culture and experience from the arrival of the first Africans to the shores of North America to the complexities of contemporary American society. In addition, the program explores the culture and history of African civilizations and examines the African diaspora in Europe, Latin America, the Caribbean, and the Middle East. Students enrolled in African-American studies will receive a broad education in the appreciation of ethnicity, culture, history, and political and social philosophy.

### AFRICAN-AMERICAN STUDIES MINOR

To earn a minor in African-American studies, students must complete a minimum of 16 hours of upper-division course work at UIS.

#### Requirements

AAS 425 Overview of African-American Studies	4 Hrs.
AAS 427 African-American History	4 Hrs.
AAS 429 African-American Literature	4 Hrs.
One AAS elective	4 Hrs.
Total	16 Hrs.



## APPLIED STUDY & EXPERIENTIAL LEARNING TERM PROGRAM

**Faculty** William Jordan, Elaine Rundle-Schwark  
**Associated Faculty** Leonard Branson, Sharon Chanley, Paul McDevitt  
**Adjunct Faculty** Tammy Craig, Janette Kirkham, Thomas Shaughnessy

**Contact:** (217) 206-6640, [ast@uis.edu](mailto:ast@uis.edu), or [www.uis.edu/appliedstudy](http://www.uis.edu/appliedstudy)

The applied study and experiential learning term (AST) is central to UIS' public affairs emphasis within the framework of a liberal arts curriculum and stresses practical experience, professional development, and experiential learning. The AST fulfills this role by providing an academically sponsored learning experience that gives all UIS degree seeking undergraduate students an opportunity to learn from the community — about its everyday tasks, its professional life, its problems, and its unmet needs.

The AST process emphasizes self-directed learning that provides opportunities for career exploration, integration of academic studies with practical experience, determination of additional learning needs, cultivation of independent learning skills, and development of increased awareness of community, diversity, and public affairs.

The campus and AST faculty recognize the diversity of backgrounds and academic and career needs of students. A variety of curricular options are described more fully in the AST course descriptions. Some programs (i.e., social work and clinical laboratory science) have an experiential component integrated into the academic curriculum of the program.

### Requirements

UIS provides an opportunity for all degree seeking undergraduates at UIS to take 2 to 12 semester hours of applied study. Only 8 semester hours of applied study may be used to satisfy the UIS requirement. An additional 1 to 4 semester hours may be taken for elective credit with the adviser's permission. The AST may be taken after admission to an academic major at UIS, selection of a major adviser in the academic discipline, and completion of three core courses in the academic major at UIS. Some programs have additional prerequisites for applied study terms. Scheduling is flexible and a variety of options are available to meet individual student needs.

During their first semesters of enrollment, students should make an appointment with their program advisers and an AST faculty member to discuss plans for the integration of academic studies and experiential learning.

Early in the semester preceding enrollment in the AST, students should arrange all details of placement with the AST faculty. Registration can be completed only with the permission of the program adviser and an AST faculty member.

### Credit for Prior Learning

Undergraduate and graduate students with extensive paid work, volunteer service, and other non-classroom learning experiences may earn credit in appropriate academic areas. Enrollment in AST 401 or AST 501 Assessment of Experiential Learning is strongly recommended for students preparing prior learning portfolios. Undergraduates may elect to use successful completion of AST 401 to satisfy four semester hours of UIS requirements. Applicability of awarded credit for prior learning credit hours toward a UIS degree is at the discretion of individual academic programs. All students should contact the credit for prior learning office for more information. Information is also available online at [www.uis.edu/cpl](http://www.uis.edu/cpl).



# ASTRONOMY-PHYSICS

## Thematic Activity

**Emeritus Faculty** Alexander J. Casella, Charles Schweighauser  
**Associated Faculty** Hei-Chi Chan

**Contact:** (217) 206-6721, [asp@uis.edu](mailto:asp@uis.edu) or  
[www.uis.edu/astronomy/index.html](http://www.uis.edu/astronomy/index.html)

Students may pursue an individualized degree that includes astronomy-physics through UIS' liberal studies or individual option programs.

The astronomy-physics option provides courses and laboratory work in astronomy and physics, featuring an astronomical observatory with one eight-inch and one 14-inch Schmidt-Cassegrain telescope, an eight-inch Newtonian telescope, an eight-inch fixed focal point telescope for persons with disabilities, a diffraction grating spectrograph, a hydrogenalpha filter, an objective prism, and a charge-coupled device (CCD). A 20-inch telescope and a 16-inch telescope are installed under dark skies at a site remote from the campus. They are used for training advanced students and for research work in photometry and spectroscopy. Opportunities are provided for students to do research with astronomy-physics faculty.

### Admission

Courses are open to undergraduate and master's degree students. In 400-level courses, however, graduate students are expected to do additional work, including reading selected primary sources and, when appropriate, completing additional observatory/laboratory work.

### Individualized degree option

Students may pursue an individualized degree that includes astronomy-physics through UIS' liberal studies program (bachelor's degree) or individual option program (master's degree). A typical core group of courses for a degree might include:

ASP 203 Modern Astronomy  
 ASP 404 Astrophysics  
 ASP 406 Modern Cosmology  
 ASP 407 Practical Astronomy  
 ASP 408 Observational Astronomy  
 ASP 409 Galaxies: Structure and Evolution

Students should ask the astronomy/physics faculty for advice about courses related to degree work in the individual option or liberal studies programs. Contact the program office for more information.



# BIOLOGY

## Bachelor of Science, Master of Science, Undergraduate Minor

**Faculty** James Bonacum, Gary Butler, Nada Chang, Michael Lemke, Amy McEuen, Lucia Vazquez

**Associated Faculty** Harshavardhan Bapat, Keenan Dungey, Gary Trammell, James Veselenak

**Emeritus Faculty** Ann M. Larson

**Adjunct Faculty** Everett D. Cashatt, Donald M. Caspary, Maria Lemke, Stewart Jacobson

**Contact: (217) 206-6630, [bio@uis.edu](mailto:bio@uis.edu), or [www.uis.edu/biology](http://www.uis.edu/biology)**

The bachelor of science degree is designed to build a strong foundation in the skills and content of modern biology, improve students' learning skills, and aid students in applying problem-solving skills to scientific and public issues. It is the first professional degree in the discipline and prepares students for careers in biological sciences and/or further training, including Ph.D. programs and professional schools. The degree offers a balanced biology curriculum and a research experience centered around faculty research interests in molecular, cellular, and organismal biology.

A central emphasis of the biology program is mastery of scientific skills and knowledge. Scientific facilities available to students include a new, well-equipped building with research laboratories. Both undergraduate and graduate students use these facilities under the supervision of faculty.

The foundational B.S. and the more-specialized M.S. curricula prepare biology students for many career options, including technicians, scientific sales representatives, project managers in life science and allied health professions, and teachers at the secondary, community college, and university levels. Recent biology graduates have successfully continued their careers in research, medicine, dentistry, and veterinary medicine.

### THE BACHELOR'S DEGREE

#### Entrance requirements

Students entering the program must have completed eight to ten semester hours in general chemistry with laboratory, five to eight semester hours of biology courses (including general biology with laboratory), and college algebra. Before graduation, a student must complete one semester of organic chemistry with laboratory, which may be taken before or

after the student has entered the biology program. During the two years at UIS, up to 12 semester hours of approved lower-division courses may be transferred from an accredited institution of higher education to make up deficiencies.

#### Advising

Students should consult a program faculty member before initial registration. If this is not possible, students must contact a program representative at registration. During the first semester at UIS, the program will assist the student in selecting an adviser from among the biology faculty.

The student should prepare a plan to ensure that all requirements are being met. The program recommends that students take the general seminar, organismal botany, and organic chemistry in the fall of their junior year. Students are expected to complete organic chemistry before taking cell biology. Cell biology and comparative vertebrate biology are usually taken in the spring of the junior year. In the fall of the senior year, students typically take ecology and microbiology. Genetics is used as the capstone course. It is assumed that students will have completed most of the required biology sequence before enrolling in this course.

#### UIS requirements

Students are required to complete a minimum of 12 semester hours of UIS requirements in the areas of liberal studies colloquia, public affairs colloquia, and applied study. At least four hours in each of at least two of these areas must be completed.

#### Program requirements

##### Core requirements

BIO 301 General Seminar (suggested fall, junior year)	2 Hrs.
CHE 322 Laboratory Techniques (suggested fall, junior year)	1 Hr.
BIO 311 Cell Biology (suggested spring, senior year)	4 Hrs.
BIO 345 & 346 General Microbiology/Lab (suggested fall, senior year)	4 Hrs.
BIO 351 Organismal Botany (suggested fall, junior year)	4 Hrs.
BIO 361 Comparative Vertebrate Biology (suggested spring, junior year)	4 Hrs.
BIO 371 Principles of Ecology (suggested fall, senior year)	4 Hrs.
BIO 381 Genetics (suggested spring, senior year)	4 Hrs.
Biology elective (suggested senior year)	4 Hrs.
Total Biology	31 Hrs.

**Other possible requirements**

CHE 367 Fundamental Organic Reactions (suggested fall, junior year)	3 Hrs.
CHE 368 Experimental Organic Chemistry (suggested fall, junior year)	1 Hr.

One semester of organic chemistry is a prerequisite for some biology core courses. Transfer students with credit equivalent to CHE 367 and 368 can substitute general electives.

*General Electives	13-17 Hrs.
Total	17 Hrs.
UIS Requirements	12 Hrs.
Total	60 Hrs.

\*Pre-professional students and students planning to go to graduate school should take a year of physics with laboratory.

**Assessment**

The biology program assesses all students for communication skills and for knowledge of biology. This assessment begins when students enter UIS and continues until graduation. Assessment tools include a written evaluation and the development of a portfolio of laboratory reports and papers. The written evaluation is given both at the beginning of a student's study at UIS and just before graduation. This assessment is intended to help students in their academic planning and to help the program in curriculum development.

Assessment in the major and in general education skills is included in BIO 301 General Seminar, a required course for all biology majors that uses the learning skills assessment scores to assist the student in developing specific learning skills in biology. Students in general seminar must earn at least a C to receive credit. Those performing below this level are required to complete a learning skills development program.

**Applied study**

Students can gain practical professional experience by participating in an applied study term. Placements have included state agencies such as the Illinois State Museum, Illinois Environmental Protection Agency, Illinois Department of Transportation, SIU School of Medicine, and Lincoln Memorial Gardens. Students may also conduct research with biology faculty members for their AST.

**Undergraduate honors in biology**

Biology majors with a GPA greater than 3.25 and one semester residency at UIS may elect to participate in the biology honors option. In addition to biology program and UIS requirements, honors students must maintain a minimum GPA of 3.25, successfully complete BIO 302 Honors Seminar, BIO 402 Biometrics, BIO 400 Undergraduate Research (4 hours), and present their findings in a formal paper and public seminar. Students must apply for participation in the honors program to the program convener and obtain the approval of their faculty research adviser before beginning the program.

**BIOLOGY MINOR**

A minor in biology is designed for students who wish to increase their knowledge of biology, increase their biological literacy, and acquire a foundation in biological sciences and critical thinking. Students may plan a broad-based minor, containing courses from each of the major organizational divisions of living things: cells, organisms, and communities. The minor may also focus on a particular aspect of biology such as botany, ecology, or physiology.

To earn a minor in biology, students must complete a minimum of 24 hours in biology, of which at least eight hours must be upper-division courses taken at the University of Illinois at Springfield. Electives should be selected in consultation with a biology faculty member. Some upper-division courses have particular prerequisites other than general biology. The faculty adviser will ensure that each student is properly prepared.

**Core courses**

Two semesters of general biology with laboratory or its equivalent	8 Hrs.
Elective Courses (A minimum of eight hours in biology must be taken at the University of Illinois at Springfield)	16 Hrs.
Total	24 Hrs.

**THE MASTER'S DEGREE****Entrance requirements**

Applicants are expected to have completed any two of the following courses (or their equivalent) with a grade of C or better: Cell Biology, Microbiology, Genetics, and any two of the following courses (or their equivalent) with a grade of C or better: Botany, Vertebrate Biology, Ecology. They are also expected to have a GPA of 3.00 on a 4.00 scale and



to submit a letter of application that discusses academic and vocational goals, as well as GRE scores in both the general and biological sciences. Conditional admission may be granted to students who have not completed their GRE examinations or who have deficiencies in their academic backgrounds.

Accepted students will be assigned to an initial academic adviser 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 adviser. See the *Biology Graduate Student Handbook* for additional information and procedures for the M.S. experience.

### Grading policy

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

### Program requirements

#### 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 & Molecular Biology	4 Hrs.
BIO 571 Advanced Ecology and Evolution	4 Hrs.
Total	16 Hrs.

#### Thesis option

BIO 585 Master's Thesis	8 Hrs.
Biology approved electives	12 Hrs.
Total	36 Hrs.

#### Project option

BIO 575 Master's Project	4 Hrs.
Biology approved electives	16 Hrs.
Total	36 Hrs.

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.

### Master's closure

The closure activity is an oral presentation – open to faculty, students, and guests – of the written master's project or thesis. Each thesis/project begins with a proposal approved by the student's master's

committee, who will determine if the project/thesis meets the standards of the profession. Students must enroll for either four hours of credit for the master's project (BIO 575) or eight hours of credit for the master's thesis (BIO 585); however, the total may be accrued in increments of one hour for the project and 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 exercise is completed. For biology students, this means that if the project is not completed by the end of four credit hours of continuing enrollment in BIO 575, students must register to audit BIO 576 for one hour in all subsequent semesters until the project is complete. Likewise, if the thesis is not completed by the time eight hours in BIO 585 is accrued in continuing enrollment, the student must enroll for one hour of audit credit in BIO 586 in each semester 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 program office.



# BUSINESS ADMINISTRATION

## Bachelor of Business Administration (BBA), Undergraduate Minor in General Business

**Faculty** Feng-shun (Leo) Bin, Jeffrey Blodgett, Dyanne Ferik, Daniel J. Gallagher, Richard Judd, Ardeshir Lohrasbi, Paul McDevitt, Ronald McNeil, Laurel Newman, David O’Gorman, John Palmer, Mark Puclik, Nancy Scannell, Michael Small, Ronald Spahr, Robert Wright

**Associated Faculty** Shahram Heshmat

**Emeritus Faculty** Moshe Levin

**Adjunct Faculty** Robert Maple

**Contact: (217) 206-6780, bus@uis.edu or  
www.uis.edu/busadmin**

### Departmental goals and objectives

The goal of the business administration program is to provide students with a broad rather than specialized course of study that will prepare them for employment in private or public organizations of any size. Building on the core business knowledge provided to all CBM students, the department offers students the opportunity to broaden their knowledge of the business enterprise through advanced study in the areas of finance, management, marketing, and operations management.

Specific objectives of the program are 1) to offer students a boundary-spanning degree program that includes selected coursework from multiple business disciplines rather than coursework from only one discipline, 2) to enable students to gain a broader understanding of the functional areas of business, 3) to build competencies in critical thinking, analysis, and decision making in the areas of marketing, finance, management and operations management, and 4) to develop an understanding of the legal, social, and ethical environment in which business operates, its impact on business, and recognition of appropriate responses to the environment.

### Advising

New students must contact the department for initial advising to plan a program of study that reflects their interests and satisfies degree requirements.

### THE BACHELOR’S DEGREE

The Bachelor of Business Administration is designed to prepare students for responsible positions in various types of business enterprises. Students may complete their coursework during the day or through evening classes at the Springfield campus. In addition,

some classes are offered in other locations in central Illinois.

### Entrance requirements

All departments in the College of Business and Management require foundation knowledge in accounting, economics, mathematics, statistics, and the behavioral sciences. UIS courses that satisfy the foundation knowledge requirement include:

- ACC 211 Introduction to Financial Accounting **and**
- ACC 212 Introduction to Managerial Accounting **or**
- ACC 311 Administrative Uses of Accounting
- ECO 313 Statistics for Business and Economics
- MAT 113 Business Calculus
- ECO 201 Introduction to Microeconomics **and**
- ECO 202 Introduction to Macroeconomics **or**
- ECO 315 Economics for Administration
- Behavioral science course (psychology, sociology, etc.)

Coursework equivalent to the above will be accepted on approval by the department adviser.

Foundation coursework does not apply toward the 60 hours of upper-division coursework required for the degree.

### Degree requirements

A student must complete 60 semester hours of upper division coursework to earn a B.B.A.

<b>College core</b>	<b>18 Hours</b>
(Required of all undergraduate College of Business and Management students)	
BUS 302 Principles of Financial Management	3 Hrs.
BUS 312 Principles of Marketing	3 Hrs.
BUS 322 Principles of Operations Management	3 Hrs.
MGT 310 Managing Organizational Behavior	3 Hrs.
MIS 352 Principles of Management Information Systems	3 Hrs.
*MGT 488 Strategic Management and Leadership	3 Hrs.

(\*MGT 488 may not be waived and may not be taken prior to, or concurrently with, other CBM core courses.)

<b>Business administration core</b>	
BUS 332 Legal Environment of Business	4 Hrs.
Business electives	12 Hrs.

<b>UIS requirements and general electives</b>	
UIS requirements (AST, PACs, or LSCs)	12 Hrs.
General electives	14 Hrs.
<b>Total</b>	<b>60 Hrs.</b>

At least four hours of the business electives must be BUS prefix coursework and the remaining eight hours must be within the College of Business and Management. All electives require approval of the department adviser.

#### **Other degree requirements**

A GPA of 2.00 or better is required for graduation. B.B.A. degree candidates may not take any course on a credit/no credit or a pass/fail basis. A grade of D will not be accepted for MGT 488; this includes the grades D+ and D-.

#### **GENERAL BUSINESS MINOR**

To earn a general business minor, students must complete 13 semester hours of coursework. Prerequisite coursework includes accounting (ACC 211 and ACC 212 or ACC 311) and economics (ECO 201 and ECO 202 or ECO 315).

#### **Required courses (or their equivalents):**

BUS 302 Principles of Financial Management	3 Hrs.
BUS 312 Principles of Marketing	3 Hrs.
MGT 310 Managing Organizational Behavior	3 Hrs.

#### **Electives**

Business elective (must have adviser approval)	4 Hrs.
Total	13 Hrs.

# BUSINESS ADMINISTRATION

## Master of Business Administration (M.B.A.)

**Associated Faculty** Feng-shun (Leo) Bin, Jeffrey Blodgett, Dyanne Ferk, Joseph Huff, Carol Jessup, Richard Judd, Ardeshir Lohrasbi, Hao Ma, Paul McDevitt, Ronald McNeil, Bonnie Moe, Adil Mouhammed, Laurel Newman, John Nosari, David O’Gorman, Donald O’Neal, John Palmer, Mark Puclik, Nancy Scannell, Michael Small, Ronald Spahr, Robert Wright

**Contact:** (217) 206-7920, [mba@uis.edu](mailto:mba@uis.edu) or [www.uis.edu/busadmin](http://www.uis.edu/busadmin)

### Program goals and objectives

The purpose of the MBA program is to provide a professional graduate degree program for individuals who aspire to hold positions of significant managerial and leadership responsibilities in organizations. Program coursework focuses on exposing students to key business concepts and provides students with the opportunity to develop and apply professional skills in a number of areas critical to leadership in today’s competitive business environment.

1) Understand and apply key concepts in the functional areas of business including marketing, finance, operations management, management information systems, accounting, and organizational behavior. The understanding and applications pertain to the areas of planning, organizing, implementing, and evaluating enterprise initiatives.

2) Demonstrate the ability to make managerial decisions and execute organizational initiatives, while considering the impact of technology, globalization, emerging markets, and demographic diversity on the organization.

3) Demonstrate development and application of teamwork, communication, critical thinking, decision-making, and strategic planning competencies and apply these competencies in formulating, executing, and evaluating organizational initiatives and decision-making processes.

4) Demonstrate an understanding and application of the legal and ethical framework that applies to both business and the professions, and the implications associated with making decisions that do not meet these criteria.

Most program classes are held in the evening on the main campus. The MBA is also offered by cohort in a weekend format in Peoria.

### Advising

New students must contact the program 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 adviser before enrolling in coursework for any academic term.

### THE MASTER’S DEGREE

The MBA program is designed to provide students with a comprehensive understanding of contemporary organizational theories and practices and to provide students with enhanced capabilities in analytical problem solving, decision-making, and leadership skills.

### Entrance requirements

Admission is granted by the program faculty on the basis of an evaluation of an applicant’s complete file. To apply for admission, an applicant must have the following items sent directly to the Office of Admissions and Records and a copy of all items sent directly to the MBA office: 1) official GMAT scores, 2) a complete set of official undergraduate transcripts indicating that the applicant has earned an undergraduate degree from an accredited university, 3) reference forms from three people who are in a position to judge the applicant’s potential for success in graduate work, and 4) a single-spaced essay of no more than two pages. The essay should outline the applicant’s reasons for considering the degree, how the M.B.A. 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. Admission to the MBA program will be granted to applicants who have demonstrated potential for success in graduate business studies at UIS.

### Degree requirements

Required courses for the M.B.A. degree include completion of foundation coursework typically covered in undergraduate business courses and at least 36 hours of core coursework covering advanced business topics, issues, and applications.

<b>Foundation coursework</b>	<b>20 Hrs.</b>
ACC 311 Administrative Uses of Accounting	4 Hrs.
ECO 315 Economics for Administration	4 Hrs.
BUS 302 Principles of Financial Management	3 Hrs.
BUS 312 Principles of Marketing	3 Hrs.
BUS 322 Principles of Operations Management	3 Hrs.
MGT 310 Managing Organizational Behavior	3 Hrs.
Total	20 Hrs.

<b>Core coursework</b>	<b>minimum 36 Hrs.</b>
*BUS 500 Business Perspectives	3 Hrs.
ACC 509 Management Accounting	3 Hrs.
MIS 529 Information Technology Management	3 Hrs.
BUS 502 Managerial Finance	3 Hrs.
BUS 512 Marketing Management	3 Hrs.
BUS 521 Research Methods and Statistical Analysis	3 Hrs.
BUS 522 Production and Operations Management	3 Hrs.
BUS 541 Organizational Behavior	3 Hrs.
**BUS 583 Business Strategy	3 Hrs.
Elective courses (3)	minimum 9 Hrs.
Total minimum	36 Hrs.

\* Must be taken during student's first semester of core coursework.

\*\* Must be taken during student's final semester of coursework.

### **Closure requirement**

The M.B.A. degree requires completion of BUS 583 with a grade of B (3.00) or better. (B- is not acceptable in this course.) BUS 583 is the graduate closure course consistent with campus policy on completion of a master's degree. That policy requires that students not completing BUS 583 during the first enrollment of three hours must enroll in BUS 584 (1 hr. audit) *each* semester (excluding summer terms) until the course requirements are met.



# The CAPITAL SCHOLARS Program

*A Unique Baccalaureate Experience of the University of Illinois at Springfield*

**Contact: (217)206-7246, [capitalscholars@uis.edu](mailto:capitalscholars@uis.edu),  
or [www.uis.edu/capitalscholars/home.asp](http://www.uis.edu/capitalscholars/home.asp)**

The Capital Scholars Program, open to a small number of highly qualified first-year college students, is a four-year baccalaureate experience combining an integrated core of general education courses with study of a foreign language and any of UIS' 20 undergraduate majors. The program provides academically well prepared and motivated students a unique opportunity to develop creative thinking, problem solving, and leadership skills through a high-quality, residential, educational experience based in the liberal arts. Focusing on the student's total growth in the personal, academic, social, and civic arenas, Capital Scholars features interdisciplinary and collaborative learning and is designed to develop student talents through small classes that encourage lively exchange between students and professors. Students learn actively, applying their skills to real community concerns. Problem-solving and research skills are emphasized throughout the four-year program.

At the heart of Capital Scholars is the understanding that leadership is important and that it is only partly intuitive. Effective leaders learn their leadership skills, usually through trial and error. While not denying the experiential basis of good leadership, the Capital Scholars' philosophy stresses that preparation for leadership should not be hit or miss, but should be a component of higher education for highly qualified students. Capital Scholars courses incorporate the study of leadership, and the curriculum-wide focus on collaborative learning emphasizes leadership as an integral aspect of collaboration. An optional senior leadership seminar will also provide an opportunity to combine the study of leadership with an internship in a community agency or organization where leadership skills can be observed and practiced.

The Lincoln Residence Hall, exclusively for Capital Scholars, is the focal point for a learning community in which students, faculty, and community members come together for enrichment activities. Illinois leaders from the public and private sectors -- representing scientific, artistic, and cultural interests -- will join with students for social and cultural events, workshops, and evening seminars. Day and weekend trips to cultural and educational events in Chicago, St. Louis, and throughout central Illi-

nois will be a regular option for students. A wide range of campus social events and entertainment will enliven the hours students spend away from their studies.

## Admission

Admission is open to students from Illinois and elsewhere who have demonstrated high academic achievement and a potential for creativity and leadership. Students admitted to the program are expected to have excellent written and oral communication skills and to want a challenging intellectual experience in their college education.

To be considered for admission, students must have completed 15 units (one unit = one year's study in the subject) of high school work in the following categories:

- Four units of English emphasizing written and oral communication and literature
- Three units of social studies emphasizing history and government
- Three units of mathematics including introductory through advanced algebra, geometry, and trigonometry, or fundamentals of computer programming (four units recommended)
- Three units of laboratory science (four units recommended)
- Two units of a foreign language (four units recommended)

Students with these qualifications are selected based on an overall evaluation of the following: class rank, grade-point average, College Board or ACT score, writing sample, creative and leadership potential, and letters of recommendation from at least two teachers or others acquainted with the applicant's academic work. A personal or telephone interview with a member of the admissions committee may also be a component of the selection process.

## Requirements

To graduate from UIS as a Capital Scholar, students must complete 120 hours including the 40-hour integrated core curriculum, 4 to 16 hours of spoken foreign language, a major of 30 to 36 hours, 12 hours of UIS requirements, and 16 to 34 hours of electives or a minor.

**Integrated core curriculum 40 Hrs.**

CAP 101 Capital Scholars Seminar (Year 1, Fall)	2 Hrs.
CAP 111 Writing for Cultural Literacy (Year 1, Fall)	3 Hrs.
CAP 121, 122, 225, 226 Interdisciplinary Humanities and Social Science (Year 1 & 2, Fall & Spring)	12 Hrs.
*CAP 141, 142 Biology and Chemistry of the Environment (Year 1 or 2, Fall and Spring)	8 Hrs.
CAP 112 Oral Communication (Year 1, Spring or Year 2, Fall)	3 Hrs.
**CAP 131 College Mathematics (Year 1, Spring or Year 2, Fall)	3 Hrs.
CAP 211 Writing in the Discipline (Year 2, Spring)	3 Hrs.
CAP 251 Art and Music (Year 1-3, Fall)	3 Hrs.
CAP 252 Technology, Information, and Society (Year 1-3, Spring)	3 Hrs.

**Other general education 16-28 Hrs.**

Foreign language (up to four semesters – any semester)	4-16 Hrs.
LSC, PAC, and AST (including 2 of the 3 areas – Years 3 and 4, any semester)	12 Hrs.

**Major, minor, and general electives 52-64 Hrs.**

Major (any of 20 majors)	30-36 Hrs.
General electives or minor	16-34 Hrs.
Total bachelor's degree	120 Hrs.

\* CAP 141/142 is waived for science majors who take other science courses.

\*\* CAP 131 is waived for students taking other approved college mathematics courses.

# CHEMISTRY

## Bachelor of Science, Undergraduate Minor

**Faculty** Harshavardhan Bapat, Keenan E. Dungey,  
Gary Trammell

**Associated Faculty** Wayne Gade

**Emeritus Faculty** William L. Bloemer

**Contact:** (217) 206-6589, [che@uis.edu](mailto:che@uis.edu) or  
[www.uis.edu/chemistry](http://www.uis.edu/chemistry)

The chemistry program is designed to prepare students for direct entry into the chemical profession or for further studies in graduate or professional programs. The program is accredited by the American Chemical Society's Committee on Professional Training.

### THE BACHELOR'S DEGREE

A B.S. degree in chemistry requires 120 semester hours of course work. After completing required general education and program requirements, chemistry majors will have approximately 20 semester hours of general electives that may be taken in any academic program. Some students elect to use these general elective hours to complete a minor in another field of interest. Students wishing to major in chemistry should consult with an academic adviser upon admission to the university to make sure they are taking their required courses in the proper sequence.

Two options are available for the B.S. degree in chemistry – chemistry and chemistry with a biochemistry concentration. The biochemistry concentration may be attractive to students seeking to attend medical school or to find careers in forensic science or biotechnology. Certification by the American Chemical Society is optional in both degrees. Students who choose to be certified must take CHE 422 Inorganic Chemistry as a program elective.

### Introductory courses

#### Capital Scholars students

CHE 141 Principles of Chemistry I	4 Hrs.
CHE 241 Principles of Chemistry II	4 Hrs.
CHE 367 Fundamental Organic Reactions	3 Hrs.
CHE 368 Experimental Organic Chemistry	1 Hr.
CHE 369 Bio-organic Chemistry	4 Hrs.
Calculus (one year) (MAT 115, 116)	8 Hrs.
Physics (one year) (ASP 201, 202)	8 Hrs.

#### Transfer students

General Chemistry I and II
Organic Chemistry (one year)
Calculus (one year)
Physics (one year)

Students with deficiencies in the introductory courses may enter the program conditionally but will be required to make up the deficiencies during their first year of study. This extra work may mean that some students will require more than four years to complete the B.S. degree.

### Intermediate and advanced courses

CHE 301 General Seminar or CAP 211 Writing in the Discipline (for Capital Scholars only)	2 Hrs. 3 Hrs.
CHE 321 Chemical Analysis	3 Hrs.
CHE 322 Laboratory Techniques	1 Hr.
CHE 400 Undergraduate Research	4 Hrs.
CHE 401,402 Physical Chemistry	6 Hrs.
CHE 415 Biochemistry I	4 Hrs.
CHE 421 Instrumental Analysis	4 Hrs.
CHE 441 Integrated Chemistry Laboratory	1 Hr.
Chemistry Electives*	3-10 Hrs.
Total Core	28-36 Hrs.
General Electives	12-20 Hrs.
UIS Requirements	12 Hrs.
Total	60 Hrs.

### ACS Certification

Certification by the American Chemical Society is optional. Students who choose to be certified must take CHE 422 Inorganic Chemistry as one of their program electives.

### \* Biochemistry concentration

Students who choose the biochemistry concentration must take 9 credit hours of courses for their electives: 1) CHE 416 Biochemistry II or CHE 436 Medicinal Chemistry; 2) one advanced biology course from BIO 311 Cell Biology, BIO 345 and 346 General Microbiology with laboratory (both count as one advanced course), or BIO 381 Genetics.

### THE MINOR IN CHEMISTRY

To earn a minor in chemistry, students must complete a minimum of 16 semester hours from the following courses. A minimum of eight hours of upper-division course work must be taken at UIS.

#### Core courses

General chemistry (one year)	
Organic chemistry (transfer course or CHE 367)	
Laboratory techniques course (CHE 322, 1 Hr.)	
Total	7-10 Hrs.

#### Electives

CHE 400 Undergraduate Research	1-4 Hrs.
CHE 480 Special Topics	1-4 Hrs.

**Analytical chemistry**

CHE 321 Chemical Analysis	3 Hrs.
CHE 421 Instrumental Analysis	4 Hrs.
CHE 431 Environmental Chemistry	4 Hrs.

**Organic and biochemistry**

CHE 369 Bio-Organic Chemistry	4 Hrs.
CHE 415 Biochemistry I	4 Hrs.
CHE 416 Biochemistry II	4 Hrs.
CHE 433 Physiological Chemistry	4 Hrs.
CHE 436 Medicinal Chemistry	4 Hrs.

**Physical and inorganic chemistry**

CHE 401 Physical Chemistry I	3 Hrs.
CHE 402 Physical Chemistry II	3 Hrs.
CHE 441 Integrated Laboratory	1 Hr.
CHE 422 Inorganic Chemistry	3 Hrs.



# CLINICAL LABORATORY SCIENCE

## Bachelor of Science

**Faculty** Wayne Gade, James Veselenak  
**Emeritus Faculty** William Bloemer, Paula Garrott  
**Adjunct Faculty** Kim Garcia, Robbin Killam, Fritz Lower, Gilma Roncancio-Weemer, Kim Stahl

**Contact:** (217) 206-6589, [cls@uis.edu](mailto:cls@uis.edu) or  
[www.uis.edu/clinicalabscience](http://www.uis.edu/clinicalabscience)

### Degree offered

The clinical laboratory science program offers the B.S. degree to students interested in careers in clinical laboratory science. Such careers require competence in the performance, analysis, and interpretation of clinical laboratory procedures and the ability to function in problem-solving situations. The curriculum features both broad-based and selective learning experiences encompassing theory and practice in all areas of clinical laboratory science. Completion of the program leads to eligibility for certification by the Board of Registry of the American Society of Clinical Pathology and/or the National Credentialing Agency for Laboratory Personnel. The UIS clinical laboratory science program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) 8410 W. Bryn Mawr Ave., Suite 670, Chicago, IL 60631; phone 773/714-8880.

### Entrance requirements/advising

The clinical laboratory science program provides for the continuing education of students who have completed the first two years of lower-division work (preferably with the A.A. or A.S. degree). Prerequisite courses required for admission include 1) 90 quarter hours or 60 semester hours of lower-division courses, including the UIS general education requirements detailed in the admissions section of this catalog; 2) two semesters of general chemistry; 3) one semester of organic chemistry; 4) two semesters of biological sciences, preferably at least one semester of anatomy and physiology; 5) one semester of statistics or higher mathematics; and 6) one semester of microbiology with lab. Recommended courses include genetics, a second semester of organic chemistry, and computer software use (word processing, spreadsheets). Normal time of entry into the program is the fall semester of the junior year; however, midyear part-time status is possible.

Since program enrollment is limited, admission

to UIS does not guarantee admission to the clinical laboratory science program. In addition to completing the UIS application process, interested applicants should contact the program for a program application. Applicants must also forward a written statement of their academic and professional goals and the names and addresses of two college science instructors (preferably one biology and one chemistry) for use as references to the clinical laboratory science program director. A personal interview may be required.

### UIS requirements

Students are required to complete a minimum of 12 semester hours of UIS requirements in the areas of liberal studies colloquia, public affairs colloquia, and applied study. These hours must include at least four hours in each of at least two of these areas.

### Program features/requirements

The clinical laboratory science program requires 60-66 credit hours of upper-division work. Interdisciplinary and problem-oriented, with emphasis on the basic sciences and standards of contemporary clinical laboratory science, the program includes academic and clinical experiences.

Academic work during the junior year is designed to provide a strong background in analytical chemistry, biochemistry, microbiology, and immunology. The summer and fall terms of the senior year provide theory and laboratory experience in clinical chemistry, hematology, immunohematology, and hemostasis. During the balance of the senior year, the student's clinical education encompasses rotations through the various clinical specialty areas of affiliated hospital laboratories. The program is affiliated with Memorial Medical Center and St. John's Hospital in Springfield, Methodist Medical Center in Illinois in Peoria, and Decatur Memorial Hospital in Decatur.

The applied study term is incorporated in the clinical experience, which is under the joint supervision of faculty at the University of Illinois at Springfield and practicing professionals in affiliated hospital laboratories. Clinical education is coupled with didactic courses offered at UIS.

Recognizing the importance of communication in allied health professions, faculty in all CLS courses

emphasize development of effective oral and written communication skills. Consequently, completion of CLS required courses constitutes successful demonstration of effective communication skills.

Since the program includes laboratory work done under professional supervision, the degree candidate not only must satisfy the customary expectations of academic work but also must meet the high-quality standards demanded of a professional medical technologist/clinical laboratory scientist. Students must maintain a minimum GPA of 2.00. Clinical laboratory science students are required to maintain a grade of C or better in all required courses.

Individual professional liability insurance is required of each student. Evidence of current coverage must be submitted before engaging in clinical course work.

As a closure requirement for graduation, students must pass a comprehensive examination covering all aspects of clinical laboratory science.

#### MEDICAL LABORATORY TECHNICIAN (MLT) -- CLINICAL LABORATORY SCIENCE (CLS) ARTICULATION

Special opportunities are available for individuals who have completed an associate degree medical laboratory technician program. Through advising and planned academic and clinical course work, medical laboratory technicians are provided a unique opportunity to complete the baccalaureate degree without repeating areas in which they are already proficient. Medical laboratory technicians interested in this articulation opportunity should contact the program director to discuss curriculum planning based on their previous academic and clinical experiences.

#### Sample curriculum/program guide

##### *First semester, junior year*

CHE 321 Chemical Analysis	3 Hrs.
CHE 322 Laboratory Techniques	1 Hr.
CLS 321 Seminar in Clinical Laboratory Science	2 Hrs.
CLS 447 Medical Mycology/Parasitology/ Virology	4 Hrs.
Elective	1-4 Hrs.
Public Affairs/Liberal Studies Colloquium	4 Hrs.
Total	14-18 Hrs.

##### *Second semester, junior year*

CHE 418 Biomedical Laboratory Methods	2 Hrs.
CHE 433 Physiological Chemistry	4 Hrs.
CLS 405 Introduction to Urinalysis	2 Hrs.
BIO 347 Medical Bacteriology	4 Hrs.
CLS 448 Introduction to Immunology	4 Hrs.
Total	16 Hrs.

##### *Summer, senior year*

CLS 401 Introduction to Clinical Chemistry	2 Hrs.
CLS 403 Introduction to Immunohematology	2 Hrs.
CLS 404 Introduction to Hemostasis	1 Hr.
CLS 454 Advanced Concepts in Clinical Chemistry	2 Hrs.
Total	7 Hrs.

##### *First semester, senior year*

CLS 402 Introduction to Hematology	2 Hrs.
CLS 451 Advanced Concepts in Immunohematology	2 Hrs.
CLS 452 Advanced Concepts in Hematology	2 Hrs.
Clinical Courses (see below)	1-10 Hrs.
Total	7-16 Hrs.

##### *Second semester, senior year*

CLS 411 Clinical Education/Management	3 Hrs.
CLS 456 Clinical Correlations	2 Hrs.
Clinical Courses (see below)	1-10 Hrs.
Total	6-15 Hrs.

#### CLINICAL COURSES

Students are assigned a number of the following courses in the fall and spring semesters of the senior year. All of the clinical courses should be completed by the end of the senior year.

CLS 421 Clinical Chemistry Laboratory	1-5 Hrs.
CLS 422 Clinical Hematology Laboratory	1-4 Hrs.
CLS 423 Clinical Microbiology Laboratory	1-4 Hrs.
CLS 424 Clinical Immunohematology Laboratory	1-3 Hrs.
CLS 431 Special Topics in Clinical Laboratory Science	1-2 Hrs.
Total Clinical	5-16 Hrs.
Total	60-66 Hrs.



**UIS**  
*Student Life*



# COMMUNICATION

## Bachelor of Arts, Master of Arts, Undergraduate Minor

**Faculty** Mary Bohlen, J. Michael Duvall, Jim Grubbs, Henry Nicholson, Hazel Rozema, Michael Searcy, Eric Thibodeaux-Thompson  
**Emeritus Faculty** Ray Schroeder, Larry Smith  
**Adjunct Faculty** Sharon Hutson, Debra Landis

**Contact:** (217) 206-6790, [com@uis.edu](mailto:com@uis.edu) or [www.uis.edu/com](http://www.uis.edu/com)

The communication program is concerned with the exchange of symbolic messages, how that exchange may be hindered or facilitated, and how it affects groups and individuals. Courses offer students opportunities to improve their skills in writing, speaking, and understanding the messages of others in interpersonal, organizational, and public contexts. The courses also provide a detailed understanding of the role of communication in human affairs. To accomplish these goals, the curriculum addresses the theoretical, critical, and technical aspects of communication. Both the bachelor's and master's degree programs cover two topical areas: interpersonal/organizational communication and mass media.

### THE BACHELOR'S DEGREE

The undergraduate program in communication has three main objectives: 1) to instruct the student in general communication theory and technology, 2) to provide the student an opportunity for more intensive study in a specific area of communication, and 3) to ensure that the communication graduate is capable of applying knowledge of general communication theory and technology to specific social problems. The baccalaureate curriculum covers two topical areas: interpersonal/organizational systems and mass media systems.

### Entrance requirements

Requirements for admission to the program as a candidate for the bachelor of arts degree are identical to general UIS requirements. Students who are required to take the Test of English as a Foreign Language (TOEFL) examination must achieve a score of 580 or above to be admitted to the program.

### Advising

Faculty members work with new students to plan courses of study. Based on instructors' assessments of writing ability in required courses, advisers

may require advisees to take remedial courses. Generally, advisers assist students in developing personal programs of study and in identifying all necessary requirements.

### Credit for prior learning

Students with extensive life or work experience in some area of communication may apply for academic credit through credit for prior learning (CPL). The communication program awards such credit in each of its two topical areas (interpersonal/organizational communication and mass media) through COM 431 and COM 451. Prior learning credit is not awarded for specific program courses. The program will award a maximum of four hours of credit for prior experiential learning in any one topic area and a maximum of 8 hours of CPL credit to any undergraduate student.

### Credit/no credit

Communication majors may not take any COM course as part of the requirements for the major on a credit/no credit basis.

### Course repetition

COM 380 and COM 480 may be taken for credit more than once provided the course topic is different each time. No more than eight semester hours of credit for COM 499 (tutorials) will be accepted for the degree. All other communication courses may be repeated for grade improvement only once.

### UIS requirements

Students are required to complete a minimum of 12 semester hours of UIS requirements in the areas of liberal studies colloquia, public affairs colloquia, and applied study. These hours must include at least four hours in each of at least two of these areas.

### Program requirements

At the bachelor's level, candidates must satisfy general UIS and elective requirements and also complete 32 hours in communication courses for their major. COM 302 and 303 should be taken prior to or concurrent with any other course work in their respective curricular areas.

All undergraduate students are required to take



both a program and a university assessment examination during their first semesters and during their last semesters before graduation. The program entrance examination is normally administered during a regular class and is used by the program to assess its curriculum. It does not affect students' grades in any way.

**Major requirements**

COM 302 Introduction to Interpersonal/Organizational Communication	4 Hrs.
COM 303 Introduction to Mass Media	4 Hrs.
Communication emphasis requirements (primary topical area)	16 Hrs.
Communication distribution requirements (from other than primary area)	8 Hrs.
UIS Requirements	12 Hrs.
Electives (at least eight hours must be other than communication courses)	16 Hrs.
Total	60 Hrs.

**Course offerings**

Crosslisted courses from other programs may be used as part of the 32-hour major. No more than eight credit hours of crosslisted courses may be used as part of a student's concentration. Any crosslisted course used for the major must bear the COM course prefix.

**MINOR IN COMMUNICATION**

**Core**

COM 302 Introduction to Interpersonal/Organizational Communication <b>or</b>	
COM 303 Introduction to Mass Media	4 Hrs.
Plus a choice of two courses in the same curricular area as the course selected above	8 Hrs.

**Elective**

Any 300-level or 400-level COM course	4 Hrs.
Total	16 Hrs.

There are no prerequisites for entry into the minor. Students are advised to take the basic core courses (COM 302 or 303) before or concurrent with other courses in the same curricular area. The elective course may be from within or outside this curricular area; if outside, it may be taken without the corresponding introductory course. Communication minors may not take any COM course as part of the requirements for the minor on a credit/no credit basis.

**Transfer credit**

Transfer credit from other institutions may not be used to substitute for introductory core courses.

However, students may petition to use them to satisfy other parts of the major or minor, provided the credit is for an upper-division course equivalent to one offered by the communication program and that the grade earned was a C or better.

**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 human communication and 2) to educate students in the methods and theory of communication inquiry. The graduate curriculum covers two areas of study: interpersonal/organizational systems and mass media systems.

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.

**Entrance requirements**

For admission to the master of arts program, the student must have a bachelor's degree or equivalent and pass the program's graduate admission writing examination. The program reserves the right to require additional course work where deficiencies are indicated. A student must have an undergraduate GPA of 3.00 or greater (on a 4.00 scale) for regular admission to the program. Students with GPAs below 3.00 may petition the program for admission and should contact the program 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 to be admitted to the program.

**Advising**

Each new graduate student should consult with a faculty adviser before initial registration. Advisers work with students to develop a course of study based on program requirements and on the students' personal interests.

**Credit for prior learning**

Communication students with extensive life or work experience in some area of communication may apply for academic credit through credit for prior

learning (CPL). The communication program awards such credit in each of its two topical areas (interpersonal/organizational systems and mass media systems) through COM 431 and COM 451. Prior learning credit is not awarded for specific program courses. The program will award a maximum of four hours of credit for prior experiential learning in any one topic area and a maximum of 8 hours of CPL credit to any graduate student.

### Grading policy

No grade below B- in a communication course may be applied toward the degree. Communication courses to be counted toward the degree requirements may not be taken on a credit/no credit basis except for COM 431, 451, and 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.

### Required courses

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

### Program requirements

All master's degree candidates are required to complete four semester hours of public affairs colloquia. In addition, 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 511 through 589.

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 he/she has registered for COM 506. At least 12 semester hours of course work, including at least eight semester hours of seminars, must be in

the student's area of concentration unless otherwise arranged.

### Requirements

COM 504 Introduction to Graduate Study in Communication	4 Hrs.
COM 506 Research Methods in Communication	4 Hrs.
500-level graduate seminars	12 Hrs.
Graduate-level COM courses	12 Hrs.
Public Affairs Colloquium	4 Hrs.
COM 501 Closure Experience (minimum)	4 Hrs.
Total (minimum)	40 Hrs.

Additional courses may be required by the adviser, with program 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 either a thesis, a project, or a comprehensive exam. The proposed thesis or project must be approved by a faculty committee before it is begun. 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 program or from program 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 semester after they have begun their graduate closure exercise until that exercise is completed. For communication students, this means that if the thesis/project/comprehensive exam has not been completed by the end of four continuous credit hours' enrollment in COM 501, students must register for one hour of audit in COM 502 Closure Experience Continuing Enrollment each semester (excluding summer terms) until the thesis/project/exam is completed.

### Course offerings

Cross-listed courses may be accepted for the program major. Students should be careful to regis-

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ter for the course with the appropriate program prefix (COM) to ensure that credit is received. Other courses may be accepted toward the major through petition to the program committee.



# COMPUTER SCIENCE

## Bachelor of Science, Master of Science, Undergraduate Minor

**Faculty** Sviatoslav Braynov, Kamyar Dezhgosha, Mark Lovik, Keith Miller, Ted Mims, Mary Sheila Tracy, Roger West, Jingyu Zhang  
**Associated Faculty** Burks Oakley II, Ray Schroeder

**Contact:** (217) 206-6770, [csc.uis.edu](mailto:csc.uis.edu), [csc@uis.edu](mailto:csc@uis.edu), or [csonline@uis.edu](mailto:csonline@uis.edu), for students interested in the online program

The bachelor of science degree is designed to provide the graduate with a strong foundation in computer science and related disciplines. The degree provides students with experience in mastering problem-solving skills relevant to business, scientific, and public issues.

Graduates of the B.S. program have been successful in earning advanced degrees and in pursuing careers in research and application-oriented positions in business, industry, government, and education. The diversity of course offerings and rigorous degree requirements ensure that B.S. graduates acquire knowledge necessary to shape their career goals.

The master's degree in computer science is oriented toward software and is most appropriate for candidates interested in the design, analysis, and implementation of software programs.

Students have access to an outstanding variety of computing systems including a Sun fileserver, additional UNIX-based computers, a parallel processing cluster, microcomputers, and a hands-on network configuration laboratory. We have expanded the curriculum and offer courses in the areas of secure systems and information assurance. UIS has received national recognition as a partner in the NSF Center for Systems Security and Information Assurance (CSSIA) <http://www.cssia.org> Computer laboratories are open evenings and weekends and some systems are available 24 hours a day through dial-up access.

### ONLINE DEGREE

The online computer science program, which is identical to the on-campus program, allows students to actively participate in dynamic, diverse, and interactive online learning communities and to complete their degrees in their own time and at their

own pace via the Internet. The online format enables them to complete coursework using the latest networked information technologies for increased access to educational resources, advisers, and materials.

### THE BACHELOR'S DEGREE

#### Advising

Before registering for the first time, the student should discuss an appropriate course of study with a member of the faculty. After classes begin, students are urged to choose a permanent adviser as soon as possible.

#### Assessment

The computer science program assesses all students for communication skills and for knowledge of computer science. Assessment is intended to help students in their academic planning and their development as computer scientists. Assessment begins when students enter UIS and continues throughout their course of study. It includes an entrance exam, a portfolio (including computer programs, reports, and other assignments), and an exit exam.

The process begins in CSC 300 Entrance Assessment, which must be taken the first semester of enrollment as a computer science major. The entrance assessment is an exam of the core areas of computer science. During this course, students begin a portfolio to which selected assignments will be added from each of the core computer science courses. The process concludes in CSC 301 Exit Assessment, which must be taken the final semester before graduation. The exit assessment helps students assess their progress and helps the program revise the curriculum.

*Note:* The computer science assessments should not be confused with the university assessment tests. For information about university assessments, see "Undergraduate Assessment Requirement" in the Undergraduate Education section of this Guide.



**Applied study**

The computer science program's applied study term is an excellent opportunity for students to gain practical experience. Placements have included state agencies, insurance companies, the SIU School of Medicine, computer companies, and many other locations throughout central Illinois.

**Entrance requirements**

Formal application to the program is required for admission. Enrollment in CSC 300 Entrance Assessment is required during the first semester. Program entrance requirements include the equivalent of two semesters of programming experience in the high-level language Java. CSC 325 and CSC 375 may be taken on campus at UIS to satisfy this requirement. Entrance requirements also include one semester of calculus as well as discrete math and statistics. MAT 115, MAT 121, and MAT 302 may be taken at UIS to satisfy these requirements; 12 of these hours may be counted toward the degree as general electives. Students considering an advanced degree or a career in a scientific field are strongly encouraged to take a second semester of calculus.

**UIS requirements**

Students must complete a minimum of 12 semester hours of UIS requirements in the areas of liberal studies colloquia, public affairs colloquia, and applied study. At least four hours must be earned in each of two areas.

**Degree requirements**

The core curriculum provides a strong foundation in computer science. CSC electives are chosen in consultation with the student's adviser to ensure depth of knowledge in topics of particular interest to the student. There are no restrictions for general electives. CSC courses must be taken for a letter grade.

**Core requirements**

CSC 300 Entrance Assessment	0 Hrs.
CSC 301 Exit Assessment	0 Hrs.
CSC 376 Computer Organization	4 Hrs.
CSC 385 Data Structures and Algorithms	4 Hrs.
CSC 387 Foundations of Computer Science	4 Hrs.
CSC 388 Programming Languages	4 Hrs.

CSC 389 Introduction to Operating Systems	4 Hrs.
CSC 478 Software Engineering Capstone	4 Hrs.
<b>Total core</b>	<b>24 Hrs.</b>

**Other requirements**

CSC Electives	12 Hrs.
General Electives	12 Hrs.
<b>Total Other</b>	<b>24 Hrs.</b>
UIS Requirements	12 Hrs.
<b>Total</b>	<b>60 Hrs.</b>

**COMPUTER SCIENCE MINOR**

A minor in computer science is designed for students who wish to develop a working knowledge of the computer that will allow them to apply effective computer techniques and computational problem-solving skills in a variety of contexts. It is useful for students with virtually any academic major, including accountancy, business administration, clinical laboratory science, economics, management, and others. A working knowledge of computers allows people to apply computer techniques in their careers and to introduce effective, computer-based methods.

The minor provides a foundation in computer science for non-majors. Appropriate CSC electives are chosen in consultation with a CSC adviser. CSC courses must be taken for a letter grade.

**Requirements**

MAT 302 Discrete Mathematics	4 Hrs.
CSC 325 Computer Science I	4 Hrs.
CSC 375 Computer Science II	4 Hrs.
CSC Electives	12 Hrs.
<b>Total</b>	<b>24 Hrs.</b>

**THE MASTER'S DEGREE**

**Entrance requirements**

Applicants must submit a Graduate Record Exam (GRE) score and a complete set of official undergraduate transcripts signifying graduation from an accredited university. For full admission, a minimum undergraduate grade-point average of 2.70 on a 4.00 scale is required. Students who take the TOEFL exam must achieve a score of 550 or higher. Applicants who do not meet all entrance requirements may be granted conditional admission. This allows a student to complete 12 hours toward the

degree. 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 lacking 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 full admission is granted.

### Prerequisite curriculum

(for students without a computer science degree)

MAT 302 Discrete Mathematics  
 MAT 113 Business Calculus or  
 MAT 115 Calculus I  
 MAT 121 Applied Statistics  
 CSC 325 Computer Science I  
 CSC 375 Computer Science II  
 CSC 376 Computer Organization  
 CSC 385 Data Structures and Algorithms  
 CSC 388 Programming Languages  
 CSC 389 Introduction to Operating Systems

### Degree requirements

Students must complete 32 hours of approved courses; no more than 12 hours may be taken before the student is fully admitted to the program. Course work must include: 1) 24 hours of CSC electives approved by the student's adviser; 12 hours must be at the 500-level; 2) 4 hours of CSC 550 Master's Project/Thesis; and 3) 4 hours from approved public affairs courses (PAD 460 Graduate Public Service Internship Seminar is appropriate).

### Closure requirements

Computer science graduate students must complete a comprehensive closure exercise to demonstrate the ability to formulate, investigate, and analyze a problem and to report results in writing and orally. The exercise is classified as either a graduate project or a master's thesis. Both options require sig-

nificant work. A thesis is an extensive research essay on an approved computer science topic, original in either its content or mode of integration. A project is an applied study that combines an approved computer science topic with actual problems or issues in a professional setting. Completing the closure exercise demonstrates a student's qualifications as a computer professional. Guidelines for completing the requirement are available at [csc.uis.edu](http://csc.uis.edu) and should be consulted before any work on the closure exercise is begun.

Students must enroll in four hours of the master's project/thesis course (CSC 550) for credit. If the work is not completed during the initial four hours, campus policy requires that students register to audit one hour of CSC 551 during each fall and spring semester the work remains incomplete. Failure to maintain continuous enrollment will require retroactive registration for one credit hour per semester. If a formal leave of absence is approved by the program, continuous registration is not required.

### Grading policy

Students must earn a grade of B- or better in all courses that apply toward the degree. In addition, students who do not maintain a 3.00 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 credit/no credit basis will not count toward the degree.

# CRIMINAL JUSTICE

## Bachelor of Arts, Graduate Concentration within the Master of Public Administration degree, Undergraduate Minor

**Faculty** Leanne Brecklin, Barbara Hayler, Beverly Rivera, Ryan Williams

**Adjunct Faculty** Chris Bolinger, Jonna Cooley, Robert Jones, Steve Kossman, Bruce Liebe

**Contact: (217) 206-6301, crj@uis.edu or www.uis.edu/criminaljustice**

**In the Peoria area, contact the UIS office at Illinois Central College at (309) 694-5546.**

Criminal justice is an interdisciplinary field that studies crime and the ways society responds to crime. The criminal justice curriculum examines the nature and causes of crime, the purposes and activities of the criminal justice system, and the impact of crime on victims and society. Since crime is a social problem, many courses include the study of community-based programs and social service agencies as well as the components of the criminal justice system. The criminal justice department, located within the College of Public Affairs and Administration, emphasizes the study of public policy and change efforts as an essential part of its curriculum. Students have the opportunity to participate in public affairs research projects conducted by department faculty.

The criminal justice degree program is designed for students interested in the general study of crime and the administration of justice and those pursuing professional careers in criminal justice or related fields. The degree also prepares students for entrance into graduate or professional schools in criminal justice, law, public administration, social work, and the social sciences. Graduate study in criminal justice is available at UIS through the public administration department, which offers a concentration in criminal justice.

The criminal justice major provides an integrated program of study that emphasizes problem-solving and analytical skills, an approach favored by many criminal justice agencies and employers. The curriculum reflects the multidisciplinary character of the field, drawing on a variety of liberal arts and professional areas of expertise. Faculty associated with the department have degrees in fields such as criminal justice, criminology, law, political science, psychology, and sociology. Student majors take a core curriculum that familiarizes them with a range of

perspectives, methods, and content areas of the criminal justice field. They may use their electives to take additional courses or to minor in another field. Majors also have the opportunity to study abroad.

All majors participate in experiential learning through the UIS applied study term program. Students have the opportunity to work with state agencies and training centers as well as local criminal justice and social service agencies. Students with extensive career experience may meet this requirement through the credit for prior learning program or may petition to substitute public affairs colloquia and liberal studies colloquia in the UIS requirement.

### THE BACHELOR'S DEGREE

#### Entrance requirements

Students who have been admitted to UIS and who have a grade-point average of 2.50 on a 4.00 scale qualify for admission to the criminal justice program. Students admitted to UIS with a GPA below 2.50 may be granted conditional admission to the major, which permits enrollment in up to 12 semester hours of adviser-approved courses during the first semester. The final decision on admission to the major for conditionally admitted students is made after completion of 8 to 12 hours at UIS.

#### Program requirements

<b>Core courses</b>	
CRJ 309 Administration of Justice	4 Hrs.
CRJ 311 Law and Legal Processes	4 Hrs.
Core course in policing or corrections (either CRJ 312 Policing in America or CRJ 313 Correctional Systems)	4 Hrs.
CRJ 345 Research Methods in Criminal Justice	4 Hrs.
CRJ 421 Criminological Theory	4 Hrs.
CRJ 489 Senior Seminar	4 Hrs.

<b>CRJ electives</b> (up to 8 Hrs. may be taken at the lower-division level; see "Transfer Courses" below)	16 Hrs.
Total CRJ hours	40 Hrs.

<b>Upper-division general electives</b> (non-CRJ courses selected by student)	8 Hrs.
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#### UIS Requirements

(See "UIS Requirements" in the Bachelor's Degree General Information section of this catalog. Must include 8 hours of AST)

Total	12 Hrs.
Total	60 Hrs.

**Grading policy**

Criminal justice majors must receive a grade of C or better in all required core courses.

**Transfer courses**

Upper-division courses are evaluated for transfer on a case-by-case basis. The department will accept up to eight hours of lower-division criminal justice courses with grades of B or better in partial satisfaction of the CRJ electives requirement. Acceptance of these credits allows students to substitute general electives for CRJ electives, but does not reduce the total number of required upper-division hours.

**Computer competence**

Students must demonstrate competence in the use of computers for word processing, database, and spreadsheet applications by taking an approved lower-division course or CSC 318 Computer Literacy at UIS or by successfully completing the department's competency-based exam process.

**Communication skills**

To satisfy the UIS communication skills requirement, students prepare a portfolio of written work from 300-level core courses with final assessment occurring in the senior seminar.

**THE MINOR IN CRIMINAL JUSTICE**

CRJ 309 Administration of Justice	4 Hrs.
One of the following CRJ core courses:	
CRJ 311 Law and Legal Processes	
CRJ 312 Policing in America	
CRJ 313 Correctional Systems	4 Hrs.
Two criminal justice elective courses	8 Hrs.
Total	16 Hrs.

Up to four hours of upper-division CRJ electives may be accepted as transfer credit through the student petition process.

**GRADUATE STUDIES IN CRIMINAL JUSTICE**

UIS offers a concentration in criminal justice as part of the M.P.A. degree offered by the public administration department. This is a 48-hour degree program and includes 16 hours of specialized criminal justice graduate courses. Applications for this degree program should be submitted to the public administration (PAD) department.



# ECONOMICS

## Bachelor of Arts, Undergraduate Minor

**Faculty** Adil Mouhammed, Baker Siddiquee  
**Associated Faculty** Shahram Heshmat, Robert Sipe  
**Emeritus Faculty** Michael Ayers, Leroy Wehrle  
**Adjunct Faculty** Mohammed Shahidullah

**Contact: (217) 206-7174, [eco@uis.edu](mailto:eco@uis.edu) or [www.uis.edu/economics](http://www.uis.edu/economics)**

### Departmental goals and objectives

The goal of the economics program is to help students build strong conceptual thinking and problem-solving skills by understanding and applying economic theory to real world problems. Specific program objectives include the development of 1) basic knowledge of micro- and macroeconomic theory and their applications and quantitative methods of analysis, 2) skills in research using the theories and methods of economic analysis, and 3) skills for applying economic theories and models.

### Advising

New students must contact the department for initial advising to plan a program of study that reflects their interests and satisfies degree requirements.

### THE BACHELOR'S DEGREE

The B.A. in economics is designed to meet the standards set by the profession. Through its curriculum and faculty resources, the department seeks to prepare its graduates with the requisite skills and knowledge to perform successfully in careers in private enterprise as well as government or not-for-profit enterprises.

### Entrance requirements

All departments in the College of Business and Management require foundation knowledge in accounting, economics, mathematics, statistics, and the behavioral sciences. UIS courses that satisfy the foundation knowledge requirement include:

ACC 211 Introduction to Financial Accounting **and**  
 ACC 212 Introduction to Managerial Accounting **or**  
 ACC 311 Administrative Uses of Accounting  
 ECO 313 Statistics for Business and Economics  
 MAT 113 Business Calculus (or other calculus or finite math equivalent)  
 ECO 201 Introduction to Microeconomics **and**  
 ECO 202 Introduction to Macroeconomics **or**  
 ECO 315 Economics for Administration  
 Behavioral science course (psychology, sociology, etc.)

A minimum GPA of 2.00 (C) is required in the foundation coursework for entry to the program core courses. Students will receive credit for either ECO 315 or ECO 201 and ECO 202, but not for both.

### Degree requirements

A student must complete 60 semester hours of upper-division coursework to earn a B.A. in economics.

College core	18 Hrs.
(Required of all undergraduate College of Business and Management students)	
BUS 302 Principles of Financial Management	3 Hrs.
BUS 312 Principles of Marketing	3 Hrs.
BUS 322 Principles of Operations Management	3 Hrs.
MGT 310 Managing Organizational Behavior	3 Hrs.
MIS 352 Principles of Management Information Systems	3 Hrs.
MGT 488 Strategic Management & Leadership	3 Hrs.

Economics core	20 Hrs.
ECO 301 Intermediate Microeconomics	4 Hrs.
ECO 302 Intermediate Macroeconomics	4 Hrs.
ECO 314 Quantitative Methods for Business and Economics	4 Hrs.
ECO 408 History of Economic Thought	4 Hrs.
ECO 413 Econometrics	4 Hrs.
Electives	10 Hrs.
University requirements (AST, PACs, or LSCs)	12 Hrs.
Total	60 Hrs.

Students must complete the 20 hours of economics core courses in the UIS College of Business and Management. An average GPA of 2.00 (C) or better is required for all UIS coursework to graduate. In addition, students must maintain an average GPA of 3.00 (B) or better in the two theory courses, ECO 301 and ECO 302.

### ECONOMICS MINOR

To earn a minor in economics, students must complete 16 semester hours of upper-division economics courses at UIS. Prerequisite coursework includes ECO 315 Economics for Administration or two courses in principles of economics (micro and macro). Required courses (or their equivalents) include:

ECO 301 Intermediate Microeconomics	4 Hrs.
ECO 302 Intermediate Macroeconomics	4 Hrs.
Two upper-division economics courses	8 Hrs.
Total	16 Hrs.



# EDUCATIONAL LEADERSHIP

## Master of Arts in Educational Leadership, Master of Arts in Teacher Leadership, Post-master's certificate

**Faculty** B. Douglas Anderson, Nathaniel Anderson, Scott Day, Daniel Matthews, Margaret Noe, William Phillips, Patricia Tucker-Ladd, David Turner  
**Emeritus Faculty** James Cherry  
**Adjunct Faculty** Leonard Bogle, Sandy Gadel, Tom Kerins, Mary Loken, Shari McCurdy, Mark Pace, Greg Reynolds, Barry Swanson

**Contact: (217) 206-6306, [edl@uis.edu](mailto:edl@uis.edu), or  
[mtl@uis.edu](mailto:mtl@uis.edu) or [www.uis.edu/  
 educationalleadership/](http://www.uis.edu/educationalleadership/)**

The purpose of the educational leadership program 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 program 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 1) educational leadership and 2) teacher leadership (online).

The educational leadership program also offers a post-master's certificate leading to a superintendent'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. However, no more than eight hours of C grades will be accepted.

### Communication and Library Skills

Oral and written communication skills are prac-

ticed 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's 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 for the M.A. in Educational Leadership

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 grade-point average of 3.00 or better on a 4.00 scale. A student can be conditionally admitted if the GPA is between 2.50 and 3.00. Conditional admission means that the student must achieve a GPA of 3.00 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. Transfer credit is evaluated on a course-by-course basis with the fac-



ulty adviser and approval of the EDL convener.

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

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.

Total 40 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, and 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 certification must apply for admission to the certificate program. Requirements are a valid, completed master's degree or admission to the educational leadership master's de-

gree program. Clinical experiences are required for type 75 administrative certification.

### Advising

A student enrolled in the educational leadership master's degree program is expected to see a faculty adviser during the first semester of enrollment. Assistance in selecting an adviser is available from any member of the faculty. The adviser assists the student in planning his/her program of studies and is also available to provide career counseling.

### Springfield Educational Consortium

The UIS educational leadership program is a member of the Springfield Educational Consortium. Composed of the University of Illinois at Springfield, Southern Illinois University, Western Illinois University, and Illinois State University, the consortium allows the coordination of course offerings in educational leadership/administration in the Springfield area, thus broadening the range of courses available to students. Students enrolled in the UIS educational leadership program are encouraged to complete some of their course work with the consortium universities as appropriate and approved by the UIS educational leadership convener. Advanced certificate and doctoral-level courses are available as offered by participating universities.

### MASTER OF ARTS IN TEACHER LEADERSHIP - 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 and writing. Courses include studies in teaching, leadership, research, technology use, and a master's closure project. Courses in MTL meet the requirement for teacher certificate renewal. Two courses facilitate master teaching certification by the National Board for Professional Teaching Standards. The master's degree requires the completion of 40 semester hours of course work, including 32 hours of MTL course work.



**Entrance Requirements for the M.A. in Teacher Leadership**

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 grade-point average of 3.00 or better on a 4.00 scale. A student can be conditionally admitted if the GPA is between 2.50 and 3.00. Conditional admission means that the student must achieve a GPA of 3.00 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. Transfer credit is evaluated on a course-by-course basis with the faculty adviser and approval of the EDL convener.

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 university 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 adviser.

**Degree Requirements**

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

**Research**

EDL 541 Educational Research 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.

Total 40 Hrs.

**Advising**

Advising for MTL is conducted by the MTL coordinator or another assigned faculty adviser. Initial advising must be completed by the end of the student's first semester. The faculty adviser assists the

student in planning his/her program of studies and is also available to provide career counseling. See <http://mtl.uis.edu> for further details.

**POST-MASTER'S CERTIFICATE**

The post-master's certificate program leading to the superintendent's endorsement is designed to meet the professional growth needs of Illinois educators who are preparing for central office leadership positions. Courses in the program are appropriate for candidates 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 interests. 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 practice.

Academic content for the sequence includes the following courses:

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 Administration	4 Hrs.
EDL 626 Clinical Experiences/Internship	2 Hrs.
EDL 627 Clinical Experiences/Internship	2 Hrs.
EDL 635 Organizational Theory and Leadership	4 Hrs.
EDL 680 Capstone: Leadership & School Improvement	4 Hrs.

Admission requirements can be obtained from the EDL program office or viewed at [www.uis.edu/educationalleadership](http://www.uis.edu/educationalleadership).

# ENGLISH

## Bachelor of Arts, Master of Arts, and Undergraduate Minor

**Faculty** Barbara Burkhardt, Sara Cordell, Marcellus Leonard, Ethan Lewis, Karen Moranski, Jim Ottery, Nancy Perkins

**Associated Faculty** Rosina Neginsky, Larry Shiner, Annette Van Dyke

**Emeritus Faculty** Dennis Camp, Judith Everson, Norman Hinton, Jackie Jackson, John Knoepfle, Charles Schweighauser, Richard Shereikis

**Contact:** (217) 206-6779, [eng@uis.edu](mailto:eng@uis.edu) or [www.uis.edu/english](http://www.uis.edu/english)

Degree candidates in English may develop one of several specializations for a conventional degree in British or American literature or may design a personalized and less traditional course of study. Some students may wish to select courses especially helpful to classroom teachers. Others prepare for careers in writing and editing by taking courses offered by English and other UIS programs. Courses include expository writing, journalism, feature writing, and creative writing (novel, poetry, short story, play writing) and creative non-fiction. Students interested in writing and editing may take basic courses in other programs in fields that generate publications (e.g., communications, environmental studies, political studies, and economics). Students interested in teaching English at the secondary level may seek Illinois state teacher certification; information can be obtained from the teacher education program.

### THE BACHELOR'S DEGREE

#### **Entrance requirements for on-campus program**

The on-campus B.A. program is open to any student who qualifies for admission to UIS.

#### **Online English program**

The online English program, which is identical to the on-campus program except for entrance requirements, allows students to participate actively in dynamic, diverse, and interactive online learning communities and to complete their degrees in their own time and at their own pace via the Internet. The online format enables them to complete coursework using the latest networked information technologies for increased access to educational resources, advisers, and materials.

#### **Entrance requirements for online program**

To apply to enter the online English program, a student must have:

- earned a minimum of 45 credit hours at the lower-division (freshman/sophomore) level
- a grade-point average of 3.00 or higher (on a 4.00 scale) from an accredited college or university
- completed three semester hours of English composition (as the minimum requirement for general University admission)
- completed one additional writing course and two literature courses (for a total of 12-16 semester hours)
- access to the Internet and
- computer skills necessary to study online

#### **Technology needs for online students**

##### **PC**

333 MHz Intel Pentium processor or equivalent  
128 MB of RAM  
56 Kbps modem  
16-bit sound card and speakers  
65,000-color video display card (video)  
Windows 98 operating system or newer  
Internet connection and Internet Explorer 5.5 or Netscape 4.7 or later.  
Some classes might require CD-ROM.

##### **Mac**

Mac\* OS 8.1 or later  
128 MB RAM; 65 MB virtual memory  
604 PowerPC\* (200 MHz or better)  
Internet connection  
Web browser Microsoft\* Internet Explorer \* 5.5 or later or Netscape\* 4.7 or later.  
Some classes might require CD-ROM.

#### **Advising**

Because a wide range of courses are offered with relative freedom from requirements, the English program assigns undergraduate majors to program advisers. Advisers assist students to develop appropriate, individualized courses of study. Students should consult with advisers regularly, especially before enrolling for their last semester. Students may choose a different adviser at any time.

**UIS requirements**

Students must complete a minimum of 12 semester hours of UIS requirements in liberal studies colloquia, public affairs colloquia, and applied study. These hours must include at least four hours in each of at least two of these categories.

**Graduation requirements for both on-campus and off-campus programs**

ENG 311 Literary Study and Research	4 Hrs.
ENG 489 Capstone to Literary Study	4 Hrs.
At least one course in British literature	4 Hrs.
At least one course in American literature	4 Hrs.
At least one ENG course ending in 50-89 (writing and other courses)	4 Hrs.
ENG electives	16 Hrs.
Total ENG hours	36 Hrs.
UIS requirements	12 Hrs.
General electives (eight hours of which must be in areas distinctly outside English)	12 Hrs.
Total	60 Hrs.

ENG 311 Literary Study and Research and ENG 489 Capstone to Literary Study are required of all undergraduate majors, and both are offered regularly. Students take ENG 311 soon after admission to the program. Completing ENG 311 satisfies the campus requirement for communication skills. Students take ENG 489 during their senior year after completing most coursework.

Juniors are expected to enroll in 300- or 400-level courses; however, seniors may petition instructors for admission to select 500-level English courses.

English students are expected to develop research, analytical, interpretive, and writing skills; all English courses are opportunities to acquire and to refine these skills. Students who are deficient in writing skills may be required to take additional courses, such as ENG 375. Transfer credit is evaluated case-by-case through the student petition process; up to 12 credit hours of upper-division coursework with a grade of B or better may be accepted toward the English degree.

**Applied study**

In consultation with their advisers, English majors may select from a variety of challenging applied study term (AST) experiences. Students who wish to become certified English teachers at the elementary, middle, or secondary level must enroll in the Teacher Education Program and take student teaching as an AST. Students interested in writing and editing careers may work with local agencies and

publishers. Students who prefer a creative writing AST must offer evidence of an extended project to satisfy AST requirements. Students may also prepare for positions in literary site preservation at such locations as the Vachel Lindsay home in Springfield and the Edgar Lee Masters home in Petersburg.

**ENGLISH/TEACHER EDUCATION**

English majors can be certified to teach at the elementary or secondary level. Students must apply separately to the teacher education program (TEP) and should consult the teacher education section of this catalog. Students seeking certification will be assigned both an English adviser and a TEP adviser, whom they should consult regularly to make sure they satisfy requirements for both the major and certification

**ENGLISH MINOR**

ENG 311 Literary Study and Research	4 Hrs.
One British literature course	4 Hrs.
One American literature course	4 Hrs.
One writing and/or other course ending in 50-89	4 Hrs.
Total	16 Hrs.

**THE MASTER'S DEGREE**

**Entrance 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. 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 course work or other stipulated requirements.

An applicant with an undergraduate degree in a field other than English must take additional course work – generally the equivalent of the English minor – before matriculation at the graduate level to gain the endorsement of at least two full-time faculty who teach the completed courses. Those faculty members report their estimates of the student's potential for success in the graduate program. The graduate committee then makes a decision regarding matriculation into the English program.

All applications for admission into the English master's degree program must include a formal letter of application, complete transcripts, GRE scores in the general examinations, and a sample of ana-



lytical writing. The applicant must fill out a program application and return two program recommendation forms, each completed by someone of the applicant's choice who is familiar with the student's academic competencies.

The Graduate Admissions Committee will mail all program forms to interested candidates, make decisions at the completion of application files, and promptly notify applicants of their status.

### Advising

Because the English program offers a wide range of courses, an academic adviser is assigned to assist students in developing appropriate courses of study. All students should consult their advisers before enrolling for their last semester of study. Students may choose a different adviser at any time.

### Grading policy

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

### Course numbering

Depending on the closure option, graduate students should complete at least 20-24 hours in colloquia, seminars, or thesis (including ENG 572) at the 500-level in the English program. In addition, graduate students taking 400-level courses are required to do extra work, such as a critical paper, oral report, or additional reading in primary and secondary sources.

### Communication skills

Completion of ENG 572 Graduate Research Methods satisfies UIS' communication skills requirements. In exceptional cases where the program committee waives ENG 572, students must make alternate arrangements with the program committee to fulfill the communication skills requirement.

### Program requirements

*For students choosing the thesis or creative writing closure option.*

ENG 572 Graduate Research Methods	4 Hrs.
*ENG electives (see below; at least 12 hours must be at the 500-level in colloquia or seminars)	32-48 Hrs.
ENG 589 Thesis/Creative Writing Project	4 Hrs.
Total	40-56 Hrs.

\*Varies based on undergraduate preparation in the field of

English language and literature.

*For students choosing the comprehensive examination closure option.*

ENG 572 Graduate Research Methods	4 Hrs.
*ENG electives (see below; at least 16 hours must be at the 500-level in colloquia or seminars)	36-52 Hrs.
ENG 587 Comprehensive Examination	1 Hr.
Total	41-57 Hrs.

\*Varies based on undergraduate preparation in the field of English language and literature.

Students should work closely with their advisers to ensure that graduate course work does not duplicate undergraduate work. All M.A. candidates are required to take ENG 572 Graduate Research Methods and should do so as early as possible in their academic careers. The colloquium, offered each fall (and spring, as needed), introduces the master's candidate to graduate study in English, basic literary concepts and terminology, and critical theories and practices. ENG 572 may be waived only by a majority vote of the program committee.

All M.A. candidates in English must complete at least five 500-level courses (colloquia, seminars, or thesis), including ENG 572. Candidates choosing the comprehensive examination as their closure option must complete six 500-level courses. In addition, students must take 1) at least one course that covers a major literary period in British or American literature; 2) at least one course that focuses on a major literary figure; and 3) at least one course that deals with a major literary type (such as the novel, short story, poetry, or drama). These distribution requirements can be met at the 400 or 500 level.

Depending on their academic history at the time of admission to the program, graduate students are assigned the number of English electives (32-48 hours) they must take. The range reflects the heterogeneous undergraduate preparation of incoming students and allows the graduate committee to assist students to overcome deficiencies.

### Master's closure

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

### Thesis or creative writing project

Students choosing to write a thesis or creative



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writing project must enroll in ENG 589 Thesis and Creative Writing Project (1 to 4 Hrs.). 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. **Note:** If the thesis or creative writing project is not completed by the time four hours of ENG 589 are accrued in continuing enrollment, students must register to audit ENG 590 for one hour in all subsequent fall and spring semesters until the thesis or creative writing project is completed.

#### **Comprehensive examination**

Students must enroll in ENG 587 Comprehensive Examination (1 Hr.) to prepare to take the examination. **Note:** Should a student not complete the examination that semester, the student must then enroll in ENG 588 (1 hour audit) each fall and spring semester until the comprehensive examination is successfully completed.



# ENVIRONMENTAL STUDIES

## Master of Arts in Environmental Studies, Master of Science in Environmental Sciences, Graduate Certificate in Environmental Risk Assessment, Undergraduate Minor in Environmental Studies

**Faculty:** Sharron LaFollette, Tih-fen Ting,  
**Associated Faculty:** Harshavardhan Bapat, Gary Butler, Remi Imeokparia, Michael Lemke, Robert McGregor, William Siles, Pinky Wassenberg,  
**Emeritus Faculty:** Alexander J. Casella, Edward L. Hawes, Malcolm P. Levin, John Munkirs, Charles Schweighauser, William Warren, Roy Wehrle  
**Associated Emeritus Faculty:** William Martz  
**Adjunct Faculty:** George Czapar, Deanna Glosser, Rhonald Hasenyager, Stu Jacobson, Roger Kanerva, Greg Michaud, John S. Sherrill, Darlene Snyder

**Contact:** (217) 206-6720, nrach1@uis.edu or [www.uis.edu/environmentalstudies](http://www.uis.edu/environmentalstudies)

### Department of environmental studies goal

The goal of the environmental studies department is to enhance society's ability to create an environmentally acceptable future. Faculty with diverse backgrounds in the social and natural sciences are committed to developing interdisciplinary approaches to environmental problem solving.

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

### Master's degrees entrance requirements

Admission to either the M.S. or M.A. degree programs will be considered for students with bachelor's degrees from accredited colleges and universities. Applications are accepted year-round. Applications are evaluated by the Graduate Admissions Committee. Full admission requires a GPA of at least 3.00 (on a 4.00 scale). Students with a GPA between 2.50 and 3.00 will be considered for conditional admission. If the Graduate Admissions Committee recommends conditional admission, the student is expected to complete satisfactorily (B or better) ENS 551 and ENS 552 during his/her first year in the program.

All applicants for admission to the environmental studies department must complete a graduate application to the campus. They must also submit to the department a letter of application that states their academic and vocational goals and two letters of recommendation from either professors or employers. Complete transcripts should be sent to the admissions office as part of the application for admission to UIS. The Graduate Admissions Committee will make its decision after the application file is complete. Applicants will be notified of their status as soon as possible. For further information about admission requirements, contact the environmental studies department.

### Grading policy

Students must maintain a B or better average during their course of study. A maximum of eight hours of C grades is applicable to a degree, provided they are balanced by an equal number of A grade hours.

### Advising

All new students must participate in a departmental graduate student orientation during the first week of the fall semester. During this orientation, each student selects a faculty adviser who assists the student in defining objectives, in selecting courses appropriate to the student's selected area of study, and in developing the master's thesis or graduate project. In conjunction with his/her adviser, the student must prepare an educational plan before reaching the mid-term 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 Master of Science in Environmental Sciences is designed to allow 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 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) understand key environmental problems; 3) identify, research, and evaluate environmental problems; and

4) compare, contrast, implement, and manage short- and long-term solutions to environmental problems.

Two options are available: environmental sciences and environmental risk science. The department recommends that students entering environmental sciences have a knowledge of organic chemistry, algebra, statistics, geology, and biology.

### Requirements of the master of science degree

#### Core requirements

ENS 546 Concepts of Ecology or equivalent	4 Hrs.
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.
ENS 554 Thesis/Project Proposal	2 Hrs.
Total core	18 Hrs.

#### Option and electives

Total of option and electives. (See below.)	28 Hrs.
Total	46 Hrs.

#### \*Closure

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

ENS 510 Thesis	4 Hrs.
ENS 520 Graduate Project	4 Hrs.
Total	50 Hrs.

\*Students may also want to take ENS 530 Internship (4 hours) in conjunction with their closure exercises. Students who hold Graduate Public Service Internships may use four hours of internship seminar (PAD 460) toward their environmental studies degree.

### General environmental sciences option (28 Hrs.)

Build competency in tools of environmental sciences important in researching environmental situations and their impact on environmental and public health.

<b>Required</b>	<b>8 Hrs.</b>
ENS 449 Environmental Toxicology	4 Hrs.
BIO 571 Advanced Ecology	4 Hrs.

#### Select 12 Hrs. from the following:

ENS 444 Aquatic Ecology	4 Hrs.
ENS 445 Biology of Water Pollution	4 Hrs.
ENS 447 Environmental Chemistry	4 Hrs.
ENS 462 Environmental Physical Geography	4 Hrs.
ENS 521 Environmental Risk Assessment	4 Hrs.
ENS 522 Risk Assessment: Air, Land and Water	4 Hrs.
ENS 526 Risk Management and Communications	4 Hrs.
ENS 527 Strategic Environmental Management	4 Hrs.
CHE 415 Biochemistry I	4 Hrs.
CHE 421 Instrumental Analysis	4 Hrs.

CHE 425 Interpretive Spectroscopy	3 Hrs.
ENS 561 Foundations of Epidemiology	4 Hrs.
ENS 562 Analytical Epidemiology	4 Hrs.
ENS 542 Ecosystem Management	4 Hrs.
ENS 555 Analytical Tools for the Environmental Sciences	4 Hrs.

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

#### Electives

**8 Hrs.**

Appropriate courses will be selected from within or without the ENS department in consultation with the student's adviser.

#### Risk sciences option

**(28 Hrs.)**

Use tools and strategies of risk sciences to evaluate and manage impacts on environmental and public health.

#### Required

**12 Hrs.**

ENS 449 Environmental Toxicology	4 Hrs.
ENS 521 Environmental Risk Assessment	4 Hrs.
ENS 522 Risk Assessment: Air, Land, and Water	4 Hrs.

#### Select 8 Hrs. from the following:

ENS 419 Environmental Law	4 Hrs.
ENS 421 Environmental Economics	4 Hrs.
ENS 447 Environmental Chemistry	4 Hrs.
ENS 523 Risk Assessment Practicum	4 Hrs.
ENS 526 Risk Management and Communication	4 Hrs.
ENS 527 Strategic Environmental Management	4 Hrs.
ENS 561 Foundations of Epidemiology	4 Hrs.
ENS 562 Analytical Epidemiology	4 Hrs.
ENS 555 Analytical Tools for the Environmental Sciences	4 Hrs.
ENS 581 Environmental Policy and Analysis	4 Hrs.

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

#### Electives

**8 Hrs.**

Appropriate courses will be selected from within or without the ENS department in consultation with the student's adviser.

### GRADUATE CERTIFICATE IN ENVIRONMENTAL RISK ASSESSMENT

Risk assessment is a frequently used tool in environmental analysis. The graduate certificate in environmental risk assessment provides students with the professional education necessary to perform risk assessment operations for a variety of environmental and public health situations. Students will also relate risk assessment methodologies, procedures, and results to environmental policies. To earn a certifi-

cate, students must complete the curriculum with at minimum a B average.

Students complete 16 credit hours for the certificate: ENS 421 Environmental Economics, ENS 521 Environmental Risk Assessment, ENS 522 Risk Assessment: Air, Land, and Water; and ENS 523 Risk Assessment Practicum.

### MASTER OF ARTS IN ENVIRONMENTAL STUDIES

The curriculum for the Master of Arts in Environmental Studies is designed to allow students to gain an understanding of ways to balance social and economic needs with environmental realities, to learn how to use resources imaginatively for sustained yields, 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 environmental problems; 3) enhance awareness of human dependence on the environment; 4) research historical roots of environmental problems and the impact of human activities over time; 5) communicate and evaluate issues in environmental policies and actions; and 6) evaluate short- and long-term solutions to environmental problems.

Three concentrations are available: environmental humanities; natural resources and sustainable development; and environmental policy, planning, and administration.

#### Degree requirements

##### Core

ENS 546 Concepts of Ecology or equivalent	4 Hrs.
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.
ENS 554 Thesis/Project Proposal	2 Hrs.
Total core	18 Hrs.

##### Option and electives

Total of option and electives. (See below.)	28 Hrs.
Total	46 Hrs.

##### \*Closure

Each graduate degree candidate must complete one of the following closure options.	
ENS 510 Thesis	4 Hrs.
ENS 520 Graduate Project	4 Hrs.
Total	50 Hrs.

\*Students may also want to take ENS 530 In-

ternship (4 hours) in conjunction with their closure exercises. Students who hold Graduate Public Service Internships may use four hours of internship seminar (PAD 460) toward their environmental studies degree.

### CONCENTRATIONS

#### Natural resources and sustainable development (28 Hrs.)

Explores theories of sustainable use and administration of natural resources, including water, energy, and agricultural land.

##### Required

ENS 487 Natural Resources: Policy and Administration	4 Hrs.	<b>8 Hrs.</b>
ENS 581 Environmental Policy and Analysis	4 hrs.	

##### Select 12 Hrs. from the following:

ENS 403 Transportation: Problems and Planning Procedures	4 Hrs.
ENS 404 Techniques of Environmental Planning: Remote Sensing and GIS	4 Hrs.
ENS 419 Environmental Law	4 Hrs.
ENS 421 Environmental Economics	4 Hrs.
ENS 445 Biology of Water Pollution	4 Hrs.
ENS 462 Environmental Physical Geography	4 Hrs.
ENS 463 Our Changing Climate	4 Hrs.
ENS 468 Environmental Geology	4 Hrs.
ENS 483 Environmental Policies: National Environmental Protection Act	4 Hrs.
ENS 484 Environmental Policies: Air Quality	4 Hrs.
ENS 485 Environmental Policies: Water Quality	4 Hrs.
ENS 486 Solid and Hazardous Wastes: Technology and Policy	4 Hrs.
ENS 501 Environmental Planning: Land and Resource Use	4 Hrs.
ENS 502 Land Use Planning: Principles and Practices	4 Hrs.
ENS 504 Environmental Modeling with GIS	4 Hrs.
ENS 527 Strategic Environmental Management	4 Hrs.
ENS 542 Ecosystems Management	4 Hrs.
ENS 547 Environmental Agriculture	4 Hrs.

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

##### Elective 8 Hrs.

Appropriate courses will be selected from within or without the environmental studies department in consultation with the student's adviser.



**Environmental policy, planning, and administration (28 Hrs.)**

Emphasizes policy and planning processes and the administration of policy and planning.

**Required**

- ENS 487 Natural Resources: Policy and Administration
- ENS 501 Environmental Planning: Land and Resource Use

**Select 12 Hrs. from the following:**

- ENS 403 Transportation: Problems and Planning Procedures 4 Hrs.
- ENS 404 Techniques of Environmental Planning: Remote Sensing and GIS 4 Hrs.
- ENS 419 Environmental Law 4 Hrs.
- ENS 421 Environmental Economics 4 Hrs.
- ENS 462 Environmental Physical Geography 4 Hrs.
- ENS 483 Environmental Policies: National Environmental Policy Act 4 Hrs.
- ENS 484 Environmental Policies: Air Quality 4 Hrs.
- ENS 485 Environmental Policies: Water Quality 4 Hrs.
- ENS 486 Solid and Hazardous Wastes: Technology and Policy 4 Hrs.
- ENS 502 Land Use Planning: Principles and Practices 4 Hrs.
- ENS 504 Environmental Modeling with GIS 4 Hrs.
- ENS 527 Strategic Environmental Management 4 Hrs.
- ENS 581 Environmental Policy and Analysis 4 Hrs.

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

**Elective 8 Hrs.**

Appropriate courses will be selected from within or without the environmental studies department in consultation with the student's adviser.

**Environmental humanities (28 Hrs.)**

Emphasizes environmental history, literature, ethics, art, and philosophy.

**Choose 28 Hrs. from the following:**

- ENS 411 Introduction to Environmental Education 4 Hrs.
- ENS 412 World Environmental Thought 4 Hrs.
- ENS 418 American Environmental History 4 Hrs.
- ENS 464 North America 4 Hrs.
- ENS 474 Environmental Perception 4 Hrs.
- ENS 476 Environmental Ethics 4 Hrs.
- ENS 477 Expressions of American Naturalism 4 Hrs.
- ENS 505 Historic Environmental Preservation 4 Hrs.
- ENS 530 Internship 4 Hrs.
- ART 463 Modern Art History 4 Hrs.
- ART 464 Contemporary Art History 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 4 Hrs.
- SOA 481 North American Indians: Culture and

Ecology 4 Hrs.

An appropriate courses may also be selected within or outside the ENS department in consultation with the student's adviser.

**Closure requirements**

M.S. and M.A. candidates, with the assistance of their advisers and graduate committees, are required to develop a thesis or major graduate project. For many students, the culminating experience of graduate-level work is a formal thesis. Other 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, a laboratory research project, or a finished and well-researched draft of environmental legislation or policy. Both the thesis or project proposal and final product are defended in an oral examination before the graduate committee.

Students may not enroll for thesis or project credit hours until their proposal has been approved by their graduate committee. Students must enroll in a total of four hours of master's closure exercise for credit; however, they may accrue the total in increments. After beginning a closure exercise, students are required by campus policy to be enrolled in at least one semester hour of closure exercise *each* semester until the exercise is completed. For environmental studies students, this means that if the closure exercise is not completed by the end of four credit hours, students must register to audit ENS 510 Thesis or ENS 520 Graduate Project (as applicable) for one credit hour in all subsequent semesters (except summers) until the exercise is completed.

**Student's Educational Plan**

Development of an educational plan in a standard format is a key activity on which student and adviser work closely to develop a plan that is appropriate for the student's background, aspirations, and needs. The plan indicates the courses for the chosen degree and concentration. After taking ENS 553 and 554, the plan is amended with a proposal for the thesis or graduate project. Students are expected to demonstrate how the plan is appropriate for their background, aspirations, and needs. The department chair approves the plan. Amendments may be made during the course of study with approval of the adviser and department chair

*Graduate Committee:* In consultation with the student, the graduate committee reviews and evaluates the thesis or graduate project proposal and final product.

*Variations and waivers:* Courses that the student wishes or needs to take are listed in the educational plan; variances sought from requirements must be indicated. Courses in other departments/programs that are not crosslisted or that have been taken at other institutions of higher education must also be listed. All variances must be approved by the adviser and department chair.

*Internships:* Environmental studies faculty believe that a period of time working in an environmental agency or organization can be a vital part of professional training. Students in the Graduate Public Service Internship program may count up to four hours of their special internship seminar, PAD 460, toward the internship.

#### ENVIRONMENTAL STUDIES MINOR FOR UNDERGRADUATES

Provides an overview of social and natural sciences as they apply to understanding of environmental issues and realities.

##### **Core**

ENS 251 Introduction to Environmental Studies	4 Hrs.
BIO 371 Principles of Ecology	4 Hrs.
Total core	8 Hrs.

##### **Electives**

Select 8 hours from the following:	
ENS 412 World Environmental Thought	4 Hrs.
ENS 418 American Environmental History	4 Hrs.
ENS 462 Environmental Physical Geography	4 Hrs.
ENS 463 Our Changing Climate	4 Hrs.
ENS 464 North America	4 Hrs.
ENS 468 Environmental Geology	4 Hrs.
ENS 474 Environmental Perception	4 Hrs.
ENS 476 Environmental Ethics	4 Hrs.
Total	16 Hrs.

The department may approve up to eight semester hours of lower- and upper-division transfer credit.

# GRADUATE CERTIFICATES

## Colleges of Education and Human Services, Liberal Arts and Sciences, Public Affairs and Administration

Graduate certificates provide students with an opportunity to gain specialized knowledge at the graduate level while requiring less coursework than would be required for a full degree. A graduate certificate can be a good choice for students who have completed a baccalaureate degree, but who do not seek a full master's degree; for students who are pursuing a master's degree and wish to use the graduate certificate coursework as an area of specialization; and for students who have completed master's degrees and who desire additional coursework related to their job responsibilities.

UIS' graduate certificates are short courses of study based on the faculty's judgments about sets of courses that provide focused expertise in a given area. Each of UIS' graduate certificates has gone through a review process that involves required approvals at the department, college, and campus levels.

### COLLEGE OF EDUCATION AND HUMAN SERVICES

**Graduate Certificates offered in:** Alcohol and Substance Abuse; Career Specialist Studies

#### **Graduate Certificate in Alcohol and Substance Abuse (28 Hrs.)**

**Contact: The human services program at (217) 206-6687, [hms@uis.edu](mailto:hms@uis.edu) or [www.uis.edu/humanservices](http://www.uis.edu/humanservices)**

The purpose of the certificate in alcohol and substance abuse is 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. The knowledge areas of the certificate provide students with the skills and abilities needed to serve drug and alcohol abusing or dependent individuals, their families, and other affected individuals or groups. On completion of the required courses, students may take the Certified Alcohol and Other Abuse Counselor (CADC) exam through the Illinois Alcohol and Other Drug Abuse Professional Certification Association (IAODAPCA). The certificate requires the following 28 credit hours:

HMS 502 Interviewing and Assessment Skills in Human Services	4 Hrs.
HMS 521 Advanced Interviewing and Intervention	4 Hrs.
HMS 525 Alcoholism and Substance Abuse	4 Hrs.
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	4 Hrs.
HMS 550 Internship (500 hours)	4 Hrs.

#### **Online Career Specialist/Workforce Development Graduate Certificate (12 Hrs.)**

**Contact: The human development counseling program at (217) 206-6504, [hdc@uis.edu](mailto:hdc@uis.edu) or [www.uis.edu/hdc](http://www.uis.edu/hdc)**

The 12 credit hour certificate in workforce development is intended for professionals who provide labor market and/or career search information, workforce preparation training, and placement assistance in a workforce characterized by changing technological, demographic, and economic environments. The curriculum, delivered via the Internet, provides practical and theoretical knowledge and skills designed to meet the individual professional development needs of the workforce practitioner. The National Association of Workforce Development Professionals endorses this program. The following courses are required for the certificate:

HDC 462 Using Labor Market and Career Information	2 Hrs.
HDC 463 Occupational Test Application, Interpretation, and Analysis	4 Hrs.
HDC 564 Interpersonal Communication Skills	2 Hrs.
HDC 565 Career Case Management	4 Hrs.

### COLLEGE OF LIBERAL ARTS AND SCIENCES

**Graduate Certificates offered in:** Systems Security; Information Assurance

**Contact: The computer science department at (217) 206-6770, [csc@uis.edu](mailto:csc@uis.edu) or <http://csc.uis.edu/>**

These 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) <http://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.

Descriptions for courses leading to a certificate are available from the UIS online catalog.

### **Graduate Certificate in Systems Security (16 Hrs.)**

#### **Required Courses**

The following courses are required for the certificate.

CSC 526 Security Awareness for Teachers	1 Hr.
CSC 527 Network Security I for Teachers	3 Hrs.
CSC 528 Network Security II for Teachers	3 Hrs.
CSC 529 Emerging Technologies: Wireless Networks for Teachers	3 Hrs.
CSC 530 Security Design for Teachers	3 Hrs.
CSC 531 Security Graduate Portfolio	3 Hrs.

### **Graduate Certificate in Information Assurance (15 Hrs.)**

#### **Required Courses**

The following courses are required for the certificate.

CSC 521 IT Security and Data Assurance I for Teachers	3 Hrs.
CSC 522 IT Security and Data Assurance II Access Control Systems & Methodology for Teachers	3 Hrs.
CSC 523 Computer Forensics for Teachers	3 Hrs.
CSC 524 Information Assurance System Design and Analysis for Teachers	3 Hrs.
CSC 525 Information Assurance Graduate Portfolio	3 Hrs.

## **COLLEGE OF PUBLIC AFFAIRS AND ADMINISTRATION**

**Graduate Certificates offered in:** Public Sector Labor Relations, Management of Nonprofit Organizations, and Environmental Risk Assessment, and Law for Social Workers and Human Services Professionals

These certificates are designed to provide specialized knowledge and skills required for effective management of public agencies or their subunits. The curricula focus on improving the administrative knowledge and performance of individuals employed at all levels of government and nonprofit organizations. Certificates are awarded on completion of the course work. Brochures detailing content, policies, and procedures for each are available from the departments hosting the certificates.

Graduate certificates provide students with the opportunity to gain substantial graduate-level expertise in specified areas without having to pursue a full master's degree. Students who are pursuing a master's degree, however, may also enroll in course work that leads to a certificate.

### **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 certificates will be expected to complete course requirements with a grade of B or better.

Descriptions for courses leading to a certificate are located in this catalog under the departments offering the individual courses (public administration, legal studies, environmental studies, accountability, management, business administration, and human services).

### **Graduate Certificate in Public Sector Labor Relations (16 hrs.)**

**Contact: The public administration department at (217) 206-6310, [mpa@uis.edu](mailto:mpa@uis.edu) or [www.uis.edu/publicadministration](http://www.uis.edu/publicadministration)**

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 management who wish to upgrade their skills in labor relations, 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 degree program.



A grade of B or better must be earned in each of these classes to qualify for the certificate.

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

*Non-PAD majors must take one prerequisite course for the certificate:*

- PAD 505 Human Resource Management 4 Hrs.
- Required**
- PAD 509 Workplace Democracy 4 Hrs.
- Choose from:**
- PAD/LES 463 Labor Arbitration  
or LES 423 Dispute Resolution 4 Hrs.
- LES 463 Labor Law  
or PAD/LES 452/449 Nondiscrimination Laws in  
Employment 4 Hrs.
- and
- PAD 465 Public Sector Labor Relations Seminar  
or PAD 511 Collective Bargaining 4 Hrs.

**Graduate Certificate in Management of Nonprofit Organizations (20 Hrs.)**

**Contact: The public administration department at (217) 206-6310, mpa@uis.edu or www.uis.edu/publicadministration/**

The graduate certificate in management of nonprofit organizations requires 20 hours of coursework 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 each of these classes to qualify for the certificate.

- HMS 584 Introduction to Nonprofit Management 4 Hrs.
- PAD 543 Marketing for Public and Nonprofit Organizations 4 Hrs.
- PAD 544 Fund Raising for Public and Nonprofit Organizations 4 Hrs.
- ACC 505 Financial Management for Nonprofit Organizations 4 Hrs.
- HMS 538 Social Services Administration (or PAD 502 Organization Dynamics or BUS 541 Organizational Behavior) 4 Hrs.
- MGT 431 Human Resource Management or PAD 505 Human Resource Management 4 Hrs.
- PAD 448/LES 486 Legal Aspects of Nonprofit Organization Management 2 Hrs.

**Graduate Certificate in Environmental Risk Assessment (16 Hrs.)**

**Contact: The ENS department at (217) 206-6720, ens@uis.edu or www.uis.edu/environmentalstudies**

Risk assessment is a frequently used tool in environmental analysis. The environmental risk assessment sequence offers a certificate 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 professional education necessary to perform risk assessment operations in their workplaces. Students learn to relate risk assessment methodologies, procedures, and results to environmental policies.

Courses taken for the certificate represent a statement of competency in a specific field and draw on courses in the student's area of academic focus within the environmental studies curriculum. Students who have already taken one or more of these courses can apply them to the certificate. Courses taken to earn the environmental risk assessment certificate can also be used toward a master's degree in environmental studies.

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

- ENS 421 Environmental Economics 4 Hrs.
- ENS 521 Environmental Risk Assessment 4 Hrs.
- ENS 522 Risk Assessment: Air, Land, and Water 4 Hrs.
- ENS 523 Risk Assessment Practicum 4 Hrs.
- Total 16 Hrs.

**Additional risk/decision theory courses:**

- ENS 524 Environmental Decision Making 4 Hrs.
- ENS 526 Risk Management and Communication 4 Hrs.

Sponsored, risk-based research opportunities at state and federal facilities are available for those seeking independent research experiences. Details can be found online at [www.uis.edu/risk](http://www.uis.edu/risk). Full-text course catalog entries can also be found online at [www.uis.edu/environmentalstudies/catalog.html](http://www.uis.edu/environmentalstudies/catalog.html).

Qualified applicants should complete an application form and submit it to the Department of Environmental Studies.

## Graduate Certificate in Law for Social Workers and Human Services Professionals (16 Hrs.)

**Contact: The legal studies program at (217) 206-6535, [les@uis.edu](mailto:les@uis.edu) or [www.uis.edu/legalstudies/](http://www.uis.edu/legalstudies/)**

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.

LES 501 Introduction to Law for Graduate Students	4 Hrs.
LES 474 Law of Evidence	4 Hrs.
LES 551 Administrative Law	4 Hrs.

**One of the following:**

LES 448 Juvenile Law	
LES 449 Non-Discrimination in Employment Law	
LES 446 Family Law	
LES 552 Health Care Law, Patient Privacy and HIPPA	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 governmental 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 going for a certificate only, without a degree in legal studies, will be handled by Dr. Anne L. Draznin, chair of legal studies, who has been designated the certificate program adviser.

# HISTORY

## Bachelor of Arts, Master of Arts, Undergraduate Minor

**Faculty** Heather Bailey, Terry Bodenhorn, Cecilia Stiles Cornell, Deborah Kuhn McGregor, Robert K. McGregor, Cindy Nimchuk, Phillip Shaw Paludan, William H. Siles  
**Emeritus Faculty** Cullom Davis, Durward Long, Larry Shiner  
**Adjunct Faculty** Thomas Wood

**Contact: (217) 206-6779, his@uis.edu or www.uis.edu/history, or for online History hisonline@uis.edu**

By emphasizing the link between the past and the contemporary world, the history program seeks to help students understand themselves and the times in which they live. The program encourages students to compare elements of their own culture with those of other cultures from other time periods. Students of history gain a sense of what is unique in, as well as generally characteristic of, individuals, groups, and national cultures in the present as well as the past.

### THE BACHELOR'S DEGREE

The baccalaureate program is organized for citizen-students who hope to place their world in historical perspective as a means of living rich and intelligent lives. Through understanding change as well as continuity in human institutions, students can grasp the forces shaping their present and future. Education in history at the University of Illinois at Springfield is broad-based humanities training, providing students with research capabilities, analytical methods, and communication skills that are useful in many fields. The curriculum prepares students for careers in history, politics, government, law, journalism, writing, and administration. Through the applied study experience students are able to test career possibilities where the research and analytical skills of the historian are appropriate.

### Online History program

The online History program, which is identical to the on-campus program except for entrance requirements, allows students to participate actively in dynamic, diverse, and interactive online learning communities and to complete their degrees in their own time and at their own pace via the Internet. The online format enables them to complete coursework using the latest networked information technologies for increased access to educational re-

sources, advisers, and materials. *The online History program will accept 20 students per academic year.*

### Advising

Each student is assigned a faculty adviser to assist in planning an individual program of study responsive to the student's interests and goals and designed to meet the requirements of the history program.

### UIS requirements

Students are required to complete a minimum of 12 semester hours of UIS requirements in the areas of liberal studies colloquia, public affairs colloquia, and applied study. These hours must include at least four hours in each of at least two of these areas.

### Program requirements

#### Lower-division requirements

To pursue a major in history, Capital Scholars and transfer students must complete the following courses or transfer equivalent courses from an accredited institution:

HIS 201 World History <b>or</b>	
HIS 202 European History	3 Hrs.
and HIS 203 U.S. History	3 Hrs.
Total prerequisites	6 Hrs.

#### Additional program requirements for the online history program

To be considered for the online program, applicants must meet the following requirements:

- have access to the Internet and possess computer skills necessary to study online
  - have achieved a GPA of 3.20 (on a 4.00 scale) from an accredited college or university
- Additionally, applicants to the online program must submit a statement of intent (not more than 500 words) in which they discuss their
- academic background
  - rationale for pursuing a degree in history
  - rationale for wanting to complete the degree online at UIS
  - plan for progress toward, and completion of, their degree
  - other relevant experience

The statement of intent should be mailed to History Program, UHB 3050, University of Illinois at Springfield, One University Plaza, MS UHB 3050, Springfield, IL 62703-5407.



**Application review dates for the online history program**

**2005-2006 academic year:** Review of applications will begin in February. For best consideration, applicants must have all information submitted by February 15.

**Technology needs for online students****PC**

333 MHz Intel Pentium processor or equivalent  
128 MB of RAM  
56 Kbps modem  
16-bit sound card and speakers  
65,000-color video display card (video)  
Windows 98 operating system or newer  
Internet connection and Internet Explorer 5.5 or Netscape 4.7 or later.

Some classes might require CD-ROM.

**Mac**

Mac® OS 8.1 or later  
128 MB RAM; 65 MB virtual memory  
604 PowerPC (200 MHz or better)  
Internet connection  
Web browser Microsoft Internet Explorer 5.5 or later or Netscape 4.7 or later.

Some classes might require CD-ROM.

**Graduation requirements for both on-campus and off-campus programs****Upper-division core requirements**

HIS 301 The Historian's Craft	3 Hrs.
HIS 303 Understanding U.S. History	3 Hrs.
HIS 401 Senior Seminar (capstone)	3 Hrs.
Two non-U.S. history courses	8 Hrs.
Elective history courses	16 Hrs.
Electives	16 Hrs.
UIS Requirements	12 Hrs.
Total	60 Hrs.

Courses from other programs may count for history credit when they support the student's degree plan and are approved in advance.

Students must demonstrate the ability to analyze and interpret historical sources through submission and acceptance of a research paper. Students and their advisers will confer about the paper, which will be submitted to the assessment committee.

**Learning experiences**

Learning experiences available to history majors include regular classroom courses; independent study and tutorials; and applied study internships at libraries, archives, historic sites, and other institutions, particularly in state government. The history curriculum includes period courses covering America from the colonial era to the present, thematic courses in such areas as imperialism and women's history, courses in European and Asian history, and courses analyzing historic forces shaping the contemporary world.

**HISTORY/TEACHER EDUCATION**

History majors can be certified to teach at the elementary or secondary level. Students must apply separately to the teacher education program (TEP). Students seeking certification will be assigned both a history adviser and a TEP adviser, whom they should consult regularly to make sure they satisfy requirements for both the major and certification. Students interested in certification should consult the teacher education section of this catalog.

**HISTORY MINOR**

Students must complete a minimum of 16 semester hours of upper-division course work at UIS. Transfer credit is evaluated on a case-by-case basis through the student petition process. Students should consult with a history program faculty member in designing and meeting the requirements for a minor.

**Core courses**

HIS 301 The Historian's Craft	3 Hrs.
HIS 303 Understanding U.S. History	3 Hrs.
At least one upper-division history elective course in non-U.S. history	4 Hrs.
One upper-division history elective	4 Hrs.
HIS 201, 202, or 203 or approved equivalent	3 Hrs.
Total	17 Hrs.

**THE MASTER'S DEGREE**

The master of arts in history emphasizes the field of public history, that is, the blending of academic and applied history with intent to broaden public awareness of the value of studying the past. The public history curriculum is designed to serve students with a variety of goals, including those who seek employment in historical agencies, museums, historical societies, or archives; those interested in becoming teachers; those pursuing careers with business, labor, or community organizations; and those desiring the intellectual stimulation of a challenging discipline. Public history embraces such skills and subjects as historical editing, sponsored research, community history, historic preservation, oral history, and museum interpretation. Courses and field experiences in these areas are available. Through timely advising and careful course selection, the graduate student may pursue any of these avenues of interest. Whatever the objective, degree candidates should expect to acquire critical and analytical abilities and intellectual breadth appropriate to graduate-level study.



**Entrance requirements**

Applicants for admission into the master’s program in history must either 1) have a baccalaureate degree with an undergraduate major in history, political science, economics, English, or sociology; or 2) demonstrate sufficient undergraduate course work in the social sciences and/or the humanities to prepare for graduate-level study in history, or the equivalent in experience and achievement. Applicants who show deficient backgrounds in history courses may be required to take additional course work before they are admitted to the graduate program.

All applicants must submit a sample of their writing as described in the program application materials. Although it is not required, applicants may also submit one or more of the following: GRE scores, three letters of recommendation, a history research paper, or documentation of work experience in the field of history.

**M.A. requirements**

Master’s degree candidates in history must complete 44 semester hours distributed as follows:

**The public history core**

HIS 501 Graduate History Colloquium (satisfies 4 hours of the campus’ communication skills requirement)	4 Hrs.
HIS 502 Public History Colloquium	4 Hrs.
HIS 503 Researching and Writing History	4 Hrs.
HIS 510 Graduate Readings Seminar	4 Hrs.
HIS 570 Public History Internship and Project <b>or</b> HIS 580 Thesis	8 Hrs.
<b>Total core</b>	<b>24 Hrs.</b>

**Other requirements**

Public history courses emphasizing methods and applications (consult faculty adviser for details)	8-12 Hrs.
Other history courses emphasizing periods, regions, or themes in history	8-12 Hrs.
<b>Total other</b>	<b>20 Hrs.</b>
<b>Total</b>	<b>44 Hrs.</b>

**Advising**

During the first semester of study, each student is assigned an initial faculty adviser 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 either a master’s thesis or an internship and project. Candidates must successfully complete at least three of the core requirements (HIS 501, 502, 503, and 510) before enrolling in credit hours to-

ward the closure requirement (HIS 570 or 580).

The thesis is a formal written presentation of historical research based on primary sources. The project derives from an internship served with a historical agency or other entity. Students must enroll for a total of eight hours’ credit in the master’s internship and project course (HIS 570) or the master’s thesis course (HIS 580); however, these hours may be accrued in increments. Campus policy requires that students enroll for at least one hour of closure exercise credit each semester after they have begun their graduate closure exercise until that exercise is completed. This means that those history students whose project or thesis is not completed by the end of eight semester hours of continuous enrollment in HIS 570 or HIS 580 must register to audit HIS 571 or HIS 581, respectively, for one credit hour in all subsequent semesters (except summer terms) until the project or thesis is completed.

The master’s project or thesis requirement is designed to encourage students to use the rich resources available in the Springfield area, including the campus’ own archives and the Illinois Regional Archival Depository collections. There are also primary and secondary sources available in the Illinois State Library, the State Archives, the State Museum, the Abraham Lincoln Presidential Library, the Sangamon Valley Collection of Springfield’s Lincoln Library, and several historic sites in the area.

**Grading policy**

Students must earn a grade of B or better in all courses counting toward the master’s degree. Students may petition the program for exceptions to this policy. History majors may repeat program courses for grade improvement only once without seeking program approval.

**Graduate credit in 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

## Master of Arts

**Faculty** William Abler, Nancy Forth  
**Associated Faculty** Judy Shipp  
**Emeritus Faculty** Robert Crowley, James Pancrazio  
**Adjunct Faculty** Charles Callahan, Karen Lee, Peggy Mayfield, Martin Michelson, Leigh Steiner, Dolores Trello

**Contact:** (217) 206-6504, [hdc@uis.edu](mailto:hdc@uis.edu) or [www.uis.edu/hdc](http://www.uis.edu/hdc)

The human development counseling program offers three areas of study: community counseling, marriage and family therapy, and 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/marriage and family areas include counseling in mental health, correctional, social welfare, rehabilitative, and human relations agencies, institutions, and environments. Study in school counseling leads to elementary and secondary school counselor certification that has Illinois State Board of Education approval. Since opportunities for employment within each of these areas of study vary widely, prospective students should consult an adviser before choosing a career option.

The Council for Accreditation of Counseling and Related Educational Programs (CACREP) has accredited the following emphases in this program: a) community counseling and b) school counseling. Successful completion of the curriculum for either of these leads to eligibility for national certification.

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 American Association for Marriage and Family Therapy (AAMFT) and/or licensure as a marriage and family therapist. This opportunity involves additional preparation beyond the M.A. degree.

The program also offers an online graduate certificate in career specialist studies. See the "Graduate Certificate" section of this catalog.

### Entrance requirements

Admission prerequisites include courses in abnormal, developmental, and social psychology/soci-

ology and a grade-point average of at least 3.00 in the last 60 hours of undergraduate course work. Courses taken at the University of Illinois at Springfield or elsewhere to fulfill these prerequisites may not be applied toward the graduate degree. All prerequisites must be completed before submitting an application to the program.

Personal references, an interview, and a supervised written essay are required for admission to the program. Graduate Record Exam scores are recommended. HDC faculty may require students to take additional personality or vocational measures.

In addition to completing the UIS application process, interested applicants should contact the HDC program office for program applications. Necessary transcripts should be sent to Admissions, along with a request that they be forwarded to HDC. To ensure consideration for admission to degree status, all completed application materials should be post-marked by October 15 or March 15.

Full acceptance to the HDC program is based on evaluation of admission requirements. Students who are not fully admitted may register as special students for a maximum of 12 semester hours. Participation in these courses, however, in no way guarantees eventual acceptance into the program or acceptance of these hours toward the graduate degree.

### Admission and evaluation process

Admission is based on academic competence, interest, and/or prior experience in the helping professions, as well as evidence of personal characteristics and disposition associated with success in counseling relationships.

The HDC faculty has a professional and ethical responsibility to engage in continual student evaluation and appraisal and to be aware of a student's personal limitations that might impede future performance. (See program policy on student evaluation process.) Any student who does not meet the professional standards or requirements of the HDC program may be removed from candidate/degree status in the program according to specified procedures with rights of appeal. (See program policy on removal from candidate/degree status.)

### Advising

The advising relationship within the program is important, and students should contact their ad-

visers regularly. If students do not choose a faculty adviser, an initial adviser will be assigned by the program. Students who later decide to change advisers may complete a Selection of Adviser form and return it to the Office of Enrollment Services.

**Grading policy**

HDC program majors must obtain grades of B or better in HDC 501, HDC 511, HDC 512, and HDC 513 and must maintain a GPA of at least 3.00. In other courses, a maximum of eight 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 disposition 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 elective course work and through projects designed to meet course requirements.

Each program 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 program's policy on clinical experience and should consult their advisers about satisfying its provisions. All degree candidates must demonstrate graduate-level performance in reading, writing, and speaking English.

**Program requirements**

A total of 52 semester hours is required for a master's degree in human development counseling:

HDC 501 Fundamental Issues and Ethics in Counseling (must be taken first semester)	4 Hrs.
HDC 511 Theories of Counseling	4 Hrs.
HDC 512 Prepracticum	4 Hrs.
HDC 513 Techniques of Group Counseling and Psychotherapy	4 Hrs.
HDC 515 Multicultural Counseling	4 Hrs.
HDC 521 Developmental Counseling	2 Hrs.
HDC 524 Career/Lifestyle Counseling	4 Hrs.
HDC 530 Community Counseling (community counseling area) <b>or</b>	
HDC 531 Developmental School Counseling (school counseling area) <b>or</b>	
HDC 534 Introduction to Family Therapy (family therapy area)	4 Hrs.
HDC 575 Appraisal Techniques in Counseling	4 Hrs.
HDC 577 Research Methods	4 Hrs.
HDC 580 Comprehensive Exam Preparation <b>or</b>	
HDC 582 Research Colloquium: Master's Project	2 Hrs.
HDC 587 Professional Experience: Practicum	4 Hrs.
HDC 590 Professional Experience: Internship	8 Hrs.
Total	52 Hrs.

All course work 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 demonstrating research mastery of an area within human development counseling or to pass a comprehensive examination that tests knowledge from the program's required course work. Students must select which option they will use to meet the closure requirement when they register for either HDC 580 Comprehensive Examination Preparation or HDC 582 Research Colloquium: Master's Project.

Once students register for either HDC 580 or HDC 582, they must be continually enrolled for one hour of audit credit each fall and spring semester through HDC 581 Comprehensive Exam Registration or HDC 583 Research Closure Exercise -- with their adviser or project supervisor's approval -- until completion of the closure requirement.

For students selecting the comprehensive examination process option, completion of the closure requirement is satisfied once a student completes HDC 580 Comprehensive Examination Preparation, registers for the comprehensive exam (HDC 581), and passes the comprehensive examination. 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 program. Students must consult their advisers for further information on the master's closure requirement options and to obtain the adviser's signature on the closure option form.

#### COMMUNITY COUNSELING/MARRIAGE AND FAMILY THERAPY

Students pursuing careers in community counseling or marriage and family therapy 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 and family therapy students must take HDC 534 Introduction to Family Therapy. Clinical experience placements for community and marriage and family therapy students will take place in approved community agencies.

Students seeking certification by the American Association for Marriage and Family Therapy (AAMFT) and licensure as marriage and family therapists must take approximately 24 credit hours beyond the 52 required within the HDC master's program (two additional family therapy courses, two additional family studies courses, HDC 545 Sexual Dysfunction, Substance Abuse, and Family Violence, and HDC 546 Psychopathology and DSM IV TR and Treatment Planning). Consultation with the MFT area coordinator is required to ensure curricular and clinical experience requirements are met.

#### SCHOOL COUNSELOR/GUIDANCE CERTIFICATION

The HDC program is the only method by which a student may become a certified school counselor through UIS. Certification in Illinois for UIS students is based on endorsement by the HDC program.

An applicant seeking school counselor/guidance certification must have a valid, permanent teaching certificate and two years' teaching experience. A course in exceptional children is also required. In

addition to the HDC core courses, graduates are required to have a course in mental hygiene and/or personality dynamics (this can be met by the abnormal psychology prerequisite), a practicum, a 600-hour internship (300 of which must be in a school setting with both elementary and secondary students), and HDC 531 Developmental School Counseling. Students must also pass tests of basic skills and guidance administered through the Illinois Certification System. Certified teachers who wish to pursue this course of study should contact an adviser immediately upon application to the program.

#### ONLINE GRADUATE CERTIFICATE IN CAREER SPECIALIST STUDIES

The 12 credit hour certificate in workforce development is intended for professionals who provide labor market and/or career search information, workforce preparation training, and placement assistance in a workforce characterized by changing technological, demographic, and economic environments. The curriculum, delivered via the Internet, provides practical and theoretical knowledge and skills designed to meet the individual professional development needs of the workforce practitioner. The National Association of Workforce Development Professionals endorses this program. See the "Graduate Certificates" section of this catalog for more information.



# HUMAN SERVICES

## Master of Arts

**Faculty** Rachell N. Anderson, Harry J. Berman, Carolyn Peck, Carol Rankin

**Associated Faculty** Martin Martsch, Sandra Mills

**Emeritus Faculty** Jeffrey A. Chesky,

Rosamond Robbert, Michael Townsend

**Associated Emeritus Faculty** Don Yohe

**Contact:** (217) 206-6687, [hms@uis.edu](mailto:hms@uis.edu), or [www.uis.edu/humanservices](http://www.uis.edu/humanservices)

The master(s) degree in human services (HMS) is designed to provide 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. Within some concentrations, students are able to obtain certification; within others, students may prepare for licensure. 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

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.

### Professional Development Sequence in Gerontology

The human services program offers a 12-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

The program 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 28 semester hours of courses, students may take the Certified Alcohol and Other Drug Abuse Counselor (CADAC) exam through the Illinois Alcohol and Other Drug Abuse Professional Certification Association (IAODAPCA). Refer to p. 81 for more information.

### Certificate in Management of Nonprofit Organizations

In cooperation with the Department of Public Administration, the program has available a graduate certificate in the management of nonprofit organizations. Refer to p. 82 for more information.

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.

### Entrance Requirements

Students must have a bachelor(s) degree, preferably with a foundation in the liberal arts with a GPA of 3.00. Prerequisites are a life-span development course and a research methods 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 program 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 program office and from the UIS Office of Enrollment Services. The program admits students twice each year. Preference will be given to students who have application materials completed by September 15 for the spring semester and by February 15 for the fall semester.

### Grading Policy

Graduate students must earn a grade of B or better in each course.

### 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 (1 hr. audit) 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 human services may, in consultation

with the academic adviser, petition to substitute four hours of regular course work for the internship.

### Program Requirements

- The master(s) degree requires 44 hours of graduate-level courses.
- Prerequisites (two courses) or the equivalent
- A course in either human behavior in the social environment or a course in life-span developmental psychology, and
- A course in either research methods or a course in statistics.

### Core Requirements (24 Hrs.)

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 (one hour of audit each semester until completion)	

### CONCENTRATIONS

Note: \* indicates required course.

### Alcoholism and Substance Abuse (20 Hrs.)

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	4 Hrs.
* 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	4 Hrs.

### Child and Family Studies (20 Hrs.)

* HMS 521 Advanced Interviewing and Intervention	4 Hrs.
* HMS 525 Alcoholism and Substance Abuse	4 Hrs.
* 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	4 Hrs.

With adviser(s) approval, students may substitute HMS 534 Introduction to Family Therapy (4 Hrs.) for HMS 567.

**Gerontology (20 Hrs.)**

- \* HMS 503 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.

With adviser(s) approval, students must select one course from the following list and/or from appropriate liberal studies (LSC) and public affairs colloquia (PAC).

- HMS 504 Biology of Aging 4 Hrs.
- HMS 538 Social Services Administration 4 Hrs.
- HMS 588 Grant Writing in Human Services 4 Hrs.

The human services program also offers a professional development sequence in gerontology consisting of the following courses:

- \* HMS 504 Biology of Aging 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.)**

- \* 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 4 Hrs.
- PAD 502 Organization Dynamics 4 Hrs.
- PAD 505 Human Resource Management 4 Hrs.
- PAD 544 Fund Raising for Public and Nonprofit Organizations 4 Hrs.
- ACC 505 Financial Management for Nonprofit Organizations 4 Hrs.
- PAD 543 Marketing for Public and Nonprofit Organizations 4 Hrs.
- LES 486 Legal Aspects of Nonprofit Organization Management 2 Hrs.





## INDIVIDUAL OPTION

### Master of Arts

**Faculty** Jan Droegkamp, Rosina Neginsky,  
Annette Van Dyke  
**Associated Faculty** Peter Boltuc

**Contact:** (217) 206-6962, [ino@uis.edu](mailto:ino@uis.edu) or  
[www.uis.edu/ino](http://www.uis.edu/ino)

Individual option is a graduate degree program built on 30 years of experience in individualized learning. The program offers students the opportunity to design a degree consistent with their own educational goals, using available institutional and area resources. The program'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 program 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 individual option program 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 program, students design individualized degree proposals for a course of study consistent with their particular goals, needs, and interests through INO 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=s studies, African-American studies, technology and education, or society and the law.

#### THE MASTER'S DEGREE

##### Admission

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 process that includes an INO application form, a personal statement, two letters of reference, and an interview with an INO faculty member. Deadlines: October 15 for spring semester, March 15 for summer term,

and April 15 for fall semester. Admissions are continuous until an incoming class is filled.

Students are conditionally admitted to the INO program until they successfully complete INO 501 Graduate Colloquium and their degree committees approve their degree proposals. Students must obtain committee approval within the semester following completion of INO 501.

If a graduate applicant has an undergraduate grade-point average of less than 2.50, full admission to the program requires the completion of eight hours of course work at the graduate level with grades of B or better. These hours must be completed before enrolling in INO 501. Graduate students may count a maximum of 12 semester hours in courses taken before they began the INO program.

##### Grading policy

Campus policy allows students to choose a traditional grading scale or a credit/no credit option for each course. The INO program conforms to this policy in all courses except INO 501, INO 521, INO 580 and INO 599 which are offered on a credit/no credit basis only.

Graduate students are expected to maintain a grade-point average of 3.00 (B). 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 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).

##### Public affairs colloquium

Since the INO program recognizes the importance of responsible knowledge about public affairs and important issues of the day, graduate students are required to include four hours of public affairs colloquia course work in their degree plans. The PAC may be selected because it fits into the student's area of interest, or it may serve as an introduction to a topic that is new to the student, thereby broadening the scope of study.





**Master's closure**

After initial registration in INO 550 or INO 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 INO 551 Master's Project Continuing Enrollment (1 hr. audit) or INO 561 Thesis Continuing Enrollment (1 hr. audit) each fall and spring semester until the project or thesis is completed.

ber of credit hours for the degree must be negotiated between the student and the degree committee at the time the degree proposal is approved.

**Credit for prior learning**

Mature students with extensive life and work experience may apply for graduate-level credit for these experiences. For these students, AST 401 Assessment of Experiential Learning is recommended. Students should contact the Credit for Prior Learning office during their first term for information about the process. The CPL office is located in UHB 3033, phone (217) 206-6962 or 206-7427, or visit [www.uis.edu/cpl](http://www.uis.edu/cpl).

**Program requirements**

**Required**

INO 501 Graduate Colloquium	4 Hrs.
INO 521 Liberal and Integrative Studies	2 Hrs.
Total core	6 Hrs.

**INO elective courses**

*INO 580 Independent Field Project	2-12 Hrs.
*INO 599 Independent Study: Tutorial	2-12 Hrs.
	(minimum) 4 Hrs.
	(maximum) 12 Hrs.

**Graduate closure project**

*INO 550 Master's Project	4-8 Hrs.
*INO 560 Thesis	4-8 Hrs.
	(minimum) 4 Hrs.
	(maximum) 8 Hrs.

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

**Other requirements**

Public Affairs Colloquium	4 Hrs.
Additional courses (at least 12 hours must be at the 500-level)	24 Hrs.
	(minimum) 30 Hrs.
Total	42 Hrs.

In some instances, the interdisciplinary nature of the student's program will suggest the need for educational experiences that total more than the required minimum number of credits. The final num-

# INTERNATIONAL STUDIES

## Undergraduate Minor

**Associated Faculty** Heather Bailey, Terry Bodenhorn, Peter Boltuc, Cecilia Cornell, Heather Dell, Jan Droegkamp, Kathryn Eisenhart, Lynn Fisher, Hugh Harris, Barbara Hayler, Remi Imeokparia, Sandra Mills, Nancy Scannell, Stephen Schwark, Hammed Shahidian, Baker Siddiquee, Robert Sipe, Tih-Fen Ting  
**Emeritus Faculty** Larry Golden, Proshanta Nandi, Michael Quam, Bill Warren, Roy Wehrle  
**Adjunct Faculty** Jonathan GoldbergBelle, Robert Rigolout

**Contact: (217) 206-6650, [ins@uis.edu](mailto:ins@uis.edu) or [www.uis.edu/internationalstudies](http://www.uis.edu/internationalstudies)**

An international studies minor provides students with the tools necessary to better understand the complex and changing world of the 21st century. Major objectives of the minor are to convey knowledge not only of international relations but also of comparative methods of analysis (i.e., the similarities and differences between and among states, societies, and cultures); and to provide an interdisciplinary approach that integrates the knowledge and methods that history, political studies, economics, sociology/anthropology, women's studies, and geography/environmental studies have to offer.

To earn a minor in international studies, students must complete a minimum of 16 semester hours of upper-division course work at the University of Illinois at Springfield. In exceptional cases, a student may petition the International Studies Committee to accept up to eight hours of transfer credit. Transfer students still must take the core course and follow distribution requirements.

The core course is POS 270 Global Issues. Electives totaling 12 semester hours must be taken from two areas: courses that provide an international perspective and courses that provide a comparative perspective.

Students may not take more than one course in their major field of study to fulfill the international studies minor requirements. Students should consult with an international studies faculty member to ensure that they are meeting their individual needs and the requirements for the major.

### **International courses include —**

ECO 449 International Business  
 ENS 412/HIS 459 World Environmental Thought  
 HIS 443 American Foreign Relations in the 20th Century

POS 473 War and Peace  
 POS 474 American Foreign Policy  
 POS 475 International Organizations and Integration

Public affairs colloquia that focus on international policy issues may be taken as well. These include such courses as Geopolitics: Geographic Factors of International Affairs, The Vietnam War, and War and Peace in the Nuclear Age.

### **Comparative courses include —**

ECO 421 Comparative Economic Systems  
 HIS 476 Modern China  
 POS 471 Comparative Politics  
 POS 477 Russian Politics  
 POS 479 African Politics  
 SOA 302 Understanding Other Cultures  
 SOA 453/WMS 453 Women Across Cultures

Applicable public affairs colloquia may be taken as well. Some examples are The Middle East and The Vietnam War.

Other programs associated with international studies include the following.

The Model United Nations Club is designed to teach students how the United Nations fosters peace in the international system. The MUN Club allows students to participate in committee simulations where world problems are debated and solutions are presented. Students learn how to operate in a caucus environment while role-playing a country that is not their native homeland. The club is specifically designed to prepare UIS students to compete at the National Model United Nations Conference held annually in New York City.

The Global Experience/Study Abroad Program is designed to provide students with opportunities to participate in seminars organized by UIS faculty such as those in Ashikaga, Japan (UNI 460 course) and provide students with the option to study at any other university or academic program in the world, such as Southampton University in England and Trinity College in Ireland (UNI 480). For more information on those options, call 206-6678 or e-mail [isa@uis.edu](mailto:isa@uis.edu).

The Faculty Exchange Program allows UIS and international faculty to exchange teaching assignments in the summer or academic year. Currently, UIS has an exchange program with Heilongjiang University in China. For more information on this, contact the political studies department at 206-6646.

Other UIS partnerships to promote international studies include the Sister Cities Association of Springfield, World Affairs Council of Springfield, and the Illinois International Studies and Foreign Language Consortium.

# LABOR RELATIONS

## Undergraduate Minor

Faculty Hugh Harris, Robert Sipe  
Associated Faculty Anne Draznin

Contact: (217) 206-6646, [lar@uis.edu](mailto:lar@uis.edu) or  
[www.uis.edu/laborrelations](http://www.uis.edu/laborrelations)

The labor relations minor is designed to help students develop an understanding of the environment in which both employees and managers find themselves in contemporary American society. The minor offers a broadening experience for students with a variety of academic backgrounds and preparations, including those with an associate in art or associate in science degree that focuses on labor studies or those with two years of study at a college or university who have majored in business administration, public administration, or social science-related fields. Building on these backgrounds, the minor provides a framework in which contemporary issues of labor-management relations in the economy's public and private sectors are addressed.

The labor relations minor focuses on a variety of areas related to work relations and work environments, including 1) the nature of work in society, 2) the politics and economics of the workplace, 3) the various schemes of work design and compensation, and 4) the consequences of present and possible alternative forms of work and/or work relations. Work itself is viewed as a major factor influencing the lives of individuals and institutions. The minor's emphasis is on the relationship between labor and management and the impact of that relationship on organizational effectiveness and on the work force.

To earn a minor in labor relations, students must complete a minimum of 16 semester hours of upper-division course work at the University of Illinois at Springfield.

**Core courses**

LAR 423 Labor Management Relations	4 Hrs.
LAR 424 Contemporary Workplace Issues	4 Hrs.
LAR 463 Labor Law	4 Hrs.
One LAR elective, as approved by the student's faculty adviser	4 Hrs.
Total	16 Hrs.



# LEGAL STUDIES

## Bachelor of Arts, Master of Arts

**Faculty** Anne Draznin, Kathryn Eisenhart, Nancy Ford, Dennis Fox, Bill Jordan, Dennis Rendleman  
**Associated Faculty** Barbara Hayler, Pat Langley  
**Emeritus Faculty** Larry Golden, Frank Kopecky  
**Adjunct Faculty** Suzanne Borland, Sherry Essenberg, Nathan Maddox, Saul Morse, Florence Rozmislowicz, Daniel Schuering, Stuart Shiffman, John Squibb

**Contact: (217) 206-6535, [les@uis.edu](mailto:les@uis.edu), or [www.uis.edu/legalstudies](http://www.uis.edu/legalstudies)**

Freshmen and sophomores interested in learning more about legal studies or preparing to designate legal studies as an academic major should contact the LES lower-division adviser, Bill Jordan, at (217) 206-7880.

For advice on what kinds of classes provide good preparation for law school or information about good classes for pre-law preparation, contact the Pre-Law Center via the legal studies website or phone PLC director Dennis Rendleman at (217) 206-6324 or the center's graduate assistant at (217) 206-7826.

The legal studies department emphasizes law in a societal context within a broad-based liberal arts curriculum. The department seeks to develop the student's knowledge and understanding of the legal system and to enhance skills in analytical thinking, research, and writing. The department also seeks to develop professional and scholarly skills that graduates will need in law-related careers or graduate-level studies.

Knowledge of the law and legal system is important for individuals in a wide array of careers including social workers, lobbyists, union representatives, personnel administrators, law enforcement officials, and court administrators. Many professionals, especially in the public sector, need a comprehensive understanding of what the legal system is, how it works, how it interrelates with social change, and how it assists people in asserting their rights.

The objectives of the legal studies department are 1) to develop analytical skills necessary to appreciate law as a social phenomenon, 2) to develop an understanding of how law is created, applied, interpreted, and changed, 3) to impart knowledge of substantive areas of the law, 4) to provide clinical or direct working experience in legal environments, 5)

to perfect student skills in legal research, writing, and analysis, and 6) to provide an interdisciplinary liberal arts education.

### Advising

Faculty advisers help students plan their overall course of graduate study. The adviser provides advice and assists the student if any difficulties arise during his or her UIS career. Advisers are required to sign off on a variety of registration forms, including applications for clinical or thesis studies. Most advisers require that students meet with them before approval for a project is given.

A student may change his or her adviser by filing a form for this purpose, available through the department office. Students should talk to their faculty advisers at least once a semester.

A faculty adviser is assigned to each graduate student after the student has been fully admitted to the LES program. Students without an official adviser, including less-than-fully admitted graduate students, should refer to the department's chair for advising until a permanent adviser is assigned.

### THE BACHELOR'S DEGREE

#### Entrance requirements

The student seeking admission to the legal studies B.A. program must meet all campus requirements for undergraduate admission. Information about these requirements is available from the UIS admissions office at (217) 206-6626. The department requires no additional application for undergraduate admission. Students entering the department are expected to have successfully completed (grade of C or better) at least six semester hours of English composition and six semester hours of humanities. Students not meeting these requirements must take a writing or humanities course during their first semester at UIS. The department recommends that students complete an American government course before admission, have an interest in some aspect of the law and legal profession, and be prepared to engage in a rigorous educational experience.

#### UIS requirements

UIS requires the student to complete at least 12 hours in at least two of the following course areas: applied study (AST), public affairs colloquia (PAC), and liberal studies colloquia (LSC). It is cam-



pus policy that no student may waive this 12-hour requirement.

The legal studies B.A. program requires each student to take a minimum of four hours of AST and eight hours of PAC or LSC. Students may take eight hours of AST, but they may apply only four hours of this credit toward the UIS requirement. The other four hours will be credited as an LES elective. All legal studies AST placements must be approved before registration by the department's liaison to the campus' applied study office, Bill Jordan.

When necessary and advisable, students may waive the program's four-hour AST requirement and substitute four hours in one of the other two areas. Waivers are given only in exceptional cases. Student petition forms for requesting waivers are available in the LES office.

### Student assessment

The campus' student assessment program is designed to assist UIS in meeting the educational needs of its students. Incoming students are required to take a series of tests that measure reading, writing, and analytical skills. Students are not graded on these tests. Arrangements for these tests are made through the campus assessment office in the Center for Teaching and Learning, phone 206-7125, or go to [www.uis.edu/ctl/uaoffice.htm](http://www.uis.edu/ctl/uaoffice.htm).

### Program requirements

The legal studies department offers two undergraduate major concentrations: the legal assistant concentration and the general legal studies concentration. The legal assistant concentration focuses on the knowledge and skills that a student will need to work as a legal assistant/paralegal with emphasis on public law settings. The general legal studies concentration, which offers a broader liberal-arts-focused approach to legal studies, is appropriate for students interested in law or graduate school or in governmental or corporate positions for which an understanding of legal institutions and processes would be helpful (i.e., social work, library science, law enforcement, politics, environmental enforcement, consumer protection, insurance, and securities).

Both offer required and elective courses. Required courses give students the opportunity to acquire essential legal background and to develop needed skills. Elective courses allow students to fo-

cus their programs of study in a specific area. All LES majors must take the general core courses listed below. In addition, students taking the legal assistant concentration must take the required legal assistant courses, and students in the general legal studies concentration must take the required general legal courses. Unless the student's adviser recommends otherwise, LES 301 and LES 401 should be taken in the first semester and LES 407 in the second semester.

Students should be aware that required courses are not offered every semester. Students are strongly advised to consult with their academic advisers or the department chair before registering for the first time. To ensure that all course work is properly integrated, students are encouraged to work out plans for their academic careers in conjunction with their LES advisers.

#### Pre-LES preparatory courses

LES 201 The American Political System	3 or 4 Hrs.
LES 202 The American Legal System	3 or 4 Hrs.

#### Core courses required of all undergraduate students

LES 301 Legal Institutions and Processes	4 Hrs.
LES 401 Legal Research and Citation	4 Hrs.
LES 407 Law and Society	4 Hrs.
LES 415 The American Constitution and Constitutional Law <b>or</b>	
LES 416 The American Constitution and Civil Liberties	4 Hrs.
LES 489 Closing Seminar: Ethics and Current Legal Questions	4 Hrs.

#### Legal assistant concentration additions to core

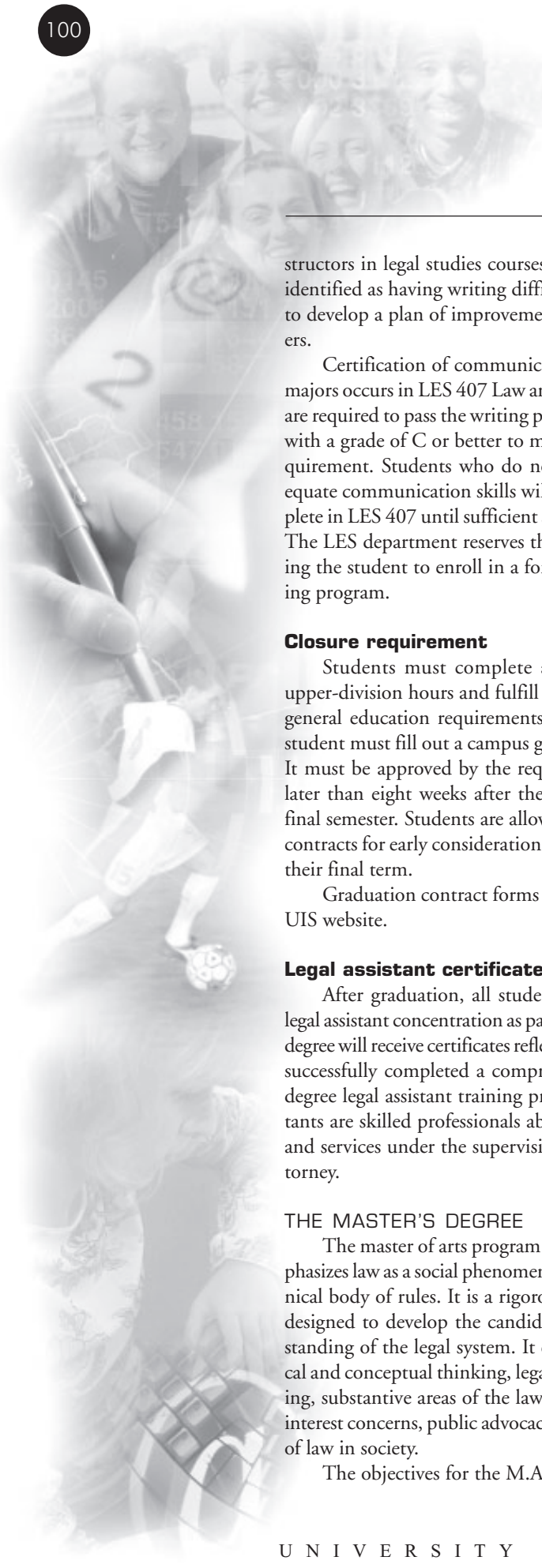
LES 402 Legal Writing and Analysis	4 Hrs.
LES 403 Practice Skills: Illinois Civil Procedure for Legal Assistants	4 Hrs.
Legal studies course approved by adviser	4 Hrs.
	32 Hrs.

#### General legal studies concentration additions to core

LES 402 Legal Writing and Analysis <b>or</b>	
CRJ 345 Research Methods in Criminal Justice, or equivalent	4 Hrs.
LES 404 Law and Inequality <b>or</b>	
LES 452 History of American Law	4 Hrs.
Legal studies course approved by adviser	4 Hrs.
	32 Hrs.
UIS requirements	12 Hrs.
General electives	16 Hrs.
Total	60 Hrs.

### Communication requirement

UIS requires that students demonstrate proficiency in writing skills before attaining a degree. Each student's writing skills are initially assessed by in-



structors in legal studies courses. Students who are identified as having writing difficulties are required to develop a plan of improvement with their advisers.

Certification of communication skills for LES majors occurs in LES 407 Law and Society. Students are required to pass the writing portion of the course with a grade of C or better to meet this campus requirement. Students who do not demonstrate adequate communication skills will receive an incomplete in LES 407 until sufficient skills are developed. The LES department reserves the option of requiring the student to enroll in a formal remedial writing program.

#### **Closure requirement**

Students must complete a minimum of 48 upper-division hours and fulfill all department and general education requirements to graduate. Each student must fill out a campus graduation contract. It must be approved by the required personnel no later than eight weeks after the start of his or her final semester. Students are allowed to submit their contracts for early consideration the semester before their final term.

Graduation contract forms are available on the UIS website.

#### **Legal assistant certificates**

After graduation, all students completing the legal assistant concentration as part of their bachelor's degree will receive certificates reflecting that they have successfully completed a comprehensive bachelor's degree legal assistant training program. Legal assistants are skilled professionals able to perform tasks and services under the supervision of a licensed attorney.

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

The master of arts program in legal studies emphasizes 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 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

obtain paralegal skills for entry and advancement in law-related careers; 2) to develop advanced research and writing skills; and 3) to develop analytical and advocacy skills. The LES MA program seeks to provide opportunities for working in the legal field in a focused way that will advance student careers. It is designed to help students develop a focus to their educational effort that is connected to their career goals and professional development grounded in a solid understanding of the law within the context of an interdisciplinary liberal arts perspective.

#### **Entrance 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 obtained from the LES website. The university forms are available from the UIS Office of Admissions and Records or on the UIS website.

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. Students who do not have this background should take either LES 201 The American Political System, LES 202 American Legal System, or an approved equivalent course. Neither LES 201 nor LES 202 qualify for graduate credit.

The number of hours required by the LES master of arts degree depends on the students' educational background and achievements when they begin the LES program. If the student has this academic background, the M.A. in legal studies is a 36-hour course of study. If the student does not have this background, he or she must take LES 401 and 402 during the first year of academic study, making the degree a 44-hour course of study.

For most students, the master of arts in legal studies involves 44 hours of graduate and upper-division course work. Students who completed the two required preliminary courses (LES 401 and LES 402) or their equivalents at the undergraduate level, however, will be able to complete the M.A. degree in 36 hours. Pre-registration advising is important, since 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: [www.uis.edu/legalstudies](http://www.uis.edu/legalstudies).

### Required LES preliminary courses

All graduate students who have not completed LES 401 and 402, or equivalents, should take LES 401 along with LES 501 Introduction to Graduate Legal Studies during their first semester and LES 402 in the second semester. Students who wish to receive credit for an equivalent course, for which they received a grade of B or better, and/or other competency in this area must apply for a waiver. (See section on waivers 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 form available in the department office.

### Grading

A maximum of four hours of C are allowed in LES courses. Students must maintain a B or higher average within the program. To encourage students in choosing electives, an additional four hours of C are permitted in courses taken outside the program if an overall B average is maintained. Clinical education courses, tutorials, and theses, are graded on a credit/no credit basis.

### Degree requirements

For most students, the master of arts in legal studies involves 44 hours of graduate and upper-division course work. Students who completed the two required preliminary courses (LES 401 and LES 402) or their equivalents at the undergraduate level, however, will be able to complete the M.A. degree in 36 hours. Pre-registration advising is important, since 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: [www.uis.edu/legalstudies](http://www.uis.edu/legalstudies).

### Prerequisite

LES 201 American Political System **or**  
LES 202 American Legal System  
or approved equivalent course

3 or 4 Hrs.

### Required preliminary courses

(waived for students who have already completed these courses or their approved equivalents)

LES 401 Legal Research and Citation (1st semester)	4 Hrs.
LES 402 Legal Writing and Analysis (2nd semester) or CRJ 345 Social Science Research Methods in Criminal Justice	4 Hrs.
Total required preliminary courses	8 Hrs.

### Core courses

LES 501 Introduction to Graduate Legal Studies (fall, 1st year)	4 Hrs.
LES 551 Administrative Law (2nd semester)	4 Hrs.
LES 587 Public Advocacy (3rd semester)	4 Hrs.
LES 504 Graduate Seminar <b>or</b> LES 500 Thesis (last semester)	4 Hrs.
Total core courses	28 Hrs.

### 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. Students working full time or otherwise unable to work at a clinical position may want to work with their advisers to develop a research project or on-the-job alternative that emphasizes the practical aspects of their education.

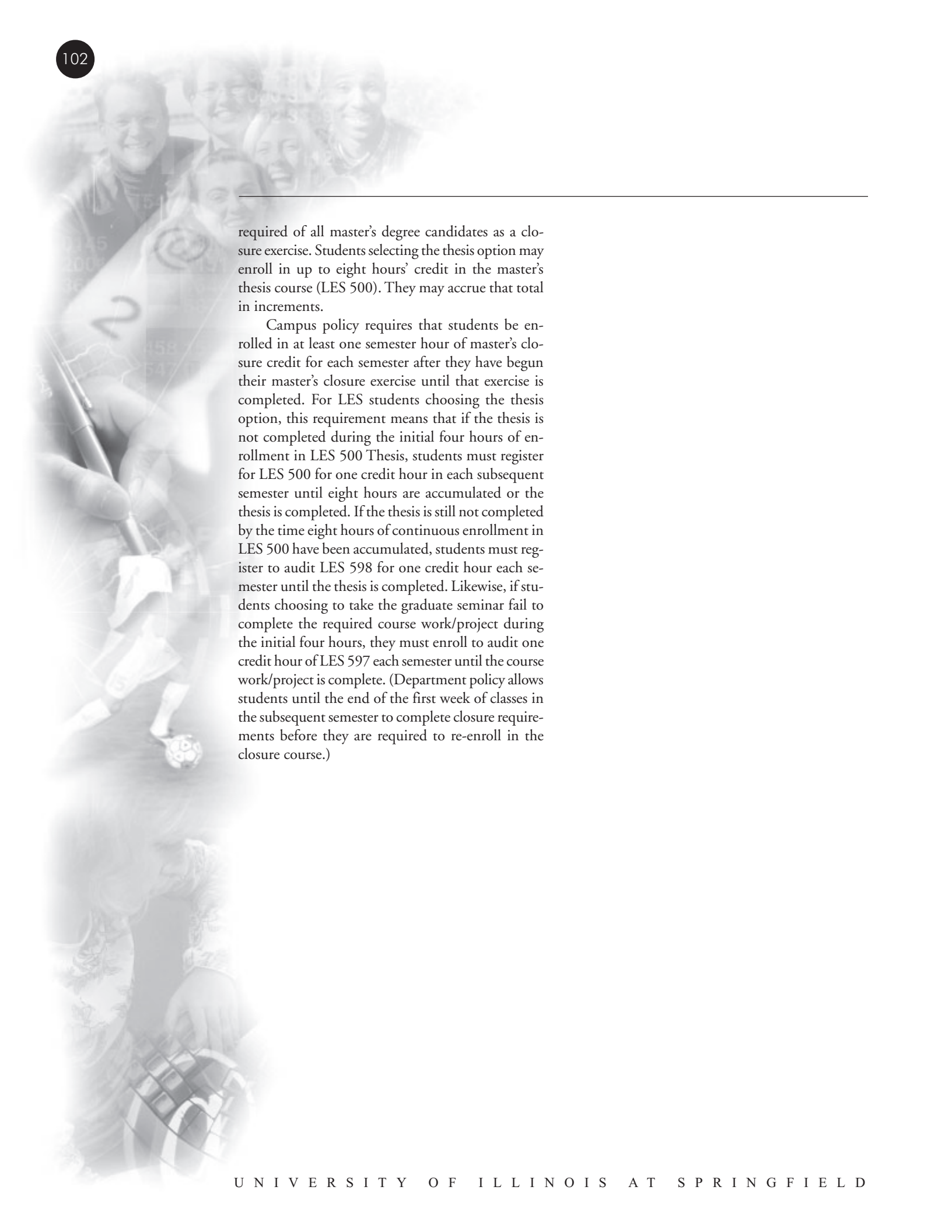
### Waivers

Students must fulfill all 36 hours of required core courses and, if necessary, the eight 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 or 402).

### 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 500). 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 semester 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 500 Thesis, students must register for LES 500 for one credit hour in each subsequent semester 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 500 have been accumulated, students must register to audit LES 598 for one credit hour each semester 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 to audit one credit hour of LES 597 each semester 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.)



# LIBERAL STUDIES

## Bachelor of Arts

**Faculty** Jan Droegkamp, Rosina Neginsky, Annette VanDyke

**\*Associated Faculty** Peter Boltuc, Karen Kirkendall

*\*Faculty members from all UIS colleges participate in the liberal studies program as mentors and resource persons.*

**Contact: (217) 206-6962; toll free (800) 323-9243; lis@uis.edu; or www.uis.edu/liberalstudies**

The liberal studies program structure emphasizes the integration of key learning categories with a variety of instructional methods to form a well-rounded and individualized academic experience. Through customized learning activities, the liberal studies program assists students to deepen their understandings of the values, meaning, concerns, choices, and commitments that are basic to the quality of life.

Liberal studies (LIS) learners design individualized degree plans consistent with the principles of a liberal education. There are many coursework alternatives that may be part of this plan B self-assessment, independent study, multidisciplinary courses/studies, and credit for prior learning assessment. Although degree plans must be broad enough to meet the interdisciplinary goals of the program, students may choose a thematic focus for their programs. Examples are international studies, women's studies, African-American studies, or human resource development. In addition, students may have a minor such as philosophy, English, or history. Students should be aware that not all of the areas available to students taking classes on campus are available online.

Learners have a good chance for success in the liberal studies program if they are self-directed, able to plan ahead and meet deadlines, disciplined enough to organize individualized programs of study, and able to work independently setting and meeting goals.

Students can complete the curriculum in the classroom, entirely online via the Internet, or in combination. All learning formats offer individualized instruction, advising, and support. Liberal Studies Online enables learners to complete course work using the latest computer-assisted technology for increased access to educational resources, advisers,

and materials. Students who choose to participate in Liberal Studies Online should be comfortable using networked information technologies, navigating the Internet, using e-mail, and learning from a distance.

### Entrance requirements

To apply for admission to the liberal studies program, students must have earned a minimum of 30 credit hours at the lower-division level, have a grade-point average of 2.00 or higher (on a 4.00 scale) from an accredited college or university, and have completed three semester hours of English composition (as the minimum requirement for general admission to UIS). Students who have earned associate of arts or science degrees have met all these requirements. In addition, students may transfer up to 60 semester hours of lower-division credit from a community college, take courses from other regionally accredited colleges/universities, and qualify to earn credit through the credit for prior learning assessment process.

**Liberal Studies Online** Admission to the online program is limited. Students wishing to participate in the Liberal Studies Online program must successfully complete the online program application process. For details of this process, please contact the program. Deadlines are March 1 for summer and fall semesters and October 1 for the spring semester. Students are conditionally admitted to the LIS program until they successfully complete LIS 301 and the LIS program approves their degree plans.

Online students must have some experience using a personal computer and navigating the Internet. For students who encounter problems accessing the courseware, materials, or other course components, the UIS Office of Technology Enhanced Learning provides ongoing technical support. A complete description of program and technology requirements are available on the Liberal Studies Online website at <http://lis.uis.edu>.

Students without access to a computer and who live in one of the participating Illinois community college districts can obtain information about accessing computers and technical support at their local community colleges through a statewide program called Illinois Virtual Campus ([www.ivc.illinois.edu](http://www.ivc.illinois.edu)).

## Program requirements

<b>Required</b>	<b>6 Hrs.</b>
LIS 301 Self-Directed Learning	4 Hrs.
LIS 451 Senior Seminar	2 Hrs.
<b>LIS electives</b>	<b>4 Hrs.</b>
*LIS 380 Exploration of Learning Resources	2-8 Hrs.
LIS 342 Conducting Liberal Studies Research	2 Hrs.
LIS 360 Special Topics in Liberal Studies	4 Hrs.
*LIS 499 Independent Study: Tutorial	2-8 Hrs.
*LIS 471 Honors Thesis	2 Hrs.

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

UIS requirements	12 Hrs.
Campus electives	38 Hrs.

In order to plan a balanced degree program (at least two courses in each area are recommended), students choose electives that address the following eight broad subject categories, also referred to as subject area courses:

Identity, the search for meaning	
Work, the value of vocation	
Nature, ecology of the planet	
Institutions, the social web	
Language, the crucial connection	
Heritage, the living past	
Art, the esthetic dimension	
Tools, those skills and abilities critical to completing a customized learning program, as well as navigating life, career, etc.	
Total	60 Hrs.

## Communication skills

All competencies necessary to attain the student's goals, including communication skills, are addressed in the degree plan. Assessment of written communication skills occurs when the student conducts a self-assessment in preparing the plan and the LIS 301 instructor assesses his/her written communication skills as documented by the plan. The student plans appropriate learning experiences to acquire any needed skills in consultation with the LIS 301 instructor. These learning experiences are included as part of the degree plan. Completion of the degree plan constitutes certification of communication skills as required by UIS.

## Grading policy

Campus policy allows students to choose a traditional grading scale or a credit/no credit option for each course. The liberal studies program conforms to this policy in all courses except LIS 301, LIS 451, LIS 342, LIS 380, and LIS 499, which are offered only on a credit/no credit basis.

# MANAGEMENT

## Bachelor of Arts

**Faculty** Judith Ettinger, Joseph Huff, Marya Leatherwood, Hao Ma, Donald O'Neal, Sangeeta Parameshwar

**Associated Faculty** Dyanne Ferk, Daniel Gallagher, Richard Judd, Laurel Newman, Mark Puclik

**Emeritus Faculty** Alfred Arkley, Rodney Dinges, George Gruendel, Donald Vanover, Joe Wilkins

**Contact: (217) 206-6712, [mgt@uis.edu](mailto:mgt@uis.edu), or [www.uis.edu/management](http://www.uis.edu/management)**

### Departmental goals and objectives

The goal of the management program is to develop the critical conceptual and interpersonal skills that are essential to employment in management positions in all types of organizations. In addition to requiring a theoretical foundation, the curriculum provides students with numerous opportunities to integrate and apply these concepts in a variety of situations.

Specific program objectives are to enable students to 1) assess power situations and implement appropriate responses; 2) develop competence and understanding in strategic human resource development, including human resource planning, recruitment, selection, orientation, training, career development, performance appraisal, compensation, incentives, union-management relations, ethics, diversity, and succession planning; 3) acquire knowledge of theories and applications of organizational change, and recognize appropriate developmental strategies for leading change; and 4) acquire knowledge of the process that leads to the organization of people and other resources most effectively.

### Advising

New students must contact the department for initial advising to plan a program of study that reflects their interests and satisfies degree requirements.

### THE BACHELOR'S DEGREE

The bachelor of arts in management prepares students to become organizational leaders, in the sense that today's organizations need leaders at all levels. The program philosophy is based on the premise that organizational leaders do more than just manage. They understand that success, for individuals as well as organizations, is largely based on how effective they are in developing people and that or-

ganizational success requires leaders who know how to coach, mentor, and facilitate, rather than simply monitor and control.

Leaders in business, not-for-profit, and governmental organizations face similar problems and challenges and thus need the same core of leadership knowledge and skills to be effective. Therefore, this degree is designed to develop critical conceptual and interpersonal skills for successful performance in all types of organizations.

### Entrance requirements

All departments in the College of Business and Management require foundation knowledge in accounting, economics, mathematics, statistics, and the behavioral sciences. UIS courses that satisfy the foundation knowledge requirements include:

ACC 211 Introduction to Financial Accounting **and**  
ACC 212 Introduction to Managerial Accounting **or**  
ACC 311 Administrative Uses of Accounting  
ECO 313 Statistics for Business and Economics  
MAT 113 Business Calculus or other calculus or finite math equivalent  
ECO 201 Introduction to Microeconomics **and**  
ECO 202 Introduction to Macroeconomics **or**  
ECO 315 Economics for Administration  
Behavioral science course (psychology, sociology, etc.)

Coursework equivalent to the above will be accepted on approval by the adviser.

### Degree requirements

A student must complete 60 semester hours of upper-division coursework to earn a B.A. in management.

<b>College core</b>	<b>18 Hrs.</b>
(Required of all undergraduate College of Business and Management students)	
BUS 302 Principles of Financial Management	3 Hrs.
BUS 312 Principles of Marketing	3 Hrs.
BUS 322 Principles of Operations Management	3 Hrs.
MGT 310 Managing Organizational Behavior	3 Hrs.
MIS 352 Principles of Management Information Systems	3 Hrs.
*MGT 488 Strategic Management & Leadership	3 Hrs.

**\*Prerequisites:** All college and management core for management majors. See MGT 488 course description.

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<b>Management core</b>	<b>16 Hrs.</b>
MGT 422 Power and Negotiation	4 Hrs.
MGT 431 Human Resource Management	4 Hrs.
MGT 441 Organization Development	4 Hrs.
MGT 461 Organization Theory	4 Hrs.
General electives	14 Hrs.
University requirements (AST, PACs, or LSCs)	12 Hrs.
Total	60 Hrs.

Lower-division and transfer credit is not given for management core courses.

MGT 310 Managing Organizational Behavior is a prerequisite for the program core courses. MGT 488 Strategic Management and Leadership is the program's capstone (closure) course, which may only be taken after a student has completed all other core courses. Management majors must earn a grade of C (2.00) or better in every management core course to enroll in the capstone course and to graduate. If a student earns a lower grade, he or she may repeat the course only once.



# MANAGEMENT INFORMATION SYSTEMS

## Master of Science, Undergraduate Minor

**Faculty** Rassule Hadidi, James Hall, David Larson, Xiaoqing Li, Amir Parssian  
**Associated Faculty** Burks Oakley II, David O’Gorman  
**Adjunct Faculty** Apiwan Dejnaronk Born

**Contact:** (217) 206-6067, [mis@uis.edu](mailto:mis@uis.edu) or [mis.uis.edu](http://mis.uis.edu)

### Department goals and objectives

The goal of the MIS program is to prepare students for challenging positions in the application of information technology to solving business problems.

Specific objectives of the program are 1) to provide students with the analytical and practical frameworks and methodologies necessary to analyze, design, implement, and manage complex information systems in contemporary organizational structures, 2) to provide knowledge of the principles necessary for understanding basic computer hardware and software systems to ensure the data quality, transmission, processing, and storage necessary to facilitate organizational decision making and general operations, 3) to enable students to develop competencies in applying systems analysis and design strategies and techniques in realistic marketplace environments, and 4) to provide a balance between technical and organizational knowledge for a variety of professional organizations.

The master of science degree in management information systems may be earned online, on campus, or through a combination of online and on-campus courses.

### Advising

New students must contact the department for initial advising to plan a program of study that reflects their interests and satisfies degree requirements.

### THE MASTER’S DEGREE

The management information systems program 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.

### Entrance requirements

Applicants must complete the following (or equivalent) coursework: introductory courses in

managerial and financial accounting (or ACC 311), one semester of production/operations management (such as BUS 322 Operations Management), one semester of statistics (such as ECO 313 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, such as MIS 322 Structured Programming, or practical experience. All students applying for admission to the MIS department are expected to submit a Graduate Management Admissions Test (GMAT) score or a Graduate Record Exam (GRE) score. Students may take their required prerequisite courses while they are waiting to submit either of these 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	4 Hrs.
MIS 513 Management Information Systems	4 Hrs.
MIS 523 Managerial Decision Support Systems <b>or</b>	
MIS 531 Strategic Decision Support Systems	4 Hrs.
*MIS 542 Management of Database Systems <b>or</b>	
CSC 572 Advanced Database Concepts	4 Hrs.
*MIS 552 Systems Analysis and Design	4 Hrs.
MIS 564 Telecommunications	4 Hrs.
MIS 573 Project Management	4 Hrs.
One approved non-MIS elective (see important notes below)	4 Hrs.
One approved course in organizational behavior (see important notes below)	4 Hrs.
MIS 583 Graduate Project and Seminar <b>or</b>	
MIS 584 MIS Capstone	4 Hrs.
**One approved MIS elective	4 Hrs.
<b>or</b>	
MIS 585 MIS Thesis and Seminar	8 Hrs.
<b>Total</b>	<b>44 Hrs.</b>

\*Students must take MIS 552 before MIS 542.

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

**Important Notes:**

**Electives:** MIS 571 Electronic Commerce: Business Uses of the Internet and MIS 574 Marketing on the Internet may be taken either as MIS electives or non-MIS electives.

**Organizational Behavior:** Students may take BUS 541 Organizational Behavior, PAD 502 Organization Dynamics, MIS 575 Technology Management and Organizational Transformation, 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 44 hours for the degree.

**Graduation requirements**

1. Selection or assignment of a management information systems faculty adviser.
2. Fulfillment of all the prerequisites for the master's degree 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 583 Graduate Project and Seminar (4 hours) or MIS 584 MIS Capstone (4 hours) or MIS 585 MIS Thesis and Seminar (8 hours). The nature of the 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 four or eight hours, students must register for one credit hour of MIS 586 Graduate Project and Seminar Continuing Enrollment / MIS 587 Thesis and Seminar Continuing Enrollment on an audit basis for *each* semester the project/thesis remains incomplete.

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. An MIS master's degree candidate may not take any of the 44 semester hours required for the degree on a credit/no credit or pass/fail basis. A grade of C (2.00) is not acceptable for a project (MIS 583), MIS capstone (MIS 584), or a thesis (MIS 585).

**UNDERGRADUATE MIS MINOR**

To earn an undergraduate minor in management information systems, students must complete a minimum of 14-15 semester hours, at least 11 hours of which must be upper-division coursework taken at UIS. Prerequisites include proficiency in a spreadsheet and/or a database package or completion of CSC 317 Software Packages. Required courses include:

ACC 311 Administrative Uses of Accounting (or two semesters of elementary accounting) <b>or</b>	
ECO 315 Economics for Administration <b>or</b>	
MGT 310 Managing Organizational Behavior	3-4 Hrs.
MIS 352 Principles of Management Information Systems	3 Hrs.
MIS 423 Decision Support Systems	4 Hrs.
MIS 424 End User Systems Development and Implementation	4 Hrs.
<b>Total</b>	<b>14-15 Hrs.</b>

# MATHEMATICAL SCIENCES

## Bachelor of Arts, Undergraduate Minor

Faculty Hei-Chi Chan, Yuichi Iwashita, Mary Patton, Richard Ringeisen, Larry Stonecipher, Chung-Hsien Sung

**Contact: (217) 206-6770, [mat@uis.edu](mailto:mat@uis.edu), or [www.uis.edu/math](http://www.uis.edu/math)**

The mathematical sciences program is designed to meet the ever-increasing demands for diverse quantitative skills.

The bachelor of arts in mathematical sciences is designed to prepare students for careers using mathematics, operations research, and statistics in the fields of teaching, research, industry, insurance, and management or for graduate study in mathematical sciences or related areas.

By making different choices from technical electives, students can tailor their degrees to prepare for these various careers. Those who plan to teach mathematics or work in engineering or the physical sciences should choose mathematics courses. Those who wish to apply mathematical methods to life sciences, social sciences, or business fields should choose operations research or statistics courses. Any of these choices provide excellent preparation for graduate work in fields that need quantitative skills.

A minor in mathematical sciences augments a student's background in mathematics by increasing knowledge of mathematics, operations research, or statistics — knowledge that is useful in careers in teaching, research, industry, or management.

There are two options for studying mathematics at UIS: on campus and online.

### THE BACHELOR'S DEGREE

#### **On Campus Program Entrance Requirements**

A. Admission to UIS.

B. Completion of campus assessment test and entrance assessment test for majors. (Both tests are given at the beginning of each semester.)

C. Matriculation into the mathematical sciences program. Requirements for matriculation are 1) selection of a mathematical sciences faculty adviser, 2) completion of three semesters of calculus (MAT 115, MAT 116, MAT 217), 3) ability to write computer programs in a procedural language, and 4) enrollment in MAT 330 Writing Skills.

**Note:** Courses taken to satisfy matriculation requirements are not counted as part of the 60 credit hours of upper-division work needed for graduation. Students may begin work toward a degree before matriculation into the program, but matriculation should be completed before the last 16 semester hours of MAT courses needed for graduation.

#### **Online Program – Application requirements**

Currently, formal application to both the university and the program is required for admission.

- 1) UIS application (See [www.uis.edu/admissions](http://www.uis.edu/admissions))
- 2) \$40 application fee
- 3) Completed 3 semester hours of English composition (as the minimum requirement for UIS admission)

#### **Program entrance requirements**

- 1) Earned a minimum of 30 credit hours at the lower-division level
- 2) GPA of 2.00 or higher (on a 4.00 scale) from an accredited college or university
- 3) Completion of 3 semesters of calculus
- 4) Ability to write computer programs in a procedural language
- 5) Enrollment in MAT 330 Writing Skills

Courses taken to satisfy matriculation requirements are not counted as part of the 60 credit hours of upper-division work needed for graduation. Students may begin work toward a degree before matriculation into the program, but matriculation should be completed before the last 16 semester hours of MAT courses needed for graduation.

*\*Examples of online mathematics courses*

MAT 111 Quantitative Analysis

MAT 121 Applied Statistics

*\* The mathematical sciences program will add approximately three new online courses each semester for the next two years. Check the program's website often for announcement of new online courses, or visit <http://online.uis.edu>.*

#### **Enrollment capacity**

The online mathematics program will accept new students each fall and spring semester. For best



consideration, students should submit application materials as early as possible prior to the semester in which they would like to attend. Contact the online program coordinator for specific information.

### Program requirements

#### Communication skills requirement

MAT 330 Writing Skills 0 Hrs.

#### Required mathematical sciences courses

MAT 332 Linear Algebra 4 Hrs.  
 MAT 415 Advanced Calculus 4 Hrs.  
 MAT 431 Mathematical Statistics I 4 Hrs.  
 MAT 444 Operations Research Methods 4 Hrs.  
 Total 16 Hrs.

#### One of the following clusters

##### Cluster A

MAT 403 Abstract Algebra 4 Hrs.  
 MAT 404 Geometry 4 Hrs.  
 Two MAT elective courses 8 Hrs.

##### Cluster B

MAT 421 Statistical Methods 4 Hrs.  
 MAT 432 Mathematical Statistics II 4 Hrs.  
 Two MAT elective courses 8 Hrs.

UIS Requirements 12 Hrs.  
 General Electives 16 Hrs.  
 Total 60 Hrs.

**Note:** Required and elective MAT courses must be taken for a letter grade. The credit/no credit option is not acceptable.

### MATHEMATICAL SCIENCES MINOR

To earn a minor in mathematical sciences, students must complete a minimum of 24 semester hours, at least 12 hours of which must be upper-division course work taken at UIS. Transfer credit for lower-division course work and for upper-division mathematics courses is evaluated on a case-by-case basis through the student petition process. Core courses include MAT 115 Calculus I, MAT 116 Calculus II, and MAT 332 Linear Algebra, or its equivalent. Students must then select an area of specialization (mathematics, operations research, or statistics) and complete 12 semester hours as follows:

#### A. Mathematics specialization requires:

MAT 403 Abstract Algebra 4 Hrs.  
 MAT 404 Geometry 4 Hrs.  
 One elective from B or C 4 Hrs.  
 Total 12 Hrs.

#### B. Operations research specialization requires:

MAT 442 Probability Modeling and  
 Computer Simulation 4 Hrs.  
 MAT 444 Operations Research Methods 4 Hrs.  
 One elective from A 4 Hrs.  
 Total 12 Hrs.

#### C. Statistics specialization requires:

MAT 421 Statistical Methods 4 Hrs.  
 MAT 431 Mathematical Statistics I 4 Hrs.  
 One elective from A 4 Hrs.  
 Total 12 Hrs.

Students wishing to minor in mathematical sciences should select an adviser from among the mathematical sciences faculty who will help ensure that all requirements for the minor are met.



# MODERN LANGUAGES

**Contact: (217) 206-6206,  
modernlanguages@uis.edu, or www.uis.edu/  
languages**

The University of Illinois at Springfield offers classes in Chinese, French, German, Japanese, Russian, and Spanish. Although UIS does not offer degrees in these disciplines, the study of language is a natural complement to many programs offered on campus. In addition, demonstration of oral and written proficiency in a second language is necessary to fulfill one of the general education requirements of the Capital Scholars program.

Modern languages area courses are taught by native speakers and emphasize verbal communication. Classes are kept small to ensure individual attention.

Modern languages course offerings are listed in the current course schedule under the LNG course prefix. Permission of the instructor is required to enroll.

## Central Illinois Foreign Language and International Studies Consortium

UIS students may also apply to study (for credit) the foreign languages offered at Lincoln Land Community College, Springfield College in Illinois, Illinois College, and MacMurray College through the Central Illinois Foreign Language and International Studies Consortium.

### Courses

LNG 111 Elementary French I  
LNG 112 Elementary French II  
LNG 211 Intermediate French I  
LNG 212 Intermediate French II

LNG 121 Elementary Spanish I  
LNG 122 Elementary Spanish II  
LNG 221 Intermediate Spanish I  
LNG 222 Intermediate Spanish II

LNG 131 Elementary German I  
LNG 132 Elementary German II  
LNG 231 Intermediate German I  
LNG 232 Intermediate German II

LNG 141 Elementary Chinese I  
LNG 142 Elementary Chinese II  
LNG 241 Intermediate Chinese I  
LNG 242 Intermediate Chinese II

LNG 151 Elementary Japanese I  
LNG 152 Elementary Japanese II  
LNG 251 Intermediate Japanese I  
LNG 252 Intermediate Japanese II

LNG 161 Elementary Russian I  
LNG 162 Elementary Russian II  
LNG 261 Intermediate Russian I  
LNG 262 Intermediate Russian II



## MUSIC

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Faculty Sharon Graf

**Contact: (217) 206-6570 or [www.uis.edu/music](http://www.uis.edu/music)**

The University of Illinois at Springfield offers several music performance courses such as the chorus, band, string ensemble, world music percussion ensemble, and Native American flute circle. Although UIS does not offer a music degree, music studies are integral to a liberal arts curriculum. These courses offer students the opportunity to develop skills in reading and performing music and to expand their sense of responsibility as essential members of a performing group. Students develop a stronger sense of self and connection to UIS as a whole.

Music course offerings are listed in the current course schedule under the MUS course prefix.

# PHILOSOPHY

## Bachelor of Arts, Undergraduate Minor

Faculty John Barker, Peter (Piotr) Boltuc  
Emeritus Faculty Larry Shiner, Peter Wenz  
Adjunct Faculty Royce Jones, Terry Weldin-Frisch

**Contact: (217) 206-6779 or phi@uis.edu. Students are urged to consult the program webpage at [www.uis.edu/philosophy](http://www.uis.edu/philosophy) for the most current information and for additional information on the online program.**

The philosophy program at UIS strives to be a national leader in offering advanced undergraduate education online while serving our on-campus honors program and the whole UIS student population, graduate and undergraduate. The program focuses on the areas of core analytic philosophy (philosophy of mind, philosophy of science, and related areas) and values (ethics, aesthetics, and political philosophy) while providing a sound background in the history of philosophy.

### THE BACHELOR'S DEGREE

The baccalaureate program in philosophy is offered online and on-campus. Courses for the degree can be taken entirely online within three years. Students who take the major on-campus may need to take both evening and day classes as well as some classes online. Due to the high demand, online enrollment is competitive. The admissions process to the online major takes quality and diversity into account.

The objectives of the philosophy major include providing students with basic knowledge in the main areas of philosophy (theory of knowledge, values, and history of philosophy); increasing their awareness of ethical issues; improving their analytical skills; and assisting them in developing problem-solving experience in at least one of the main areas of philosophy. Consistent with these objectives, the minimum distribution requirements are as follows.

**Prerequisites** In order to make an informed choice of their major, students must take at least two classes (no less than 6 hours) as prerequisites for the major: the critical thinking (PHI 301) or logic prerequisite and the general prerequisite (any other class in philosophy). In some cases, students may be conditionally accepted into the major and fulfill the prerequisites within their first year in the program. For Capital Scholars students, the humanities section

counts as the general prerequisite. *Prerequisites do not count toward the 36 hours required for the major.*

**Matriculation module** Students must take the matriculation module in order to gain general information both about philosophy and studying philosophy online. It also allows the program to conduct necessary assessment activities. This module must be completed before the last 16 semester hours of Philosophy courses are taken.

**Three main areas of study** Students must take a minimum of two classes in the following three areas: core analytical philosophy, history of philosophy, and values.

a. In order to gain a comprehensive outlook on the history of philosophy, students have to take one class in ancient and medieval philosophy (such as PHI 422 Ancient and Medieval Philosophy, 4 Hrs.) and one class in the history of modern philosophy (such as PHI 425 History of Modern Philosophy, 4 Hrs.) or program approved comprehensive equivalents.

b. In order to gain familiarity with value theory, students are required to take at least two classes (4 hours) in the areas of ethics, aesthetics, or political philosophy. This includes a minimum of two hours devoted specifically to ethics, satisfied by PHI 440 Ethical Theory or an equivalent approved by the program.

c. In order to gain analytical skills, students must take at least two classes (8 hours) in the area of core philosophy, such as philosophy of mind, philosophy of science, analytical metaphysics, and logic.

**Area of specialization** Currently, students may specialize in the area of core analytic philosophy or in the area of values. In addition to the eight hours required of all majors, students specializing in either core analytic philosophy (Area 1) or values (Area 3) must take one advanced class in the area of specialization and a senior seminar associated with the chosen area of specialization. Students should note that advanced courses have at least 4 hours of Area 1 or Area 3 courses as prerequisites.

**Philosophy elective** In order to gain a broad philosophical perspective, every student needs to take 4 hours of philosophy electives (an extra class in any area of philosophy, including topics not covered in the main major, such as continental, feminist, or Asian philosophy; American pragmatism; or philosophy of religion).

### UIS requirements and general electives

To complete their baccalaureate education, Philosophy majors are required to meet upper-division university requirements (public affairs colloquia, liberal studies colloquia, applied study) and must take 12 hours of general electives, at least 6 of which must be in areas outside philosophy.

The overall structure of the curriculum is as follows.

### Degree requirements

#### Prerequisites

General (any class in philosophy or a Capital Scholars Interdisciplinary Humanities and Social Sciences course)	3 Hrs.
PHI 301 Critical Thinking (or equivalent course in critical thinking or logic)	3 Hrs.
Total	6 Hrs.

#### Bachelor's degree

Matriculation module	0 Hrs.
Area 1 (core)	8 Hrs.
Area 2 (history of philosophy)	8 Hrs.
Area 3 (values)	8 Hrs.
Advanced class in specialization	4 Hrs.
Capstone seminar (in specialization)	4 Hrs.
PHI 490 Senior Seminar in Value Theory <i>or</i>	
PHI 495 Senior Seminar in Core Analytic Philosophy	4 Hrs.
Philosophy elective (any PHI class)	4 Hrs.
Sub-total	36 Hrs.
UIS requirements	12 Hrs.
General electives (at least 6 hours outside philosophy)	12 Hrs.
Total	60 Hrs.

### Admission to the online program

Students must complete an application for admission to undergraduate study at UIS, including submission of all college transcripts. In addition, for admission to the online major, students must provide the following:

1. *Writing sample* (800-1200 words) Students must provide a writing sample in which they present a problem (or an area) in philosophy that interests them. The paper should be in the form of a short essay. Students may submit papers they have previously submitted for classes.

2. *Statement of Purpose* (100-200 words) Students also provide a brief Statement of Purpose in which they present their reasons for selecting the philosophy major online at UIS, as well as their familiarity with computers and the Internet. The program is committed to excellence in education in a

learning environment enriched by diverse experiences, culture, and perspectives.

3. *Letters of recommendation* (optional) Students may ask up to three people familiar with their prior experience in philosophy to submit confidential letters of recommendation (not a requirement).

4. *International students* International students whose native language is not English must submit TOEFL scores. International students enrolled in online programs are not eligible for student visas (see [www.uis.edu/admissions/](http://www.uis.edu/admissions/)).

The writing sample, statement of purpose, the student's GPA, prior course work, and (optional) letters of recommendation will assist the program faculty in making admissions decisions. Communications with the student (online, via telephone, or in person) may also be taken into account.

### Admission to the on-campus program

Capital Scholars and transfer students need only meet the general requirements for admission to UIS to be eligible to enroll in the on-campus major in philosophy.

### PHILOSOPHY MINOR

The minor in philosophy is open to all undergraduate students at UIS. The minor consists of four classes (at least 15 hours), at least 8 hours of which must be upper-division classes taken in philosophy at UIS, with at least three hours in each of the following areas:

- Critical thinking (or logic)
- Values (ethics, aesthetics, political philosophy)
- History of philosophy
- An elective (any class or independent study in philosophy)

Students who wish to minor in philosophy must formally declare their minor and consult with a Philosophy faculty member to ensure that they are meeting their individual needs and program requirements.

### INDIVIDUALIZED GRADUATE DEGREE

Graduate students can enroll in 400- and 500-level philosophy courses. While 500-level courses are open only to graduate students, in exceptional circumstances advanced undergraduate students may petition to be admitted. Graduate students enrolled



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in 400-level classes are required to complete additional assignments and should identify themselves to the instructor at the beginning of the course.

Through the individual option program, graduate students can pursue an individualized degree that includes philosophy as its major component. Philosophy faculty will assist these students in developing a learning proposal and establishing a degree committee. Consult the individual option section of this *Guide* for details.



# POLITICAL STUDIES

## Bachelor of Arts, Master of Arts, Undergraduate Minor

**Faculty** Hugh Harris, Tim Miller, Christopher Mooney, Calvin Mouw, Kent Redfield, Stephen Schwark, Robert Sipe, Pinky Wassenberg

**Associated Faculty** Peter Boltuc, Heather Dell, Barbara Hayler

**Emeritus Faculty** Craig Brown, Larry Golden, Naomi B. Lynn, Jack Van Der Slik

**Adjunct Faculty** William G. Hall, Ronald Michaelson

**Contact:** (217) 206-6646, [pos@uis.edu](mailto:pos@uis.edu) or [www.uis.edu/politicalstudies](http://www.uis.edu/politicalstudies)

Illinois is a state with a strong agricultural economy, a diverse industrial base, and one of the nation's more interesting political cultures. Located in Springfield, the hub of Illinois political activity, UIS is able to provide a laboratory for the study of state and local government and politics.

UIS students encounter political science in a setting where practical politics brings theoretical studies to life. Opportunities for experiential learning are available through the legislative applied study term for undergraduate majors and through internships and assistantships for graduates. By using electives in particular areas of public policy and professional studies, students are able to develop research skills and acquire broad academic backgrounds reflecting the rich political resources readily available in the capital city.

Students are encouraged to participate in special activities related to their course of study. The political studies program is strongly involved in Model Illinois Government and, with faculty and students in international studies, in Model United Nations. Students and faculty in political studies also regularly attend several public affairs conferences.

### THE BACHELOR'S DEGREE

A major in political studies provides students with a systematic knowledge of political life, helping them evaluate public issues and make decisions through a balanced program of study in which philosophical, empirical, and policy concerns complement one another. The political studies curriculum offers a flexible course of study that provides a solid foundation for a career in law, politics, public service, research, or teaching.

The program is strong in the study of Ameri-

can national and state politics, politics and law, political philosophy, and political behavior. Individual faculty have special competencies in such topics as policy analysis, voting behavior, legislative politics, civil liberties, political philosophy, public administration, and the role of symbols in politics. Faculty are also active in the UIS Center for Legal Studies and the Illinois Legislative Studies Center and participate in several internship programs sponsored by UIS.

### Entrance requirements

While the political studies program has no special entrance requirements beyond those required for admission to UIS, it is assumed that students will have had college-level study in political science. Students entering the program without preparation in political science should consult a program adviser before registering for their first semester.

### Communication skills

Both the study and the practice of politics require that students/citizens speak, write, and read well. These skills are also critical for successful careers in government, law, and business.

In view of this, all political studies students are required to take part in the assessment of their communication skills in their first semester. As a part of assessment in the major, political studies faculty also monitor student communication skills in all program courses. Students with deficiencies are assisted by the faculty or are directed to the Center for Teaching and Learning.

### Advising

Entering students are assigned an initial faculty adviser when they declare political studies as their major field of study. After their first semester, when they are acquainted with the faculty and are more knowledgeable about the program and the campus, students may wish to select permanent advisers. The course of study for the B.A. is planned jointly with the academic adviser, so students should consult with their advisers before each registration and from time to time during the term.

### Applied study term

One distinct advantage of the program is its location in Springfield, affording opportunities to

participate directly in politics, especially during the applied study term. Cooperation between UIS and governmental and private agencies provides many opportunities for experiential learning in public affairs research and politics. Of special note is AST 303 Legislative Applied Study Term, which places students as assistants to legislators in the Illinois General Assembly every spring semester.

### UIS requirements

Students are required to complete a minimum of 12 semester hours of UIS requirements in the areas of liberal studies colloquia, public affairs colloquia, and applied study. These hours must include at least four hours in each of at least two of these areas. Students majoring in political studies satisfy these requirements by taking eight hours of applied study and four hours of liberal studies or public affairs colloquia. If a student has a good reason for a different distribution of the 12-hour requirement, he or she may claim an exception to the rule by petitioning the political studies program.

### Program requirements

Undergraduate majors must take the four foundation courses: POS 301 Introduction to Political Studies, POS 325 Introduction to Political Philosophy, POS 371 Introduction to Comparative and International Politics, and POS 451 Empirical Political Analysis. Students who believe that they have had a comparable course at their four-year or community colleges may petition the program to waive the course requirement. Students are encouraged to take the foundation courses, including POS 451, in the first semester if possible. POS 325 Introduction to Political Philosophy is a prerequisite to advanced courses in political philosophy (POS 425-435). POS 371 Introduction to Comparative and International Politics is a prerequisite to advanced courses in comparative and international politics (POS 471-478). In addition to the foundation courses, students are required to take four POS electives, thus bringing the total hours in the major to 32.

#### Foundation Courses

POS 301 Introduction to Political Studies	4 Hrs.
POS 325 Introduction to Political Philosophy	4 Hrs.
POS 371 Introduction to Comparative and International Politics	4 Hrs.
POS 451 Empirical Political Analysis	4 Hrs.
Total	16 Hrs.

Political studies electives	16 Hrs.
Total	32 Hrs.
<b>UIS requirements</b>	
Applied Study Term	8 Hrs.
Liberal Studies or Public Affairs Colloquium	4 Hrs.
Total	12 Hrs.
Electives	16 Hrs.
Total	60 Hrs.

### INTEGRATED B.A. – M.A. IN PRACTICAL POLITICS

This special curriculum is designed for undergraduates who wish to prepare for a career in practical politics. It is an accelerated program that makes it possible for a student majoring in political studies to complete both the upper-division bachelor's degree requirements and master's degree requirements in three years.

#### Admission to Integrated B.A.-M.A. program

Students must first be admitted to UIS. Qualifications for admission include a GPA of at least 3.00 for all previous college work and completion of a basic course in American government or POS 200 The American Political System.

Undergraduate political studies majors may apply for admission any time before registering for the applied study term. However, interested students are encouraged to apply as soon as possible after being admitted to UIS.

#### Integrated B.A.-M.A. curriculum

To ensure that students acquire the skills and knowledge needed for effective professional practice in the public sector, three additional courses are required as part of the 32-hour undergraduate major in political studies: POS 405 Illinois Government and Politics, POS 409 Political Parties and Interest Groups, and POS 451 Empirical Political Analysis.

Students must develop expertise in an area of public policy (i.e., environment, health, or finance) through two significant learning experiences. One of these must be an upper-division or graduate course. The other may be a course or experiential learning in a government position, policy research, or other practical experience in the policy area. Student plans for gaining policy expertise must be approved in advance by the B.A.-M.A. adviser.

The integrated B.A.-M.A. plan includes an enhanced applied study term that focuses on political practice. B.A.-M.A. students must have their AST

placements approved by the B.A.-M.A. adviser before registering for the AST.

When the student has successfully completed the undergraduate phase of the B.A.-M.A. curriculum, he/she will be admitted to the graduate program. The required internship in the practical politics concentration will be waived — although the student may choose to do an additional internship — and the number of courses required for the M.A. will be reduced by two.

#### POLITICAL STUDIES MINOR

To earn a minor in political studies, students must complete a minimum of 17-20 semester hours, at least eight hours of which must be upper-division course work taken at the University of Illinois at Springfield. Required hours vary depending on whether courses are taken at UIS or at a previously attended college.

##### Prerequisite

POS 201 The American Political System or a comparable lower-division course in American government	4 Hrs.
POS 202 The American Legal System	4 Hrs.

##### Core courses

POS 325 Introduction to Political Philosophy	4 Hrs.
POS 371 Introduction to Comparative and International Politics or a basic course in comparative politics or international relations at the lower-division level	4 Hrs.
POS 415 The American Constitution and Constitutional Law <b>or</b>	
POS 416 The American Constitution and Civil Liberties or the equivalent through transfer of upper-division course work	4 Hrs.
POS Elective	4 Hrs.

#### THE MASTER'S DEGREE

The master's 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 studies program offers sound academic instruction in American state and national politics, public law, international relations, comparative government, and political philosophy. Program faculty augment their academic specialties with a great variety of professional and political experiences. Members of the program have served in state legislatures, as precinct committee persons, as participants in major civil

rights suits, as legislative staff aides, 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 master's 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 program 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 POS 451 Empirical Political Analysis to prepare them in research and quantitative methods. 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 program 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.

#### ACADEMIC POLITICS CONCENTRATION

The political studies 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's 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, Ameri-



can government, Illinois history and government, and other aspects of civic education. Students may also arrange special teaching internships.

Graduate students in political studies 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 program 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 studies is a part of the campus' interdisciplinary committee on international studies, students are encouraged to take courses on international subjects in several academic programs.

### **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 studies have opportunities to enhance their skill and understanding in actual political settings. The program 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 POS 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 adviser. After a semester a student may select his or her permanent academic adviser. This faculty member assists the student as thesis adviser, supervisor for internships and practice units, and academic counselor in devising an appropriate program of study. The adviser also monitors student progress in satisfying the requirements of the program.

### **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 POS 501 Introduction to the Graduate Study of Politics be counted toward the degree. For students choosing the credit/no credit 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 studies is a 40-hour program with a required 28-hour minimum of 500-level courses.

Students in established internship programs, such as the Graduate Public Service Internship or the Illinois Legislative Staff Internship, may receive credit for the program's internship requirement by completing an internship report.

Electives may be selected from a wide range of courses in political studies 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 how electives, seminars, projects, and colloquia may be combined is available in the program's Handbook for Graduate Students. The handbook also identifies sets of elective courses that the program approves for students concentrating in practical politics and for those developing a course of study focusing on international studies, the Ph.D. in political science or other advanced degrees, careers in teaching, or avocations in public service. It also contains details about graduate internships.

### 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 studies students have four options for fulfilling this requirement: 1) group research project, 2) comprehensive examination, 3) master's project in practical politics, and 4) master's thesis.

Students must enroll for four hours' credit in POS 590 Closure Exercise for one of the options listed above. Except for the comprehensive examination, which must be completed in one semester, students may accrue their four hours' credit in increments. Campus policy requires that students be enrolled in at least one semester hour of master's closure exercise each semester after they have begun their graduate closure exercise until that exercise is completed. For POS students, this means that if the project/thesis is not completed by the end of the initial four hours of continuous enrollment in POS 590, students must register to audit POS 591 for one credit hour in all subsequent fall and spring semesters until the exercise is completed.

### Concentration in Academic Politics 40 Hrs.

#### Foundation Seminars:

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

#### Subject Matter Seminars: (three required)

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

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

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

Electives 8-12 Hrs.

POS 590 Closure Exercise: (choose one) Group Research Project Comprehensive Examination Master's Project in Practical Politics Thesis	4 Hrs.
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### Concentration in Practical Politics 40 Hrs.

#### Foundation Seminars:

POS 501 Introduction to the Graduate Study of Politics	4 Hrs.
POS 502 Methods of Inquiry	4 Hrs.

#### Subject Matter Seminar:

POS 511 Seminar in American Politics <b>or</b> POS 512 Seminar in State Politics	4 Hrs.
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#### Advanced Seminars:

POS 562 Practical Politics Seminar in Political Campaigns <b>or</b> POS 563 Practical Politics Seminar in Lobbying and Policy Analysis	4 Hrs.
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#### Internships: (choose one, no more than two)

POS 520 Internship in Teaching Process	
POS 521 Internship in the Electoral Process	
POS 522 Internship in the Legislative Process	
POS 523 Internship in the Executive Process	
POS 524 Internship in International Policy	4 or 8 Hrs.

Electives 12-16 Hrs.

POS 590 Closure Exercise: (choose one) Group Research Project Comprehensive Examination Master's Project in Practical Politics Thesis	4 Hrs.
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# PSYCHOLOGY

## Bachelor of Arts, Undergraduate Minor

**Faculty** Keith Burton, Karen Kirkendall, Lynn Pardie, Carrie Switzer, Marcel Yoder  
**Emeritus Faculty** Joel Adkins, Ronald Havens, Jonathan Hess, John Miller  
**Associated Emeritus Faculty** Larry Shiner  
**Adjunct Faculty** Larry Hughes, Mary Loken, Joseph Nyre, Maureen Talbert, Kevin Vost

**Contact: (217) 206-6696, [psy@uis.edu](mailto:psy@uis.edu), or [www.uis.edu/psychology](http://www.uis.edu/psychology)**

Psychology is the scientific study of the complexities of human and animal behavior. This complexity is reflected by the fact that the American Psychological Association has over 50 divisions, each representing a general area of interest or expertise and each having its own set of theoretical and research publications. In addition, there are at least 240 separate areas of specialization represented by these divisions.

The goal of the psychology curriculum is to help students become familiar with common theoretical and research perspectives while also studying topics of particular interest and value.

To accomplish this goal, the psychology curriculum contains two core courses that address the problem solving, critical thinking, and communication skills common to psychology as a whole, while course concentrations allow students to further develop and apply these skills within particular content areas and with specific personal or career goals in mind.

A major in psychology provides students with the fundamental liberal arts perspective and understanding of basic psychological issues appropriate for many entry-level positions in business, government, industry, and education. For example, psychology students planning to earn a minor in elementary education through the teacher education program and to obtain teacher certification should follow the educational psychology concentration described below. Students planning to obtain a position in business, government, or industry may choose to follow the experimental psychology concentration or, if they have an interest in a particular topic, they may decide to pursue any one of the other concentrations listed. Students taking courses for their own benefit or pleasure may wish to focus on the courses in the personal/transpersonal psychology concentration or

to construct their own curriculum in consultation with their academic advisers.

For students interested in the helping professions, a career in higher education, or doing research in the field, it must be emphasized that such activities generally require a graduate degree (M.A., M.S.W., Ph.D., Psy.D. or Ed.D.). Although the required core courses and recommended course concentrations are designed to offer an education appropriate for continued study at the graduate level, students may want to tailor their course selections to the particular admission requirements of a specific institution or profession. Psychology majors who plan to pursue advanced studies are strongly encouraged to consult with their academic advisers to design an appropriate undergraduate course plan.

The psychology curriculum is structured to encourage students to pursue electives outside psychology as part of a broad liberal arts education. In addition, UIS requirements contribute to a broad educational experience. For example, the applied study term provides students with an opportunity to integrate classroom learning and practical field experience, as well as to gain experience that may be useful in later decisions about employment or training. Placements have included local mental health centers, other mental health and community service organizations, and research positions.

### THE BACHELOR'S DEGREE

#### Entrance requirements

Undergraduate psychology majors and minors must have completed one introductory psychology course (PSY 201 Principles of Psychology or equivalent) before beginning their upper-division core courses at UIS. Students who achieve scores of four and above on the Advanced Placement Psychology Examination will receive proficiency credit for PSY 201.

#### Advising

All psychology majors and minors should consult with a faculty adviser before registering for courses. Advisers will help students plan a relevant course of study based on the students' individual interests.



### Assessment of learning within the discipline

All psychology majors are required to complete, at program entry and exit, an exam designed to assess writing and critical thinking skills, as well as a broad range of content knowledge and skill application within the discipline. PSY 301 Orientation and Entrance Assessment is a noncredit course used to track exam completion at entry. Students must register for PSY 301 during their first semester of enrollment as psychology majors. Students who do not complete the entrance exam during their first semester will not be allowed to register for additional psychology coursework until the exam has been completed. Faculty advisers use entrance exam scores to assist students in academic planning. Students will complete the exam a second time as part of the required, credit-bearing, capstone course PSY 471 Senior Seminar. Exit exam scores are used for psychology curriculum review and planning.

### Ethical conduct

In accordance with campus policies, the psychology program takes cheating and plagiarism very seriously. Students aware of cheating or plagiarism by others must report it to their advisers, another member of the program faculty, or the program convener. Students cheating on examinations or plagiarizing on assignments will be reported to the chairperson of the student's major program, will not receive credit for the course, and may be dismissed from the program and from UIS.

### Program requirements

Psychology majors are required to take a minimum of 36 hours in psychology. Eight of these hours must be PSY 302 Research Methods in Psychology (or its equivalent) and PSY 471 Senior Seminar. It is strongly recommended that PSY 302 be taken during the first semester and that PSY 471 be taken during the final semester. At least two of the psychology courses completed after PSY 302 Research Methods in Psychology must include formal writing assignments; such courses are identified by a **W** following the course title in the list below. In the UIS online catalog, descriptions for these courses include the phrase "Designated Writing Course." Students must save the graded writing assignments from these courses for further use in PSY 471 Se-

nior Seminar. The additional 28 hours will vary depending on the concentration selected or the individualized concentration designed by each student. All psychology majors must complete a course curriculum form, either selecting one of the curricular concentrations outlined below or specifying the individualized curriculum they have designed in consultation with their advisers.

The program course core requirements and recommended 28-hour concentration options are as follows.

#### Core requirements: (courses required of ALL psychology majors)

PSY 301 Orientation and Entrance Assessment	0 Hrs.
PSY 302 Research Methods in Psychology	4 Hrs.
PSY 471 Senior Seminar	4 Hrs.
Total	8 Hrs.

#### Clinical/Counseling Concentration

##### Core concentration courses (16-20 Hrs.)

PSY 441 Theories of Personality <b>W</b>	4 Hrs.
*PSY 351 Abnormal Psychology <b>W</b>	4 Hrs.
PSY 452 Introduction to Clinical Psychology <b>W</b>	4 Hrs.
PSY 453 Psychological Foundations for Helping	4 Hrs.
PSY 458 Psychological Tests and Measurement	4 Hrs.

##### Relevant psychology electives (8-12 Hrs.)

PSY 303 Statistics for the Behavioral Sciences	4 Hrs.
PSY 411 Cognitive Psychology	4 Hrs.
PSY 412 Introduction to Biopsychology	4 Hrs.
PSY 315 Psychoactive Drugs	4 Hrs.
*PSY 321 Life-span Developmental Psychology <b>W</b>	4 Hrs.
*PSY 331 Social Psychology	4 Hrs.
PSY 454 Theories of Psychotherapy	4 Hrs.
PSY 457 Behavior Modification	4 Hrs.
Concentration Total	28 Hrs.

\*Note: PSY 321, PSY 331, and PSY 351 fulfill the prerequisites for admission to the human development counseling M.A. program at UIS.

#### Developmental concentration

##### Core Concentration Courses (16 Hrs.)

PSY 321 Life-span Developmental Psychology <b>W</b>	4 Hrs.
PSY 322 Child Development <b>W</b>	4 Hrs.
PSY 323 Adolescence <b>W</b>	4 Hrs.
PSY 326 Family Psychology <b>W</b>	4 Hrs.

##### Relevant psychology electives (12 Hrs.)

PSY 303 Statistics for the Behavioral Sciences	4 Hrs.
PSY 411 Cognitive Psychology	4 Hrs.
PSY 416 Psychology of Motivation	4 Hrs.
PSY 324 Exceptional Child <b>W</b>	4 Hrs.
PSY 331 Social Psychology	4 Hrs.
PSY 338 Psychological Aspects of Diversity <b>W</b>	4 Hrs.
PSY 441 Theories of Personality <b>W</b>	4 Hrs.
PSY 444 Psychology of Spirituality	4 Hrs.

Concentration Total 28 Hrs



### Educational Psychology Concentration \*

<b>Core concentration courses</b>	<b>(16 Hrs.)</b>
PSY 327 Educational Psychology <b>W</b>	4 Hrs.
PSY 322 Child Development <b>W</b>	4 Hrs.
PSY 324 Exceptional Child <b>W</b>	4 Hrs.
PSY 458 Psychological Tests and Measurements	4 Hrs.

<b>Relevant psychology electives</b>	<b>(12 Hrs.)</b>
PSY 303 Statistics for the Behavioral Sciences	4 Hrs.
PSY 312 Psychology of Learning and Memory <b>W</b>	4 Hrs.
PSY 411 Cognitive Psychology	4 Hrs.
PSY 416 Psychology of Motivation	4 Hrs.
PSY 321 Life-span Developmental Psychology <b>W</b>	4 Hrs.
PSY 323 Adolescence <b>W</b>	4 Hrs.
PSY 326 Family Psychology <b>W</b>	4 Hrs.
PSY 338 Psychological Aspects of Diversity <b>W</b>	4 Hrs.
PSY 351 Abnormal Psychology <b>W</b>	4 Hrs.
PSY 457 Behavior Modification	4 Hrs.
Concentration Total	28 Hrs.

\*Note: This is the appropriate concentration for elementary education candidates. PSY 327, PSY 322, and PSY 323 fulfill prerequisites for admission to teacher education at UIS, and PSY 324 is a required course for a minor in elementary or secondary education.

### Experimental Psychology Concentration

<b>Core concentration courses</b>	<b>(20 Hrs.)</b>
PSY 303 Statistics for the Behavioral Sciences	4 Hrs.
<b>Select four of the following six core courses:</b>	
PSY 312 Psychology of Learning and Memory <b>W</b>	4 Hrs.
PSY 411 Cognitive Psychology	4 Hrs.
PSY 412 Introduction to Biopsychology	4 Hrs.
PSY 321 Life-Span Developmental Psychology <b>W</b>	4 Hrs.
PSY 331 Social Psychology	4 Hrs.
PSY 351 Abnormal Psychology <b>W</b>	4 Hrs.

<b>Relevant psychology electives</b>	<b>(8 Hrs.)</b>
PSY 313 Critical Thinking <b>W</b>	4 Hrs.
PSY 315 Psychoactive Drugs <b>W</b>	4 Hrs.
PSY 441 Theories of Personality <b>W</b>	4 Hrs.
PSY 342 Consciousness <b>W</b>	4 Hrs.
PSY 458 Psychological Tests and Measurement	4 Hrs.
Concentration Total	28 Hrs.

### Personal/Transpersonal Psychology Concentration

<b>Core concentration courses</b>	<b>(16 Hrs.)</b>
PSY 313 Critical Thinking <b>W</b>	4 Hrs.
PSY 342 Consciousness <b>W</b>	4 Hrs.
PSY 444 Psychology of Spirituality	4 Hrs.
PSY 447 Wellness, Happiness, and Success	4 Hrs.

<b>Relevant psychology electives</b>	<b>(12 Hrs.)</b>
PSY 315 Psychoactive Drugs	4 Hrs.
PSY 338 Psychological Aspects of Diversity	4 Hrs.
PSY 448 Hypnosis	4 Hrs.
PSY 359 Stress Management	4 Hrs.
Concentration Total	28 Hrs.

### Individualized Concentration

Students who want to tailor course selections for personal interest or perhaps to meet particular requirements for admission to a specific institution or profession should consider the individualized concentration. Their particular curricular design must be specified and on file in the psychology program office prior to enrollment beyond the first psychology course taken at UIS. This curricular plan may be modified later, in consultation with an adviser.

### Other requirements

UIS requirements (AST/LSC/PAC)	12 Hrs.
General electives (Any 300- or 400- level courses, psychology or non-psychology)	12 Hrs.
Total Hours	60 Hrs.

### Course waiver policy

#### Lower-division courses

Because academic work at the University of Illinois is considered to be a continuation of the student's previous education, students who have earned a B or better in lower-division psychology courses beyond an introductory psychology course at another institution (and have taken these courses within the past six years) may petition to use those courses to waive a maximum of two required core psychology courses covering similar content areas. Waivers based on lower-division coursework do not reduce the total number of credit hours required in the major.


### Transfer policy

#### Upper-division courses

Students must take at least 16 hours of psychology credit from UIS. Students who have earned a C or better in upper-division psychology courses at other institutions within the past six years may, in consultation with an academic adviser, use those upper-division credits to reduce the total number of credit hours required for the psychology major at UIS.

### PSYCHOLOGY MINOR

To earn a minor in psychology, students must complete a minimum of 20 semester hours, at least 16 of which must be upper-division course work taken at the University of Illinois at Springfield. Four of these hours must be PSY 302 or its equivalent. Students who have earned a B or better in lower-



division psychology courses beyond introductory psychology at another institution may use those courses as the basis for a reduction of up to four hours in the total hours required for a minor. PSY 302 is the only required course for a minor in psychology. The remaining 16 hours may be selected from any psychology course offerings; however, all psychology minors must complete a course curriculum form in which they specify the curriculum they have designed in consultation with their advisers. This curricular design must be specified and on file in the psychology program office prior to enrollment beyond the first psychology course taken at UIS. This curricular plan may be modified later in consultation with an adviser.

# PUBLIC ADMINISTRATION

## Master of Public Administration

**Faculty** Ethan Bernick, Beverly Bunch, Patricia Byrnes, Hilary Frost-Kumpf, Lon Mackelprang, Meredith Newman, Anthony Sisneros

**Associated Faculty** Leanne Brecklin, Barbara Hayler, Beverly Rivera, Ryan Williams

**Emeritus Faculty** Willa Bruce, Phillip Gregg, Randolph Kucera, Naomi B. Lynn, Kenneth Oldfield, A. Wayne Penn, Ronald Sakolsky

**Adjunct Faculty** Owen Dratler, John Hartnett

**Contact: (217) 206-6310, [mpa@uis.edu](mailto:mpa@uis.edu) or [www.uis.edu/public-administration](http://www.uis.edu/public-administration)**

For information about the community arts management concentration, call (217) 206-7373.

For information about the criminal justice concentration, call (217) 206-6301.

Accredited by the National Association of Schools of Public Affairs and Administration (NASPAA), the MPA program, within the Department of Public Administration, offers professional graduate education. The program works with many elements of state government to integrate academic and experiential components of the educational process.

M.P.A. 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. The knowledge and skills address understanding of legal, political, and administrative processes, organizational structures, and the context of public sector and nonprofit organizations; the development of leadership capabilities; and knowledge of state government in Illinois.

In addition to the 40-hour M.P.A. degree, the program offers a 46-hour concentration in community arts management and a 48-hour concentration in criminal justice. Also, the public administration (M.P.A.) degree program and the public health (M.P.H.) degree program have established a double major.

Students entering the program without significant professional work experience in the public or private sector are encouraged to undertake internships as part of their program of study through UIS' Graduate Public Service and Illinois Legislative Staff Internship programs.

### THE M.P.A. DEGREE

#### Entrance requirements

The public administration program faculty reviews and accepts candidates for the M.P.A. degree. Prospective students must also complete a separate application for graduate admission to UIS.

Applicants must provide transcripts of all previous undergraduate and graduate course work in order to be considered for admission. International students for whom English is not the native language must, in addition, provide TOEFL scores.

Apply to the MPA program by providing: 1) completed MPA application form; 2) evidence of fulfillment of program prerequisites; 3) resumé; 4) statement of at least 300 words describing your career goals, particularly what you would contribute to the program and how the MPA program would enhance your professional development; and 5) three letters of reference, two of which speak to your potential for academic success at the graduate level.

Full admission to the program requires admission to UIS and successful completion of all the following prerequisites: 1) one undergraduate political science course in American government; 2) one undergraduate descriptive/inferential statistics course, completed within five years of entry into the program; 3) one undergraduate course in microeconomics or a market economics survey course (other than macroeconomics); and 4) competence in one computer spreadsheet applications package, such as LOTUS or EXCEL. A grade of C (2.00) or better must have been earned for each undergraduate course used to meet these prerequisites.

Students may be granted conditional admission to the program, which permits enrollment in up to 12 semester hours of prescribed PAD courses during the first full academic year. Full admission to the program is required before students can enroll for more than 12 hours creditable to the M.P.A. degree.

Prospective students are strongly encouraged to obtain application information well in advance of their first term in the program. Completed applications should be received at least eight weeks in advance of the first intended semester of M.P.A. enrollment. Application materials may be obtained from the MPA Program, PAC 418, University of Illinois at Springfield, One University Plaza, Springfield, IL 62703-5407; or through the telephone number and e-mail address listed above.

### Application to M.P.A. – community arts management concentration

Acceptance to the M.P.A. concentration in community arts management requires, in addition to the MPA application materials, an autobiographical statement of at least 300 words, including a description of previous experience in the arts such as study, performance, participation, or management. Applications to the CAM concentration are usually received by February 1 for admission the following fall; however, applications received later may be considered. For more information about the community arts management concentration, call (217) 206-7373.

These materials should be forwarded to PAC 418, University of Illinois at Springfield, One University Plaza, Springfield, IL 62703-5407.

### Application to M.P.A. – criminal justice concentration

Application to the M.P.A. concentration in criminal justice does not require a separate program application. Students intending to pursue this concentration should indicate this on the UIS application. Although program applications are submitted to the M.P.A. program, students interested in the CRJ concentration may contact the Department of Criminal Justice at the phone number listed above for more information about the uses and career applications of this concentration.

### Application to M.P.A. - M.P.H. double major

The MPA degree program and the UIS Department of Public Health have established a double major in accordance with university policy. Students interested in this double major can contact either the MPA or MPH offices.

### Grading policy

Public administration students may apply up to eight credit hours of C work toward the M.P.A. degree, provided that each credit hour of such work is offset by a credit hour of A work earned in a 500-level PAD course. All course work applied toward the M.P.A. under this arrangement must be earned at the University of Illinois at Springfield while the student is enrolled in a graduate program at UIS.

### Writing competence

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

### Program requirements

The curriculum of the MPA degree includes the following:

#### Core courses

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.
	Total 20 Hrs.
PAD 571 Capstone Seminar	4 Hrs.
Electives (see program handbook)	16 Hrs.
	Total 20 Hrs.
Total	40 Hrs.

### M.P.A. – community arts management concentration ONLY

Students pursuing the M.P.A. community arts management concentration earn a total of 46 credits to complete the M.P.A. degree. The CAM concentration provides specialized skills in leadership, management, and planning pertinent to public and nonprofit arts organizations. In addition to the M.P.A. foundation, core, and capstone courses (24 credit hours)\*, students in the CAM concentration also enroll in:

<b>MPA core and capstone</b>	<b>24 Hrs.</b>
PAD 543 Marketing for Public and Nonprofit Organizations	4 Hrs.
PAD 544 Fund Raising for Public and Nonprofit Organizations	4 Hrs.
PAD 546 Arts Administration Seminar	4 Hrs.
PAD 547 Public Policy and the Arts	4 Hrs.
PAD 548 Arts Management Internship(s)	2 Hrs.
Elective	4 Hrs.
	Total 46 Hrs.

\* See Master's Closure Options.

Students taking the concentration in community arts management may choose from the following for their 4-hour elective:

PHI 432 Philosophy of Art
PAD 448/LES 486 Legal Aspects of Nonprofit Organization Management
HIS 511 Museum/Historic Sites Methods



## M.P.A. – criminal justice concentration ONLY

Students in the M.P.A. criminal justice concentration earn a total of 48 credits to complete the M.P.A. degree. In addition to the M.P.A. foundation, core, and capstone courses (24 credit hours), students in the CRJ concentration also complete 24 hours of additional courses as indicated below. CRJ electives are described in the criminal justice department section of this catalog. Students should consult with a criminal justice faculty adviser before selecting their CRJ electives.

### MPA core and capstone 24 Hrs.

PAD electives as part of Advanced Professional coursework	8 Hrs.
CRJ 500-level electives (choose four)	16 Hrs.
CRJ 523 Criminal Justice Policy Process	
CRJ 531 Drug Abuse in America	
CRJ 541 Law Enforcement Administration	
CRJ 551 Correctional Policy and Administration	
CRJ 565 Race, Class, and Social Justice	
CRJ 572 Law and Criminal Justice	
CRJ 590 Special Study at the Graduate Level	
CRJ 599 Tutorial	
Total	48 Hrs.

### M.P.A.-M.P.H. double major

Application to the M.P.A.-M.P.H. double major requires meeting entrance requirements for each academic organization. The articulation agreement allows a student to complete a double major with a total of 68 credit hours, compared to a total of 88 for the two majors separately. Students pursuing this double major will be required to complete an appropriate closure exercise in each of the two degree organizations. Upon completion, one diploma will be granted. The two major fields will be specified on the transcript.

### Elective courses

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; at least eight hours are public administration courses. Recognizing the diversity of student goals, the program allows students who wish to pursue individualized areas of study to do so in consultation with their advisers. Others may wish to pursue one of the professional development areas of study specifically identified here.

Students pursuing the M.P.A. 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 programs, such as legal studies (administrative law), management information systems, environmental studies, accountancy (public financial management), or human services (social services).

M.P.A. majors who have not been formally admitted to the CAM concentration and who enroll for PAD 546, PAD 547, PAD 548 may only count successful completion of these courses as non-PAD professional development electives.

The *Public Administration Handbook* contains detailed information on planning elective course work.

### Master's closure options

M.P.A. degree candidates are expected to fulfill the campus closure requirements by earning a grade of B- or better in PAD 571 Capstone Seminar; or students can petition the chair of the Department of Public Administration to complete a master's thesis by registering in PAD 573 Thesis. PAD 571 and PAD 573 are open only to M.P.A. majors who have already completed the program core courses (20 credit hours).

Students who choose the thesis option must accumulate a minimum of four, but not more than eight, credit hours in PAD 573 Thesis. These hours may be accumulated incrementally at a rate of at least one credit hour per semester.

Campus policy requires that PAD majors who enrolled in PAD 571 Capstone Seminar, but who did not complete the course in one semester, must enroll in PAD 572 Capstone Seminar Continuing Enrollment (1 hour audit), each fall and spring semester until the work is completed. Likewise, M.P.A. majors who select the thesis option, but do not complete the thesis within the originally agreed-upon number of credit hours (4 to 8), must enroll in PAD 574 Thesis Continuing Enrollment (1 hour audit) each fall and spring semester until the approved thesis is completed.

# PUBLIC ADMINISTRATION

## Doctor of Public Administration

**Faculty** Ethan Bernick, Beverly Bunch, Patricia Byrnes, Hilary Frost-Kumpf, Lon Mackelprang, Meredith Newman, Anthony Sisneros  
**Emeritus Faculty** Willa Bruce, Phillip Gregg, Naomi B. Lynn, Kenneth Oldfield

**Contact:** (217) 206-6076, or [www.uis.edu/dpa](http://www.uis.edu/dpa)

### Program description

The mission of the doctor of public administration program is to educate students for public service careers in state government and management, or for careers in academia. The program emphasizes the theory, analysis, evaluation, and practice of public administration and public policy. Research, along with its applications, is also emphasized. Core courses are supplemented with a specialty concentration chosen from a range of program areas. Public administration doctoral education is intended to enhance student capabilities for public service, leadership, research, and teaching.

The DPA program has the following objectives: 1) to enhance the knowledge, competence, and leadership capacity of managers and professionals in state government agencies and nonprofit organizations; 2) to increase the intellectual and professional resources available to state government and nonprofit organizations; 3) to increase research and teaching resources in state government and nonprofit management; 4) to contribute to the national pool of knowledge about state government and nonprofit administration, policy, and leadership; 5) to enhance the public affairs effort of the University of Illinois at Springfield; and 6) to strengthen the field of public administration within Illinois.

### Admission

For admission, applicants must meet the following requirements: 1) master's degree, with a minimum grade-point average of 3.25 in graduate course work, 2) satisfactory performance on the GRE taken within the past five years, 3) demonstration of writing skills through the submission of a recent writing sample, 4) demonstration of ability to succeed in doctoral studies by the recommendations of three persons, at least one of whom is an academic reference, 5) demonstration of personal commitment to academic excellence through a three- to five-page statement of academic and career goals, and 6) a

current resume. International students must also demonstrate English proficiency with a score of at least 575 on the TOEFL.

Admission decisions are made by the Doctoral Program Committee, which evaluates the information submitted by each applicant to the program. For admission to the DPA program, the goals and objectives of the student must, in the judgment of this committee, be an appropriate fit with the mission and capacity of the DPA program. Interested persons are encouraged to contact the DPA program before starting the application process.

Students are encouraged to submit application materials by March 15 for the fall semester and by October 30 for spring admission. However, applications received later may be considered.

### Prerequisites

Prerequisite course requirements include:

- 1) a one-semester undergraduate or graduate course in economics, preferably microeconomics;
- 2) a graduate-level course on the American political system (or a graduate degree in public administration, political studies, or the equivalent);
- 3) analytical tools (PAD 503, POS 503, or the equivalent) completed within the past five years;
- 4) budgeting and finance (PAD 504, or the equivalent); and
- 5) public policy (PAD 531 or POS 518, or the equivalent).

An applicant who meets all admission requirements other than the course prerequisites may be admitted pending completion of these requirements. In no case will a student be allowed to take a core or research course before meeting its prerequisite.

Courses taken for a letter grade typically challenge the student to produce higher quality work than do those taken only for credit and, generally, will better serve the student. Students are therefore strongly encouraged to take prerequisite requirements for a letter grade rather than as credit/no credit.

### Advising

An initial faculty adviser will be assigned at the time a student is admitted to the DPA program. The adviser will assist the student in planning which courses to take. Before a student has completed 16 credit hours in the doctoral program or enrolls in a concentration course, he or she will select a perma-

ment faculty adviser and a Plan of Study Committee.

### Course requirements

The student's Plan of Study Committee is responsible for assisting the student in developing a program of study that meets the course requirements specified below.

Each student must complete at least 54 hours of course work plus a minimum of 12 hours of dissertation credit. Students may petition for up to 12 hours of transfer credit for graduate work deemed appropriate for the DPA. All students will be required to complete core courses, research courses, and transfer courses with a grade of B or better in each course.

#### Core courses (20 Hrs.)

PAD 601 Advanced Seminar in Public Administration Theory and Organizational Analysis  
 PAD 602 Advanced Seminar in Organizational Behavior in Public Systems  
 PAD 603 Advanced Seminar in Financial Management and Fiscal Policy  
 PAD 604 Advanced Seminar in Public Policy Processes and Analysis  
 PAD 605 Administrative Ethics and Public Service

#### Research courses (12 Hrs.)

PAD 611 Advanced Seminar in Quantitative Methods  
 PAD 612 Advanced Seminar in Qualitative Methods  
 PAD 613 Advanced Seminar in Research Methods

#### Concentrations (20 Hrs.)

After completing all required core and research courses, the student will work with his/her adviser to develop a concentration study plan. This plan must be approved by the Plan of Study Committee before the student takes any concentration courses. Additional work and permission of the instructor is required for doctoral students enrolled in non-prerequisite 500-level courses. Prior to enrollment, the student must also provide their Plan of Study Committee with a written statement on 1) a description of the DPA requirements for the course, and 2) an explanation of how the course fits with their concentration area.

### CONCENTRATIONS

#### 1. Nonprofit management (20 Hrs.)

The following 12 hours are required, plus an additional 8 hours.  
 PAD 623 Nonprofit History and Philanthropy  
 PAD 624 The Nonprofit Organization in a Market Economy  
 PAD 625 Nonprofit Leadership

#### 2. State government (20 Hrs.)

The following 12 hours are required, plus an additional 8 hours.  
 PAD 631 Intergovernmental Relations  
 PAD 632 Legislative and Administrative Politics or  
 POS 512 Seminar in State Politics  
 PAD 633 Special Topics in State Government

#### 3. Special interest (20 Hrs.)

The student may choose an area of special interest and work with his/her Plan of Study Committee to identify the five classes in the area most appropriate to the student's individual interests.

#### Dissertation (minimum 14 Hrs.)

PAD 687 Dissertation Proposal Preparation Seminar (credit/no credit) 2-4 Hrs.  
 PAD 690 Dissertation (credit/no credit) minimum 12 Hrs.

#### Examination

After the student completes DPA course work, he or she will be required to take a comprehensive examination, which is both oral and written.

#### Dissertation Work (a minimum of 14 hours)

**Admission to Candidacy.** After successful completion of the comprehensive exam, the student is admitted to candidacy and may officially begin work on the dissertation proposal (PAD 687). Campus policy requires that after completing all requirements for candidacy, the student must be continuously enrolled in at least one semester hour of dissertation course work each fall and spring semester until the dissertation is completed, defended, and accepted.

**Dissertation Committee.** The chair of the Dissertation Committee is the student's dissertation adviser. Students will work with their committees (selected by the students with program approval).

**Dissertation Proposal.** A written dissertation proposal must be formally approved by the student's Dissertation Committee before dissertation work may begin. Students will be required to take PAD 687 Dissertation Proposal Preparation Seminar as a part of their dissertation proposal preparation.

**Oral Dissertation Defense.** An oral examination on the dissertation will be conducted by the Dissertation Committee according to doctoral program regulations. The dissertation adviser will chair the oral dissertation defense, which will be open to the campus community.



# PUBLIC AFFAIRS REPORTING

## Master of Arts

Faculty Charles N. Wheeler III  
Adjunct Faculty Bill Wheelhouse

**Contact: (217) 206-7494,  
wheeler.charles@uis.edu or  
www.uis.edu/publicaffairsreporting**

The public affairs reporting program 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.

### Entrance 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 ad-

viser 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 advisers for an appointment before initial registration.

### Grading policy

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

### Program requirements

The master of arts 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 (six hours) and PAR 405 Illinois Government and Politics (four hours). Students choose other courses after consultation with their advisers.

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

Students participate in the second phase of the internship (four credit hours) 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, analysis, 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

PAR 405 Illinois Government and Politics	4 Hrs.
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.
Electives	12 Hrs.
Total	40 Hrs.



# PUBLIC HEALTH

## Master of Public Health

**Faculty** Kathy DeBarr, Shahram Heshmat, Remi Imeokparia, James Veselenak  
**Emeritus Faculty** Michael Quam  
**Adjunct Faculty** Phillip Davis, Nancy Parsons, Gary Robinson, Ken Runkel, Ross Silverman

**Contact: (217) 206-6301, [mph@uis.edu](mailto:mph@uis.edu) or [www.uis.edu/publichealth](http://www.uis.edu/publichealth)**

The goal of the public health department is to prepare graduates as competent public health practitioners. Public health is an essential function of modern society. It 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 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 primary objective of the department is to graduate public health generalists with a strong interdisciplinary foundation for practice. The curriculum enables students to understand 1) the various factors that affect the health of a community; 2) the methods to identify and measure community health; and 3) the components that comprise public health services delivery systems (cost, planning, and administration). While the department’s required courses provide the generalist background needed by all students, the elective courses allow students to concentrate on a particular aspect of public health.

### Joint degree offering

UIS’ departments of public health and public administration have an articulation agreement that allows interested students to obtain a master’s degree with a double major (MPA/MPH), public health and public administration. Contact either department for details.

### THE MASTER’S DEGREE

#### Entrance requirements

Applicants must submit an admission application and transcripts from previous college-level aca-

demical work to the UIS Office of Admissions and Records. As a second part of the admissions process, applicants must 1) complete a department application specifying professional goals and identifying past academic work and/or employment related to these goals; 2) submit three completed recommendation forms from employers, professional peers, or educators; and 3) submit Graduate Record Exam (GRE) scores in the general examination. Other aptitude 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 postbaccalaureate degrees are exempted from submitting GRE scores.

Applicants must have earned an overall GPA of 3.00 (4.00 point scale) for previous academic work. Conditional admission is possible for those with extensive public health experience whose undergraduate GPA is between 2.50 and 3.00. To be fully admitted, applicants must have a 3.00 GPA at the end of their first 12 semester hours of study. Students who take TOEFL exams must score 580 or better.

Undergraduate work should include at least three semester hours of biology. Courses in physiology, chemistry, and statistics are desirable but not required.

#### 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 adviser to assist with academic planning. Thereafter, students may choose an adviser from department or associated faculty.

#### Grading

Students must earn a grade of B- or better in all courses counting toward the M.P.H. degree. Courses taken on a credit/no credit basis will not count toward the degree. Students must maintain a B average to remain in good standing in the program.

#### Program requirements

The master of public health degree requires that students complete 48 semester hours of course work, 32 hours of which are required core courses, including a four-hour internship. The 12 hours of elec-

tives must be in a specific area of study, either within or outside the department.

**Required core courses**

MPH 503 Biostatistics for the Health Professional	4 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	4 Hrs.
MPH 545 Sociocultural Aspects of Health	4 Hrs.
MPH 551 Public Health Administration	4 Hrs.
MPH 561 Community Health Education	4 Hrs.
MPH 581 Internship	4 Hrs.
Total	36 Hrs.
Approved electives	12 Hrs.
Total	48 Hrs.

**Closure exercise**

The closure experience is a comprehensive written examination with questions designed to test students' ability to integrate the knowledge that they have gained from the core curriculum. A 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 for one hour of audit credit each semester until they pass the exam. Details about the procedure are provided in the *MPH Student Handbook*.

**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 a master of public health degree at UIS. The option requires completion of the 36 hours of core courses including the internship. 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 an earned master's degree in a health field and who have at least three years of health-related experience. Interested applicants should contact the UIS public health department for information about the application process.

# SOCIAL WORK

## Bachelor of Social Work

**Faculty** Larry Livingston, Martin Martsch, Sandra Mills,  
**Associated Faculty** Rachell Anderson, Carolyn Peck, Carol Rankin  
**Emeritus Faculty** Michael Townsend, Don Yohe  
**Adjunct Faculty** Jan Whitt

**Contact: (217) 206-6687, [swk@uis.edu](mailto:swk@uis.edu) or [www.uis.edu/socialwork](http://www.uis.edu/socialwork)**

The bachelor's degree in social work is nationally accredited by the Council on Social Work Education (CSWE). The generalist BSW gives students the education and skills necessary to provide direct services to clients in a wide variety of human service settings. Generalist practice social work encompasses all client groups and all levels of service, from individuals to international social policy. This is a professional program involving time and commitment. In addition, professional preparation requires each student to look at his/her values, attitudes, knowledge, and skills. The program at UIS is based on an empowerment model dedicated to the achievement of social justice and human rights for all.

### Entrance requirements

An application process is required for admission to the program. Students must first be admitted to UIS and then make separate application to the social work program. Acceptance is based on a combination of previous academic record, personal development, and motivation for service in the field. The admission process can be initiated any time during the year, but UIS acceptance and all program application requirements must be completed and on file in the program office by March 1 for priority fall admission and October 1 for spring priority admission. The admission process may include a personal interview with the applicant and a writing sample.

The curricular sequence begins in the fall or spring of each year. Students may be granted permission to enroll in introductory courses before program acceptance, but this does not constitute admission to the program or to UIS. Students so enrolled are not eligible for financial assistance.

Because the professional preparation requirements of the social work curriculum are extensive, the program urges prospective students to begin this

preparation before applying to the BSW program. The program requires a liberal arts foundation including preparatory work in general psychology, sociology/anthropology, political science, and statistics. Students should contact the social work program office for details.

### Advising

Majors will be assigned faculty advisers at the time of admission. A student may elect to change that adviser, but the new adviser must be a faculty member in the social work program. Students should consult their advisers each semester before registration.

### Skill development

The provision of social work services requires a number of personal and professional skills. In SWK 222 students begin the process of assessing their skills and building and developing their maximum academic potentials. This includes the ability to express their ideas both orally and in writing.

### UIS requirements

Every social work student will complete nine hours of field work. At least four additional hours must be completed in either liberal studies colloquia or public affairs colloquia to meet UIS requirements. Forty-eight upper-division hours are required for graduation.

### Field work

An essential aspect of professional preparation is the integration of knowledge and skills. This is accomplished primarily through the field work course. This is an intensive 400-hour experience in a social agency, where a student, under supervision, learns to assess and improve his or her own social work skills. The field work supervisor should be a person holding a degree in social work and must be approved by the program's field work director. Field work may be taken in one semester, called a block placement. This requires at least 25 hours per week for one semester. Field work may also be taken concurrently. This requires a minimum of 12 hours per week for two semesters. All BSW core courses must be completed and graded before starting field work. Students on academic probation are ineligible for field work.

### Closure procedures

A student must earn a grade of C or better in every social work core course to continue in the curriculum and to graduate. If a lower grade is earned, a student may repeat a course or courses, but only once. Credit/no credit is not available in core courses except field work. Students must also complete requirements for assessment in the major. Students will be encouraged to complete their degrees within five years. A student should apply in writing for a leave of absence if he or she will be out more than one semester.

Students must file graduation contracts with their advisers at the beginning of their final semester and must participate in campus exit assessments. All students must consult with their advisers before registering for their last semester to ensure that both UIS and program requirements have been met.

### Suggested course sequence

#### First semester

SWK 222 Introduction to Social Work	3 Hrs.
SWK 333 Human Behavior in the Social Environment	4 Hrs.
SWK 344 Social Work Practice I	4 Hrs.

#### Second semester

SWK 355 Social Welfare Policy and Services	4 Hrs.
SWK 366 Culture, Diversity, and Social Work	4 Hrs.
SWK 377 Social Work Practice II	4 Hrs.

#### Third semester

SWK 432 Social Work Research Methods	4 Hrs.
SWK 433 Social Work Practice III	4 Hrs.
SWK 434 Senior Seminar	4 Hrs.

#### Fourth semester

SWK 450 Fieldwork	9 Hrs.
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### Program requirements

#### Core curriculum

SWK 222 Introduction to Social Work	3-4 Hrs.
SWK 333 Human Behavior in the Social Environment	4 Hrs.
SWK 344 Social Work Practice I	4 Hrs.
SWK 355 Social Welfare Policy and Services	4 Hrs.
SWK 366 Culture, Diversity, and Social Work	4 Hrs.
SWK 377 Social Work Practice II	4 Hrs.
SWK 432 Social Work Research Methods	4 Hrs.
SWK 433 Social Work Practice III	4 Hrs.
SWK 434 Senior Seminar	4 Hrs.
SWK 450 Field Work	9 Hrs.
Total Core	44 Hrs.

#### Other requirements

PAC or LSC (UIS requirement)	4 Hrs.
Electives	12 Hrs.
Total	60 Hrs.

Core courses must be taken in the proper sequential order after the prerequisites are completed.



# SOCIOLOGY/ANTHROPOLOGY

## Bachelor of Arts, Sociology Minor, Anthropology Minor

**Faculty** Lynn Fisher, Sharon Graf, Douglas Marshall, Hammed Shahidian

**Associated Faculty** Heather Dell, Ryan Williams

**Emeritus Faculty** Proshanta K. Nandi, Michael D. Quam, James W. Stuart

**Adjunct Faculty** Terrance Martin

**Adjunct Emeritus Faculty** Rosamond Robbert, Megan G. Smith

**Contact:** (217) 206-6790, [soa@uis.edu](mailto:soa@uis.edu) or [www.uis.edu/sociology](http://www.uis.edu/sociology)

The sociology/anthropology program is designed to foster intellectual understanding and insight into the issues and problems of today's world, with special emphasis on the experiences and perspectives of women and people from other cultures. Students develop skills and knowledge in critical reading and writing, research methodology, evaluation of competing theories, prehistory and human evolution, actual and potential uses of work in sociology and anthropology, and ethics of professional inquiry and reporting.

Students entering the program take a core of courses that offers a perspective common to the disciplines of sociology and anthropology. In addition, they are given the opportunity to pursue individual interests in either sociology or anthropology.

### Entrance requirements

The sociology/anthropology program has no specific entrance requirements beyond admission to UIS.

### Advising

Campus policy requires each student to have an adviser. Students are strongly urged to choose their advisers at the time they declare their major in the sociology/anthropology program. Students are encouraged to consult with their advisers concerning program requirements and individual goals. Program faculty assist students in designing strong, individualized academic programs.

### Communication skills and assessment

Entering sociology/anthropology majors must complete assessment tests in reading, writing, and quantitative reasoning administered by the campus

assessment office. In addition, students must complete a discipline-based writing assessment in either SOA 302 Understanding Other Cultures or SOA 304 Human Evolution: Biological and Cultural during their first semester of study. The results of all assessments will be forwarded to the student's adviser, who will confer with the student during his/her second semester of study and develop a positive program to enhance each individual's abilities and academic development.

The program faculty will assess a student's acquisition of discipline knowledge during the course of study through review of a paper written for SOA 410 Senior Seminar, taken during the student's final year. All SOA majors will also complete the assessment program's testing of graduating students.

Because the program values communication skills so highly and views them as necessary components of a college education, the program works diligently with its students to ensure that each effectively possesses these skills at graduation.

### UIS requirements

Students are required to complete a minimum of 12 semester hours of UIS requirements in the areas of liberal studies colloquia, public affairs colloquia, and applied study. These hours must include at least four hours in each of at least two of these areas.

The applied study term (AST) is an excellent opportunity for the student to gain experience related to the sociology/anthropology degree and may also be valuable later in the job search. AST possibilities include applied research, social action projects, and personal enrichment experiences. Students on academic probation are not eligible to enroll in AST.

### Program requirements

Both sociological and anthropological perspectives contribute significantly, yet differently, to the study of human behavior. While individual students may choose to concentrate electives in either discipline, all SOA majors are required to be familiar with the basic approaches and insights of both disciplines. Further, all students become familiar with the basic theoretical issues surrounding the study of social life and acquire the skills necessary to carry out small-scale research.

SOA 302 Understanding Other Cultures	4 Hrs.
SOA 304 Human Evolution: Biological and Cultural	4 Hrs.
SOA 405 Sociocultural Theories	4 Hrs.
SOA 410 Senior Seminar	2 Hrs.
SOA 411 Social Research Methods	4 Hrs.
SOA 461 Social Psychology: Sociological Perspectives	4 Hrs.
Sociology/Anthropology electives	8 Hrs.
Total	30 Hrs.
UIS requirements	12 Hrs.
General electives	18 Hrs.
Total	60 Hrs.

### ANTHROPOLOGY MINOR

There are no prerequisites for this minor, but the program faculty recommend that students have completed at least one course in anthropology and one in biology at the lower-division level.

#### Core courses

SOA 302 Understanding Other Cultures	4 Hrs.
SOA 304 Human Evolution: Biological and Cultural	4 Hrs.
Anthropology content courses	8 Hrs.
Total	16 Hrs.

Lower-division course work may be used in lieu of SOA 302 and/or SOA 304, but the hours must be replaced with upper-division elective courses.

### SOCIOLOGY MINOR

No prerequisites are required, but faculty recommend that students have completed an introductory sociology course at the lower-division level.

#### Core courses

SOA 405 Sociocultural Theories	4 Hrs.
SOA 411 Social Research Methods	4 Hrs.
Sociology content courses	8 Hrs.
Total	16 Hrs.

Classes used to complete the minor in sociology cannot also be used to satisfy degree requirements in the student's major.

# TEACHER EDUCATION

## Minor in Elementary Education and Minor in Secondary Education

**Faculty** Gary Butler, Allan F. Cook, Jennifer Herring, Taiebeh Hosseinali, Loretta F. Meeks, Larry D. Stonecipher, Theresa Sullivan-Stewart, Cindy Wilson

**Emeritus Faculty** Gary A. Storm

**Adjunct Faculty** Margaret Dunn

**Contact:** (217) 206-6682, [tep@uis.edu](mailto:tep@uis.edu) or [www.uis.edu/teachereducation](http://www.uis.edu/teachereducation)

The teacher education minors provide course work that leads to initial Illinois certification at the elementary or secondary level when combined with an appropriate academic major and fulfillment of general education and campus requirements. Candidates seeking a bachelor's degree and either initial elementary or secondary certification should expect that their total program of study will exceed the minimum number of hours required for graduation.

Elementary education candidates must major in an academic discipline. Candidates should work closely with their TEP adviser to determine an appropriate discipline.

Secondary education candidates may major in one of several programs leading to certification in the areas of English, biological science, mathematics, or social studies.

The teacher education program has prepared a student handbook and a handbook for student teachers. Both handbooks are available online. Candidates are expected to consult these sources in addition to this catalog statement.

### Admission

Candidates seeking initial certification in either elementary or secondary education may make formal application to the teacher education program at any time. Applications to the program will be considered two times a year – October 15 and March 15. To have his/her application considered, a student must meet with a TEP representative, be admitted to UIS, and have an overall GPA of 2.50 (on a 4.00 scale) for all college work. The student must have passed the basic skills part of the Illinois Certification Exam, completed the formal application form (which can be found online at [www.uis.edu/teachereducation](http://www.uis.edu/teachereducation)), and submit official transcripts from all schools attended prior to applying to the teacher education program. To be fully admitted to

the program, candidates must have completed 1) PSY 327 or other course work in educational psychology, 2) PSY 322 or other course work in child development (elementary) or PSY 323 or other course work in adolescent psychology (secondary), and 3) TEP 201, an introduction to education class, or the equivalent. As a fourth prerequisite, applicants are required to have TEP 202 or documentation of at least 30 hours of work with school-age children in an educational setting.

Once admitted to the program, a student must maintain a grade-point average of 3.00 in teacher education course work, a grade-point average of 2.75 in his/her disciplinary concentration (elementary) or area of specialization (secondary), and a grade-point average of 2.50 overall. He or she must also successfully complete the practicum experiences required in the minors. Candidate progress is evaluated throughout the teacher education program, and candidates who do not meet these standards may be removed from the program.

All candidates applying to the teacher education program and those candidates applying to clinical practice will be required to have a criminal background investigation. The TEP program will do these checks; a fee will be assessed for each investigation. Information and materials for this requirement are available on the TEP website.

### Clinical experiences

Methods courses required in the elementary and secondary minors require pre-clinical field experiences. Each of the elementary methods courses has 30 hours of required field experience, and each of the secondary methods courses has 40 hours of required field experience. All candidates will complete at least 120 hours of field experience prior to clinical practice. Candidates are assigned to area schools by the teacher education program. At least one of the field experiences will occur in a school that is considered diverse in ethnicity, race, socioeconomic status, gender, exceptionalities, language, religion, sexual orientation, and/or geographical area. Per program policy, candidates are not permitted to take more than two methods courses per semester.

Clinical practice, which occurs during the final semester, is a 16-week professional experience in a public or private school setting. Candidates must pass the ICTS content area exam in their area of certifi-



education and apply the semester prior to the actual experience. To be placed for clinical practice, candidates must have passed the content area exam for their certification area, have an overall GPA of 2.50, a GPA of 2.75 in their major (area of specialization), and a GPA of 3.00 in coursework for the TEP minor. Student teaching placements are made to school districts in the central Illinois area, and are supervised by university supervisors and local cooperating teachers. To be fully certified, candidates must also pass the Illinois State Board of Education's Assessment of Professional Teaching test. The program recommends that candidates take this exam prior to the completion of student teaching.

### General education requirements for all candidates

Pursuant to the State of Illinois Professional Teaching Standards, candidates in teacher education are expected to possess general education knowledge. General education is defined as "theoretical and practical understanding generally expected of a liberally educated person. General education includes developing knowledge related to the arts, communications, history, literature, mathematics, philosophy, sciences, and the social studies, from multicultural and global perspectives." The candidate must meet all general education standards prior to application for student teaching.

### Prerequisite for admission

To be admitted to the minor, candidates must first take and pass the basic skills test of the Illinois State Teacher Certification exam. Materials for this test may be obtained at the State Board of Education website. Candidates must also pass a criminal background check. Information regarding this requirement is also available at the teacher education website. In addition, the following course/experience prerequisites must be met.

1. PSY 327 or other course work in educational psychology.
2. PSY 322 or other course work in human development (for elementary candidates) or PSY 323 or other course work in adolescent psychology (for secondary candidates).
3. TEP 201, an introduction to education class, or equivalent life experiences.
4. TEP 202 or documentation of at least 30

hours of work with school-age children in an approved educational setting.

### MINOR IN ELEMENTARY EDUCATION

Candidates interested in obtaining a minor in elementary education must be enrolled in a baccalaureate degree program at UIS. To receive the initial elementary certificate in the state of Illinois, candidates must complete the minor requirements, degree requirements, and be recommended for certification by the program.

#### Course Requirements

TEP 305 Technology for Teaching	3 Hrs.
TEP 307 History and Philosophy of Education	3 Hrs.
TEP 322 Teaching, Learning, and Assessment	3 Hrs.
PSY 324 Exceptional Child	4 Hrs.
TEP 423 Basic Reading & Language Arts Methods	3 Hrs.
TEP 424 Methods of Teaching Elementary Math	3 Hrs.
TEP 425 Methods of Teaching Elementary Social Studies and Humanities	3 Hrs.
TEP 426 Methods of Teaching Elementary Science	3 Hrs.
TEP 448 Clinical Practice Seminar Grades K-9	3 Hrs.
TEP 450 Clinical Practice Grades K-9	9 Hrs.
Total	12 Hrs.
Total for minor	37 Hrs.

The ISBE middle school endorsement requirement went into effect on July 1, 1997. Any teacher hired after that date to teach in a departmentalized school containing grades 5, 6, 7, and/or 8 must have completed course work covering middle school curriculum, philosophy and organization of middle schools, and the psychology of adolescence. Candidates must also take TEP 401 Middle School Concepts and Practices and have a major in an endorsable middle school subject, such as math, English, science, or history. Additional endorsements are possible. Candidates should check with their adviser to determine requirements for these endorsements.

### MINOR IN SECONDARY EDUCATION

The University of Illinois at Springfield is entitled to certify secondary teachers in four areas: social studies, English, biological science, and mathematics. The secondary education minor thus provides opportunities to combine undergraduate disciplinary study with education courses in a program leading to secondary certification.

Candidates interested in a secondary certificate must be enrolled in a baccalaureate degree program at UIS. To receive the initial secondary certificate in the state of Illinois, candidates must complete the



minor requirements, degree requirements, and be recommended for certification by the program.

#### Course requirements

TEP 305 Technology for Teaching	3 Hrs.
TEP 307 History and Philosophy of Education	3 Hrs.
PSY 324 Exceptional Child	4 Hrs.
TEP 314 Curriculum and Instruction	3 Hrs.
TEP 401 Middle School Concepts and Practices	3 Hrs.
TEP 419 Content Area Literacy	3 Hrs.

TEP 4XX Content Methods (choose one)	
TEP 435 English Methods Grades 6-12	
TEP 436 Mathematics Methods Grades 6-12	
TEP 437 Science Methods Grades 6-12	
TEP 438 Social Studies Methods Grades 6-12	3 Hrs.

Approved elective	3-4 Hrs.
TEP 449 Clinical Practice Seminar Grades 6-12	3 Hrs.
TEP 451 Clinical Practictee Grades 6-12	9 Hrs.
Total for minor	36-37 Hrs.

#### POST-BACCALAUREATE CANDIDATES SEEKING CERTIFICATION ONLY

Candidates who possess a bachelor's degree in a certifiable area are welcome in the teacher education program. To obtain elementary or secondary certification, candidates must meet all program requirements for entrance and fulfill the same sequence of courses that candidates seeking the minor in elementary or secondary education are required to complete. In addition, candidates seeking endorsement in secondary education will have their transcripts reviewed by faculty in the College of Liberal Arts and Sciences to determine if and what additional course work must be completed before a recommendation for certification can be made. Assuming that all prerequisites are met, candidates can expect to spend a minimum of four semesters completing certification requirements. Interested parties should contact the program chair, the program adviser, or the program website for additional information regarding certification-only requirements.

#### Certification

The teacher education program recommends candidates to the State Teacher Certification Board for K-9 certification or 6-12 certification on the completion of several criteria. Candidates must meet a set of general education requirements set by the program; complete and pass tests of basic skills, subject matter knowledge, and assessment of professional

teaching administered by the state certification system; and satisfy any additional requirements outlined by the State Teacher Certification Board, which has sole authority for awarding or denying teacher certification.

#### PROJECT MINORITY STUDENT SUPPORT FOR TEACHING (MSS)

Project MSS is a program designed to recruit African-American teachers for the Springfield and Decatur school systems. Students make application by May 1 of each year and are approved by the Project MSS director and the TEP convener. Students enrolled at this phase of the program must make a serious commitment to teaching and pledge to teach in either Springfield or Decatur. All program requirements are consistent with the expectations of TEP. To maintain good standing in Project MSS and to be eligible for a tuition waiver and semester stipends, students must enroll in a minimum of 12 hours per semester, maintain a 2.75 overall grade-point average, maintain a 3.00 grade-point average in TEP course work, have a minimum of 10 hours per semester of community service, submit semester "status reports," and abide by all policies and procedures of Project MSS. Students failing to maintain any one of these requirements will be given one semester of probationary admission. Interested students should contact the Project MSS director.

#### TITLE II REPORT CARD

UIS teacher education candidates taking the Illinois Test of Basic Skills and the content area tests for certification recorded a 100 percent pass rate for the 1999-00, 2000-01, and 2001-02 academic years. Copies of these and subsequent report cards are available at [www.uis.edu/teachereducation](http://www.uis.edu/teachereducation)

## UNIVERSITY COURSES

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In addition to regular disciplinary courses, UIS offers a variety of university (UNI) courses. UNI courses provide specialized knowledge and skills in academic areas that augment the established components of the UIS curriculum. An example is library research (UNI 401). Additional UNI courses, with descriptions, are published in the course schedule each semester. You should be aware that credit earned in some UNI courses does not count toward degree requirements.

# VISUAL ARTS

## Bachelor of Arts, Undergraduate Minor

Faculty Patrick Cheak, Michael Miller,  
Jonathan Perkins  
Associated Faculty J. Michael Duvall  
Emeritus Faculty Robert Dixon, Larry Shiner

**Contact: (217) 206-6790, [art@uis.edu](mailto:art@uis.edu) or  
[www.uis.edu/visualarts](http://www.uis.edu/visualarts)**

The visual arts program provides opportunity for studying the arts in a context that emphasizes skills acquisition in various studio disciplines as well as the understanding of historical and philosophical concepts in art.

As an extension of classroom teaching, the visual arts program sponsors exhibitions of regional artists, students, and faculty in the gallery located on the second floor of the Health and Sciences Building. Students are expected to attend openings and concurrent workshops to gain experience in viewing and exhibiting a variety of media and exposure to the work of professional artists. Student participation is encouraged both in installation and management procedures. Graduating students will present their senior exhibitions in the gallery.

The Bruce A. Magidsohn Memorial Scholarship and the Glosecki Memorial Scholarship are awarded annually to students in the visual arts program. Contact financial assistance at 206-6724 for information.

### Entrance requirements

Since work at the upper-division level should not be a student's first exposure to organized training in the arts, students should have the associate in arts degree in visual art (or equivalent schooling) and are expected to demonstrate basic competence in art through completion of a studio course during the first semester at UIS. Preliminary training should include six semester hours of art history survey, three semester hours of two-dimensional design, and three semester hours of drawing. Lack of these courses is considered a deficiency to be remedied during the first year at UIS. Other requirements for admission to the program are identical to general campus requirements.

### Advising

Students should consult a visual arts faculty member before registering for the first time. A permanent adviser should be chosen from among the

program faculty before the end of the first semester of study. Students are urged to consult their faculty advisers before registering each semester and particularly before registering for the last semester of classes.

### Grading policy

Grading policy is determined by each instructor as appropriate to the individual course and is announced at the beginning of the course.

### Assessment

A student wishing to enroll at UIS with a major in visual arts must make an appointment with a member of the program faculty to ascertain the student's career goals, assess preparation and deficiencies for entering the program, make a plan of study, and review a portfolio of the his or her artwork (actual pieces or slides).

Midway through the course of study, the student and adviser will make an additional assessment of the student's progress toward the degree.

The final proof of learning is the presentation of an exhibit of art work completed during the student's tenure at UIS, organized through ART 482 Professional Skills. A full faculty critique of this body of work completes requirements for the degree in visual arts.

### UIS requirements

Students are required to complete a minimum of 12 semester hours of UIS requirements in the areas of liberal studies colloquia, public affairs colloquia, and applied study. These hours must include at least four hours in each of at least two of these areas.

Applied study opportunities most frequently include community work in the graphic arts, photography, and art museums. ART 482 Professional Skills fulfills four hours of applied study credit and is administered through the student's faculty adviser in accordance with approved program requirements for the course. Students fulfilling this requirement should request guidance from their advisers.

### Program requirements

Specific requirements depend on the student's area of interest and are determined in consultation with the adviser.

Requirements for the bachelor's degree in vi-

visual arts are as follows:

Historical and analytical courses	12 Hrs.
Studio (at least four hours must be in an area outside concentration)	24 Hrs.
Electives (eight hours must be in a field other than ART)	12 Hrs.
UIS Requirements (of which four hours must be ART 482 Professional Skills)	12 Hrs.
Total	60 Hrs.

**Optional.** Honors project in art studies (four hours). Requires faculty recommendation.

**Tutorials.** Available upon student request and with permission of instructor.

Students will be expected to provide their own supplies in many courses.

#### VISUAL ARTS MINOR

To earn a minor in visual arts, students must complete a minimum of 16 semester hours, at least eight hours of which must be upper-division course work taken at the University of Illinois at Springfield. Up to eight hours of transfer credit may be accepted.

One course in art history is required. Elective courses in visual arts must total 12 semester hours. This should include two courses in the visual arts studio area(s) that most closely fit the student's interests. Students should consult with a visual arts faculty adviser to ensure that they are meeting requirements as well as their individual needs.



# WOMEN'S STUDIES

## Undergraduate Minor

**Faculty** Heather Dell, Margot Duley, Pat Langley, Deborah Kuhn McGregor, Annette Van Dyke

**Associated Faculty** Rachell Anderson (Human Services), Terry Bodenhorn (History), Mary Bohlen (Communication), Leanne Brecklin (Criminal Justice), Barbara Burkhardt (English), Cecilia Cornell (History), Jan Droegkamp (Liberal Studies), Kathryn Eisenhart (Legal Studies), Nancy Ford (Legal Studies), Denise Green (Library Instructional Services), Barbara Hayler (Criminal Justice), Sandra Mills (Social Work), Karen Moranski (English), Rosina Neginsky (Liberal Studies), Meredith Newman (Public Administration) Lynn Pardie (Psychology), Carol Rankin (Human Services), Hazel Rozema (Communication), Nancy Scannell (Business Administration), Hammed Shahidian (Sociology/Anthropology)

**Emerita Faculty** Mattilou Catchpole

**Associated Emerita Faculty** Judy Everson, Jacqueline Jackson, Rosamond Robbert

**Contact: (217) 206-6962, [wms@uis.edu](mailto:wms@uis.edu), or [www.uis.edu/womensstudies/](http://www.uis.edu/womensstudies/)**

Women's studies is an interdisciplinary program that combines the substance and methodologies of many disciplines such as history, anthropology, sociology, communications, psychology, literature, and law, in the study of women and gender. Sex is the biological difference between male and female; gender is the meaning of biological difference -- the stereotypes, assumptions, and expectations society attaches to difference. Since gender alone cannot explain all of experience, other factors such as race, class, culture, and sexuality must be analyzed to see how they combine with the sex/gender system to discriminate against women and gender minorities. Most women's studies courses are interdisciplinary, crosslisted with other programs. With increasingly global perspectives, the goal of women's studies is to introduce both sexes to basic approaches to the study of women and gender in a variety of fields so that they will be prepared for the challenges of leadership in the 21st century.

In the classroom, women's studies faculty are

committed to creating participatory learning environments. They emphasize student-centered and cooperative learning, critical thinking, openness to ideas and discussion, and respect for others. Students are encouraged to make connections between thought and action, the academy and the community, theory and practice. The program will provide interested students with opportunities for internships, applied study terms, community-based projects, and research.

### Degree opportunities

Students can design their own course of study focusing on sex/gender for degrees through the liberal studies program (B.A.) or the individual option program (M.A.). In the past, students have designed degrees emphasizing gender in such areas as media, arts, social services, law, and mental health. Students have the opportunity to select and work closely with women's studies faculty who will assist in planning students' degrees and identifying learning resources. Additionally, men and women in all programs may take women's studies courses as electives or may pursue a minor as defined below.

Graduate students enrolled in 400-level women's studies courses will be expected to demonstrate graduate-level competencies (especially in communication, research, analysis, and integrative skills) and to complete extended and advanced projects and/or readings.

### WOMEN'S STUDIES MINOR

To earn a minor in women's studies, students must complete a minimum of 16 semester hours. The program may approve the transfer of no more than two lower-division courses, and at least 8 of the 16 hours must be upper-division course work taken at the University of Illinois at Springfield. Students may use life and work experience to gain credit through the credit for prior learning program. Students who minor in women's studies must select an adviser from among the women's studies faculty.

- 1) WMS 301 Women, Gender, and Society (fall/spring, first year)
- 2) WMS 411 Feminist Theories (spring, first year)
- 3) WMS 403 Minority Women: Issues and Perspectives (first or second year) **or**  
a course approved by WMS adviser on minority or international women such as:  
WMS 453 Women Across Cultures



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WMS 463 Native American Women's Literature and Culture  
WMS 466 Multicultural American Women's Literature  
WMS 481 Women in Chinese and Japanese  
History **or**  
PAC or LSC approved by WMS adviser **and**  
4) Electives in or related to the major (or PAC or LSC) as  
approved by WMS minor adviser (any semester)

# UNIVERSITY OF ILLINOIS

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## FACULTY

- WILLIAM ABLER, Associate Professor, Human Development Counseling (B.A., M.A., Ph.D. Michigan State University)
- MARY ADDISON-LAMB, Visiting Instructor, Liberal Studies/Individual Option (B.A. University of Iowa, M.A. Sangamon State University)
- B. DOUGLAS ANDERSON, Professor, Educational Leadership; Campus Legal Counsel (A.B. Boston University, M.Ed., D. Ed. Temple University, J.D. College of Law, University of Cincinnati, LL.M. St. Louis University School of Law)
- NATHANIAL ANDERSON, Visiting Assistant Professor, Educational Leadership (B.S., M.S. Eastern Illinois University, Ed.D. Illinois State University)
- RACHELL ANDERSON, Professor, Human Services (B.A. Philander Smith College, M.A. Sangamon State University, M.S. Northern Illinois University, Psy.D. Adler School of Professional Psychology)
- HEATHER BAILEY, Assistant Professor, History (B.A. University of Illinois at Urbana-Champaign, M.A., Ph.D. University of Minnesota)
- HARSHAVARDHAN BAPAT, Assistant Professor, Chemistry (B.S., M.S. University of Pune, India, M.S. Wright State University, Ph.D. University of Missouri-Columbia)
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# UIS AT A GLANCE

**Location:** Springfield, IL, state capital; site of Abraham Lincoln’s Home National Historic Site; centrally located on Interstates 55 and 72

**Enrollment:** 4396 (Fall 2004)

**Campus Size:** 746 acres

**Academic Programs:** 42 University of Illinois degree-granting programs; 21 bachelor’s degree programs, 20 master’s degree programs, and the Doctorate of Public Administration

**Housing:** New townhouses, apartments, family housing

**Financial Assistance:** More than 50 percent of UIS students receive some sort of financial assistance

**Student Profile:**

Undergraduates: 57%; graduates—43%

Full-time: 41%

Students in campus housing:

746 (Fall 2004)

Students from Illinois:

94%, rest of U.S. —2%, international students — 4%

**Top Enrolled Undergraduate Programs:**

- 1) Psychology
- 2) Business Administration
- 3) Management
- 4) Criminal Justice
- 5) Accountancy
- 6) Liberal Studies

**Athletics:** National Association of Intercollegiate Athletics (NAIA); seven sports competing in the American Midwest Conference (AMC) – men’s soccer, men’s and women’s basketball, men’s and women’s tennis, women’s volleyball, and women’s softball

**Clubs and organizations:** 70+

**Entertainment:** Concerts, lectures, musicals and theatre productions in the 2,000-seat Sangamon Auditorium

**UIS has approximately 22,146 alumni located throughout the world, with the greatest concentration in Illinois (13,377)**

# Hands on.



## Active learning at UIS.

### **COLLEGE OF BUSINESS AND MANAGEMENT**

Accountancy B.A., M.A.  
Business Administration  
B.B.A., M.B.A.  
Economics B.A.  
Management B.A.  
Management Information  
Systems M.S.

### **COLLEGE OF EDUCATION AND HUMAN SERVICES**

Educational Leadership M.A.  
Human Development Counseling  
M.A.  
Human Services M.A.  
Social Work B.S.W.  
Teacher Leadership M.A.

Teacher Education (minors in  
Elementary and Secondary  
education)

### **COLLEGE OF LIBERAL ARTS AND SCIENCES**

Biology B.S., M.S.  
Chemistry B.S.  
Clinical Laboratory Science  
B.S.  
Communication B.A., M.A.  
Computer Science, B.S., M.S.  
English B.A., M.A.  
History B.A., M.A.  
Liberal Studies B.A.  
Individual Option M.A.  
Mathematical Sciences B.A.

Philosophy B.A.  
Psychology B.A.  
Sociology/Anthropology B.A.  
Visual Arts B.A.

### **COLLEGE OF PUBLIC AFFAIRS AND ADMINISTRATION**

Criminal Justice B.A.  
Environmental Sciences M.S.  
Environmental Studies M.A.  
Legal Studies B.A., M.A.  
Political Studies B.A., M.A.  
Public Administration M.P.A.,  
D.P.A.  
Public Affairs Reporting M.A.  
Public Health M.P.H.

**UIS Admissions**  
**(217) 206-4UIS (4847)**  
**1-888-977-4UIS (4847)**  
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# Springfield area map



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