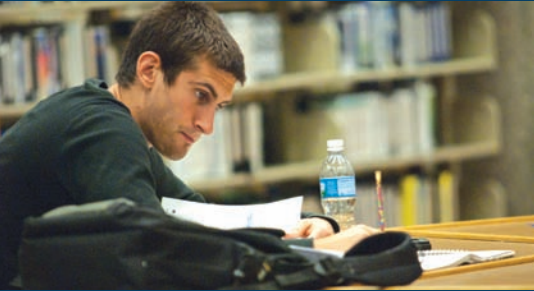


UNIVERSITY OF ILLINOIS SPRINGFIELD



UIS – Engaged in Your Future



Catalog 2010-2011

General Information

Academic Calendar 2010-2011

Fall Semester 2010

August 23, Monday	Classes Begin
September 6, Monday	Labor Day, campus closed
October 16, Saturday	Mid-Point
November 22 - 26, Monday - Friday	Thanksgiving Break
December 11, Saturday	Classes End
December 13 - 18, Monday - Saturday	Finals Week
December 18, Saturday	Semester Ends

Spring Semester 2011

January 17, Monday	MLK observance, campus closed
January 18, Tuesday	Classes Begin
March 12, Saturday	Mid-Point
March 14 - 18, Monday - Friday	Spring Recess
May 7, Saturday	Classes End
May 9 - 14, Monday - Saturday	Finals Week
May 14, Saturday	Semester Ends/Commencement

Summer Term 2011

June 6, Monday	Classes Begin
July 30, Saturday	Session Ends

Campus Connections

A short list of campus offices and services to help you get connected to people who have answers to some frequently asked questions. When calling from on-campus, omit the "20" prefix.

Academic Advising Center*	BRK 472, 206-7471
Academic Affairs	PAC 525, 206-6614
Admissions	UHB 1080, 206-4847
Bookstore	Founders Hall, 206-6766
Campus Police	PDB 10, 206-6690 (nonemergency) 206-7777 (emergency)
Cashier	PAC 184, 206-6738
Chancellor's Office	PAC 563, 206-6634
Counseling Center (Personal)	HRB 64, 206-7122
Credit for Prior Learning	BRK 482, 206-6640
Disabilities Services	HRB 80, 206-6666
Adaptive Computer Lab	HRB 80, 206-6668
Financial Assistance	UHB 1015, 206-6724
Health Services/Nurse	BSB 20, 206-6676
Housing Office	HBC 1, 206-6190
ID Card	PAC 108, 206-7718
Information Technology Services	HSB 110, 206-6000
International Programs	HRB 52, 206-8319
International Student Services	HRB 52, 206-6678
Multicultural Student Affairs	SLB 22, 206-6333
Parking (Decals/Tickets)	PAC 119, 206-8502
Records	UHB 1076, 206-6709
Registration	UHB 1076, 206-6174
Student Accounts	PAC 184, 206-6727
Student Affairs (Vice Chancellor)	UHB 1071, 206-6581
Student Life	SAB 20, 206-6665
Veterans' Adviser	SAB 23, 206-8387

Academic Programs

College of Business and Management

Dean	UHB 4000, 206-6533
Accountancy	UHB 4093, 206-6541

Business Administration

BBA	UHB 4054, 206-6780
MBA	UHB 4049, 206-7920
Economics	UHB 4049, 206-7920
Management	UHB 4060, 206-6712
Management Information Systems	UHB 4021, 206-6067

College of Education and Human Services

Dean	BRK 363, 206-6784
Educational Leadership	BRK 377, 206-6306
Human Development Counseling	BRK 332, 206-6504
Human Services	BRK 332, 206-6687
Social Work	BRK 332, 206-6687
Teacher Education	BRK 330, 206-6682
Teacher Leadership, Masters	BRK 377, 206-6130

College of Liberal Arts and Sciences

Dean	UHB 3000, 206-6512
African-American Studies	UHB 3038, 206-6962
Astronomy/Physics	HSB 314, 206-6589
Biology	HSB 223, 206-6630
Chemistry	HSB 314, 206-6589
Clinical Laboratory Science	HSB 314, 206-6589
Communication	UHB 3010, 206-6790
Computer Science	UHB 3100, 206-6770
English	UHB 3050, 206-6779
Experiential & Service Learning	BRK 482, 206-6640
History	UHB 3050, 206-6779
Liberal and Integrative Studies	UHB 3038, 206-6962
Liberal Studies	UHB 3038, 206-6962
Mathematical Sciences	WUIS 13, 206-8405
Modern Languages	UHB 3010, 206-6790
Music	VPA 62, 206-6240
Philosophy	UHB 4037, 206-8224
Psychology	UHB 3144, 206-6696
Sociology/Anthropology	UHB 3038, 206-6962
Theatre	UHB 3018, 206-6613
Visual Arts	VPA 62, 206-6240
Women & Gender Studies	UHB 3038, 206-6962

College of Public Affairs and Administration

Dean	PAC 430, 206-6523
Criminal Justice	PAC 384, 206-6301
Environmental Studies	PAC 308, 206-6720
Global Studies	PAC 350, 206-6646
Legal Studies	PAC 340, 206-6535
Political Science	PAC 350, 206-6646
Public Administration (MPA)	PAC 420, 206-6310
Public Administration (DPA)	PAC 420, 206-6310
Public Affairs Reporting	PAC 326, 206-7494
Public Health	PAC 308, 206-6250

Undergraduate Education

Capital Scholars Honors	LRH 101, 206-7246
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BRK = Brookens	REC = Recreation & Athletics Center (also TRAC)
BSB = Business Services Bldg.	SAB = Student Affairs Bldg.
HBC = Housing Commons Bldg.	SLB = Student Life Bldg.
HRB = Human Resources Bldg.	UHB = University Hall Bldg.
HSB = Health & Sciences Bldg.	VPA = Visual & Performing Arts Bldg.
LRH = Lincoln Residence Hall	WUIS = Radio Station WUIS Bldg.
PAC = Public Affairs Center	
PDB = Police Department Bldg.	

* for undergraduate students

Catalog

2010-2011

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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 Springfield Undergraduate and Graduate Catalog 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 Springfield!

We hope you find this catalog helpful in exploring academic programs and careers. We invite you to visit our website as well, where you will find the course descriptions and more detailed information about our campus.

UIS is proud to be a public, liberal arts university and a campus of the world class University of Illinois. This is the place where you can earn a U of I degree in classes that are small and with professors who know you. It is our special niche in Illinois higher education. We pride ourselves in being warm and welcoming and, at the same time, offering relevant coursework on a technologically advanced campus. Students benefit from our extraordinary connections to state government and business and leave with an enviable record of internships and practical experience.

Take your time to become familiar with our offerings - 44 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 80 student organizations and clubs, growing fine arts programs and activities, and an athletic program that fields ten intercollegiate teams, many of which compete in a brand new recreation and athletic center.

Let us know if there is anything else you need to help from us to your students in their college search.

A handwritten signature in black ink that reads "Richard D. Ringeisen". The signature is written in a cursive, flowing style.

– Richard Ringeisen, Chancellor

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UIS AT A GLANCE

Location: Springfield, Illinois; state capital; site of Abraham Lincoln's Home National Historic Site; centrally located on Interstates 55 and 72.

Enrollment: 4,862 (spring 2010)

Campus size: 746 acres

Academic programs: 44 University of Illinois degree-granting programs; 23 bachelor's degree programs; 20 master's degree programs; 1 doctoral program

Housing: Two residence halls for freshmen and sophomore students, townhomes, apartments, and family housing

Financial assistance: Nearly 68% of all UIS students receive some form of financial assistance

Student profile:

61% undergraduate and 39% graduate

Full-time: 47%

Residents in campus housing: 1,060 (spring 2010)

Student origins: 86% Illinois, 10% rest of U. S.,
4% international

Top five enrolled programs: 1) Business Administration, 2) Computer Science, 3) Educational/Teacher Leadership, 4) Accountancy, 5) Psychology

Athletics: NCAA Division II – 10 sports competing in the American Midwest Conference (AMC) include: men's and women's soccer, men's and women's basketball, men's and women's tennis, men's and women's golf, women's volleyball, women's softball

Clubs and organizations: 83

Entertainment: Concerts, lectures, musical and theatrical productions in the 2,000-seat Sangamon Auditorium and in the Studio Theatre. Sports and performance space, as well as fitness and wellness activities in the brand new TRAC (The Recreation and Athletic Center).

UIS has approximately 22,146 alumni and certificate holders located throughout the world, with the greatest concentration (16,953) in Illinois.

ABOUT UIS

The Campus: Its History and Philosophy

UIS is a campus that attracts students who want to earn a U of I degree in a supportive environment where classes are small and faculty members truly know their students, serving as advisors, mentors and friends as well as teachers. The UIS curriculum cuts across disciplines and emphasizes civic engagement. As a result, course work in every major is relevant to today's world. Students learn new skills and develop an understanding of their responsibility to lead and improve their communities. They test these new abilities in the real world, through a myriad of hands-on internships, fellowships, and research opportunities open to students at both the undergraduate and graduate levels.

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 4,800, and they come from all parts of the globe. Not surprisingly, our more than 80 student organizations reflect a variety of tastes and interests.

Just as varied is our range of academic and professional programs – 23 bachelor's degrees, 20 master's degrees, and one doctoral program (in public administration). Students 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. UIS' spacious, wooded campus is just minutes from downtown, near the shoreline of Lake Springfield. UIS joined the University of Illinois in 1995 and the campus marks its 40th anniversary in 2010.

The Learning Environment

UIS' learning environment includes the community, as the 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 undergraduate programs require students to complete an internship or off-campus work experience. UIS is also a national leader in online education, with several bachelor's completion programs, several master's programs, and several certificate programs offered fully online.

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 investigations at New Philadelphia, the first American town founded by an African-American 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 a Third World country to explore conditions in sweatshops there. Aspiring journalists can spend a six-month internship reporting for a major media outlet. Whatever their majors, students leave UIS 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. The Center for State Policy and Leadership, 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 coursework in the Engaged Citizenship Common Experience.

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 Springfield provides an intellectually rich, collaborative, and intimate learning environment for students, faculty, and staff while serving local, regional, state, national, and international communities.

UIS serves its students by building a faculty whose members have a passion for teaching and by creating an environment that nurtures learning. Our faculty members engage students in small classes and experiential learning settings. At UIS, the undergraduate and the graduate curricula and the professional programs emphasize liberal arts, interdisciplinary approaches, lifelong learning, and engaged citizenship.

UIS provides its students with the knowledge, skills, and experience that lead to productive careers in the private and public sectors.

UIS serves the pursuit of knowledge by encouraging and valuing excellence in scholarship. Scholarship at UIS is broadly defined. Faculty members are engaged in the scholarship of discovery, integration, application, and teaching. Excellence in teaching and meaningful service depend on a foundation of excellence in scholarship.

One vital area in which UIS extends its scholarship, teaching, learning, and expertise beyond the campus is in the broad area of public affairs. From its location in the state cap-

ital, UIS shapes and informs public policy, trains tomorrow's leaders, and enriches its learning environment through a wide range of public affairs activities, programs, and organizations.

UIS empowers its students, faculty, and staff by being a leader in online education and classroom technology. UIS uses technology to enhance its distinctive learning environment and extend that environment beyond the boundaries of the campus.

Vision Statement

UIS will be a premier small public university offering innovative, high-quality liberal arts education, public affairs activities, and professional programs dedicated to academic excellence, to enriching individual lives, and to making a difference in the world.

Governance and Accreditation

The three University of Illinois campuses – 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. 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; or go to the website at 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, human rights, and possession of weapons. An overview of all these policies, as well as the Campus Safety Policy and campus crime statistics, is available at uis.edu/humanresources/policy/policy.htm. Students may also wish to review the campus Volunteer Emergency Worker Policy and Policy Regarding Call-Up of Students to Active Duty in the Military, both available at uis.edu/registration/leavepolicies.html.

ACADEMIC INFORMATION FOR ALL STUDENTS

Basic Entrance Requirements & General Academic Information

English Language Proficiency

Students whose native language is not English and who have not earned at least an associate's degree from an accredited U.S. college or university must submit an official score report documenting their performance on the Test of English as a Foreign Language (TOEFL) or another equivalent exam approved by the university.

Undergraduates

Applicants whose native language is not English must submit official international TOEFL scores (or the approved equivalent exam). A TOEFL score of not less than 500 (paper-based) or 61 (Internet-based) fulfills the English proficiency requirement for undergraduate admission. Those who earned an associate degree in the United States with a GPA of 2.0 or better on a 4.0 scale, or those who graduated from and attended a U.S. high school for three or more years, are not required to submit international TOEFL scores.

Master's Degree Students

Applicants whose native language is not English must submit official international TOEFL scores (or the approved equivalent exam). A TOEFL score of not less than 550 (paper based) or 79 (Internet 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 4.0 scale) are not required to submit TOEFL scores. (*NOTE:* Some programs require a GPA of 3.0 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 (or the approved equivalent exam). A score of at least 575 (paper based) or 88 (Internet based) fulfills the English proficiency requirement for admission to doctoral study at UIS.

Immunizations

All students, including those on the Peoria campus, born January 1, 1957, or after, are required by Illinois law and the University of Illinois at Springfield to provide proof of immunity to measles, mumps, rubella, and tetanus/diphtheria/pertussis. This documentation must be submitted on the UIS immunization form before a student's first registration at UIS. The purpose of this requirement is to prevent the induction and spread of vaccine-preventable diseases among students and the surrounding community.

Students are exempt from this requirement if they were born before 1957 or if they are taking only online classes. Stu-

dents may request an exemption based on religious grounds by providing a personal religious statement and a letter from the leader of their place of worship. General philosophical or moral objection to immunization is NOT sufficient for an exemption on religious grounds.

Immunization forms must be completed and on file in the Health Services office before 5:00 p.m. on the 5th day of summer session and the 10th day for fall and spring semesters to avoid a non-refundable fee of \$35.00. Students not in compliance will not be allowed to register for a second semester at UIS. Questions about this policy should be directed to the Health Services office at 217/206-6676. The Health Services Office website contains information regarding immunization policies. Students who are currently registered can check their immunization status online.

International Students: All students who are not U.S. citizens must have a tuberculin skin test or a blood test for tuberculosis done at the Health Services office on arrival before registration. There are no exemptions from the tuberculin skin test for students who are not citizens of the U.S. Students who have a positive tuberculin skin test will be required to have a chest x-ray. Those who have not obtained their chest x-ray 10 days from the date of the positive test will be administratively withdrawn from all classes. Students who have been treated for tuberculosis or who have been treated because of a positive tuberculin skin test in the past must bring those medical records with them. All medical records must be accompanied by a certified English translation.

U of I Residency Status for Admission and Assessment of Tuition

GENERAL INFORMATION 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, 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 Office of Admissions 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 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 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.

Financial Assistance

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, internships, scholarships, loans, part-time employment, and veterans' benefits. For detailed information, refer to the "Financial Assistance for ALL Students" section of this catalog.

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 can be found at the assessment website at uis.edu/assessment.

Beginning fall 2010, UIS will begin administering the ETS Proficiency Profile, an instrument that measures critical thinking, reading, writing, and mathematics. This year, all first-time, first-year students will be assessed in the fall.

Catalog Requirements

Students may choose to meet the academic program requirements outlined in the catalog that is in force at the time of their admission to the campus as a degree candidate or of any catalog (formerly *Guide to Programs*) 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 catalog in force during their graduation year, or may be required to re-take the courses. In the event a student elects to graduate under requirements specified in a catalog subsequent to the one under which he or she entered UIS, the student must submit a Student Petition and have it approved by the advisor and the department chair.

Obtaining a Second Degree

BACHELOR'S DEGREES Students 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. Students who earned the first degree at UIS must complete only those general education hours required by the academic program as prerequisite or foundation courses for the second baccalaureate degree. If the first degree was earned at another institution, the student must meet requirements in the Engaged Citizenship Common Experience and must fulfill all general education requirements indicated at the point of admission to UIS. Credit from a previous degree may not be used for the degree in progress.

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.

DOCTORATE 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.

Academic Advising

UIS is committed to advising students at all phases of their education. The Undergraduate Academic Advising Center serves all freshmen, most sophomores, undeclared majors at any stage of degree completion, and students in transition between majors or other academic programs. Undergraduate advisors help ensure that students meet all requirements of the UIS Gen-

eral Education Curriculum and the Engaged Citizenship Common Experience. Students may contact the Undergraduate Academic Advising Center by phone at (217) 206-7471, or by e-mail at uisuaac@uis.edu. The Advising website contains useful information for undergraduates at all stages of the baccalaureate degree.

Faculty advisors 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 advisors at any time by contacting their program office. It is recommended that students arrange appointments with their advisors before registering for any given semester.

Freshmen are assigned an academic advisor prior to summer orientation. Undergraduate transfer and master's degree students will be formally assigned a faculty advisor during their first semester at UIS. Doctoral students are assigned an advisor when they are admitted to the doctoral program.

Student Classification

Undergraduate students are classified into the following categories based upon the number of hours earned:

Freshmen = 1 to 29 hours of credit

Sophomores = 30 to 59.99 hours of credit

Juniors = 60 to 89.99 hours of credit

Seniors = 90+ hours

Graduate students are those working toward a master's or doctoral degree or certificate.

Course Numbering System

The three-letter prefix indicates that the course is in a particular academic program (e.g., SWK – Social Work, HIS – History) or is offered by a particular unit (e.g., CAP – Capital Scholars Honors; EXL – Experiential and Service Learning Programs). UNI – University courses are offered by a number of units across campus and are open to all students. CAP courses are open only to students enrolled in the Capital Scholars Honors Program.

The three-digit identifying number signifies who may enroll in the course for credit, as follows:

000-099 Open to all undergraduate students. An academic preparation course is generally appropriate for first-year students.

100-199 Open to all undergraduate students. An introductory course is generally appropriate for first-year students.

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. Individual master's programs may limit the use of 400-level course work. Master's students should contact their program for additional information.

500-599 Master's students and doctoral students. The doctoral program may limit the use of 500-level course work. Doctoral students should contact their program for additional information.

600-699 Doctoral students.

The following terminology is associated with UIS course numbers. Courses numbered 000 to 099 are considered academic preparation courses and cannot be used to meet degree requirements. 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.

Tutorials

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 any required documentation to him or her.

Undergraduate Enrollment in Graduate Courses

An undergraduate student who wishes to enroll in 500-level courses for credit toward a bachelor's degree must obtain the approval of the student's faculty advisor and have the course instructor submit electronic approval. The student's work 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 and have it signed by the instructor of the graduate course (if the course is at the 400-level), the graduate advisor, department chair, 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.

Graduation Contract

All students who plan to earn a degree must file a completed graduation contract, whether they participate in the commencement ceremony or not. It is important to complete the contract as soon as possible, but no later than the posted deadline for the applicable semester. Signatures of the academic advisor and chair of the degree program are required.

Upon receipt of the signed contract, each student will be charged the mandatory graduation contract fee.

Forms are available on the Office of Records and Registration's website; deadlines are posted each semester.

Commencement

A commencement ceremony will be held each May for graduating students. The following groups of individuals may be eligible to participate in the spring commencement ceremony if they meet all of the listed guidelines. There will be *no exceptions* to the criteria listed below. Please note that students can only participate in the commencement ceremony in which they are first eligible. Students cannot participate in more than one ceremony for the same degree program.

Summer and fall graduates are automatically eligible to participate. **Spring** candidates are eligible to participate if their completed graduation contract (approved by the student's program) is on file in the Office of Records and Registration by the posted deadline and if they will complete all degree requirements by the end of the spring semester. **Summer** candidates are eligible if their completed graduation contract and an approved Student Petition form asking to participate in the ceremony have been approved by the student's program and are on file in the Office of Records and Registration by the posted deadline. PLEASE NOTE that generally, students cannot have any incomplete courses or more than eight hours (undergraduate) or four hours (graduate) still to be taken during the summer term.

All students participating in the commencement ceremony must purchase a cap and gown through the UIS Bookstore. Information pertaining to graduation and commencement eligibility will be sent to students from the Office of Records and Registration in early spring. Students with questions regarding graduation or commencement eligibility should contact the Office of Records and Registration.

Transcripts

The Office of Records and Registration 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 the University of Illinois. A fee is charged for each transcript at the time the request is made. Additional information about requesting and paying for transcripts can be found on the Office of Records and Registration's website.

Registration Procedures for ALL Students

The dates and times of registration are posted each semester on the Office of Records and Registration's website. This site also contains information regarding current courses and up-to-date information on registration procedures, tuition and fees, and relevant deadlines.

Grade Changes

Course grades are initially assigned by the instructor of record. Subsequent grade changes can only be initiated by the instructor of record who must sign and submit a Grade Change Form to the Office of Records and Registration. In the instructor's absence, the Dean of the college in which the course was taken may sign the Grade Change Form.

Grading Option Changes

Students may change the grading option for those courses offered with more than one grading option. Changes include standard letter to credit/no credit and vice versa, as well as changes to audit (note: changes to audit can only be made by contacting the Office of Records and Registration). Specific deadlines can be found on the Office of Records and Registration's web site.

Credit / No Credit

Students wishing to select the credit/no credit grading option (when available for a particular course) must officially register their intent by selecting that option via the online registration system 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 (grades of C- will not be accepted) or to graduate work that represents a grade of B or better (grades of B- will not be accepted). For lesser work, a grade of NC is recorded on the transcript. Courses taken for credit/no credit are not included in calculating the cumulative grade point average.

Audit

Students who audit courses are required to pay full tuition and fees and are responsible for covering the charges incurred for the audited course(s). PLEASE NOTE that audited courses cannot be covered by any financial aid resources including federal, state, or institutional funds. Courses audited successfully appear on the 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.

The instructor may determine that the audited course should not be placed on a student's transcript if he or she does not attend class regularly. When enrollment in a course is limited, students enrolling for credit are admitted before audits are allowed.

Withdrawals

Students may terminate registration in a course by officially withdrawing by the deadlines posted each semester. All withdrawals from courses must be made officially according to procedures outlined on the Office of Records and Registration's web site. Non-attendance or non-payment does **not** constitute an official withdrawal. Students are financially responsible for all courses not officially dropped according to the policy and deadlines indicated. Specific deadlines will be published each term on the Office of Records and Registration's web site (uis.edu/registration/index.html).

No withdrawals will be processed after the published deadlines. When the withdrawal occurs after 10 percent of a course has passed, a W appears on the transcript for the course from which the student withdrew. No notation appears on the transcript when the withdrawal occurs during the first 10 percent of a course. Students who fail to withdraw officially from a course at any point will be assigned a failing grade.

See the Office of Records and Registration's web site for more specific information about withdrawals. Please note that withdrawing from some or all courses may have academic and/or financial implications.

Academic Standards for 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 additional information regarding what qualifies as full-time status for financial aid purposes at UIS, please refer to the "Financial Aid for ALL Students" section of this catalog.

Students are classified into various time-status categories based upon the number of hours in which they are enrolled for a particular semester. Beginning with the fall 2010 semester, undergraduate students enrolled for either the fall or spring semesters are considered to be full-time if enrolled in 12 credit hours, and graduate students are considered full-time if enrolled in nine credit hours. An undergraduate student enrolled in fewer than 12 credit hours is considered part-time, and a graduate student enrolled in fewer than nine credit hours is considered part-time. During the summer, both undergraduate and graduate students are considered to be full-time if enrolled in six credit hours. Students enrolled in fewer than six hours during the summer are considered to be part-time. Additional information regarding enrollment time status can be found on the UIS Office of Records and Registration web site.

To enroll for more than 18 semester hours during the fall or spring semesters, or more than eight semester hours during the summer term, a Student Petition requesting an overload must be approved by the appropriate individuals. Additional information regarding the required signatures can be found on the Office of Records and Registration's web site.

A graduate assistant's normal load is eight to 12 hours per semester (16 to 24 hours per academic year). Graduate assistants who wish to enroll for more than 24 hours in any academic year must have the approval of the advisor, a department chair, 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 16-18 hours for the academic year, not to exceed 9 hours in the fall or spring semesters. Interns who wish to register for more than 9 hours for any given term must have the approval of the GPSI Director. Graduate Public Service interns are not required to register for the summer term.

Academic Probation and Suspension

Students who have a UIS cumulative grade point average of less than 2.0 (undergraduates) or 3.0 (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.

Degree-seeking students 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 their academic advisor. Non-degree-seeking students on academic probation must meet with the Registrar in the Office of Records and Registration 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 academically suspended and must wait two semesters before petitioning for re-admission (summer is considered a semester).

Appeal forms are available on the Office of Records and Registration's website. Students in exceptional circumstances may appeal immediately.

Complete details on UIS' academic probation and suspension policy are available from the Office of Records and Registration.

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 earned in all courses completed at UIS by the total number of hours represented by those courses (excluding courses with grades of ACR, AU, CR, DFR, I, NC, NR, R, or W).

UIS grade point equivalents are defined as follows:

- 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- (0.70)
- 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 cannot be used to meet degree requirements.

ACR: Academic Preparation Credit, represents credit earned in academic preparation courses that cannot be used to meet degree requirements.

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 and are the responsibility of the student. No financial aid resources, either federal, state, or institutional, can cover audited courses.

CR: Credit, represents a grade of C or better for undergraduates (grades of C- will not count for credit), or B or better for graduate students (grades of B- will not count for credit).

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 graduate closure courses. Courses for which a DFR grade may be awarded will be designated in advance.

I: Incomplete, after a period not to exceed one year, the provisional grade becomes permanent unless a grade change was submitted. Re-registration is not necessary, unless required by the course instructor.

NC: No Credit, assigned to undergraduate students who earn grades below C (this includes grades of C- or lower), or graduate students who earn grades below B (this includes grades of B- or lower) under the credit/no credit option.

NR: Indicates a grade was not reported to the Office of Records and Registration by the course instructor.

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

W: Authorized Withdrawal, appears on the transcript for the course(s) from which the student officially withdraws.

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 cumulative 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 3.50-3.74 will receive a cum laude designation.
- Final grade-point average of 3.75-3.89 will receive a magna cum laude designation.
- Final grade-point average of 3.90-4.00 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 commencement. Honor statements will appear on each student's diploma and transcript based on the final UIS grade-point average earned.

Deans' List

UIS recognizes superior academic achievement of undergraduate students at the end of each fall and spring semester. Students placed on the deans' list must have: 1) a semester grade point average of 3.75 or higher; 2) completed at least eight graded semester hours (this does not include hours graded as credit/no credit); and 3) no incomplete grades awarded for the semester.

Grades Acceptable Toward Graduate Degrees

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

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

Graduation Grade Point Average

Undergraduate students must earn a UIS institutional grade point average of at least 2.00 as well as a cumulative grade point average (including both institutional and transfer credit) of at least 2.00 to receive a bachelor's degree.

Master's students must earn a UIS institutional grade point average of at least 3.00 as well as a cumulative grade point average (including both institutional and transfer credit) of at least 3.00 to receive a master's degree.

Doctoral students must earn a UIS institutional grade point average of at least 3.00 as well as a cumulative grade point average (including both institutional and transfer credit) of at least 3.00 to receive a doctoral degree. Grades of B or better must be earned in each class. Grades of B- or lower will not be accepted toward degree requirements.

Incomplete Work

Students with extraordinary circumstances that prevent them from completing all requirements for a course on time may request a designation of "I" (Incomplete) from their instructor. The assignment of an incomplete is solely at the instructor's discretion, and requires that the student complete all course requirements within 12 months of the end of the term for which the Incomplete was assigned. When an Incomplete is assigned, the instructor also submits a "provisional grade" reflecting the grade that the student will receive if the course is not completed at the end of 12 months. Students who accumulate 12 or more hours of incomplete work will be placed on academic probation. Please note that re-registration in the course is not necessary, unless required by the instructor.

Repeating Courses

At the end of each semester, the Office of Records and Registration reviews academic history information and marks repeated courses according to the guidelines listed below for undergraduate, master's, and doctoral students. In order for one course to serve as a repeat of another, both courses must have the same course prefix, number, credit hours, and title. If any of these items differ, a Student Petition must be approved by the student's academic advisor and the department chair of the program in which the course was offered. Please note that when there is a credit variance of more than one hour between the original course and the course being repeated, the second course cannot serve as a repeat of the first under any circumstances. If a student feels that a particular repeat has not been appropriately marked or has questions about repeating courses, the student should contact the Office of Records and Registration.

Undergraduate students may have restrictions on the number of times a particular course may be repeated depending on a student's academic program. When a student repeats a course in which a grade was earned, the second grade will appear on the transcript; the first grade will be replaced with an "R" (repeat) designation 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 will be replaced with an "R" (repeat) designation and will not count in determining grade point average. Subsequent repeats will appear on the transcript and will be used in calculating the GPA.

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 will be replaced with an "R" (repeat) designation and will not count in determining the grade point average. Subsequent repeats will appear on the transcript and will be used in calculating the GPA.

Academic Integrity

The UIS community of faculty, staff, students, and alumni are committed to academic excellence, which thrives on honesty, trust, and mutual respect. Academic integrity is at the heart of this commitment. Students are responsible for being aware of the UIS Academic Integrity Policy and for demonstrating behavior that is honest and ethical in their academic work.

Academic violations include plagiarism, cheating, misrepresentation, academic interference, unauthorized access, and facilitation. Violations of the Academic Integrity Policy may result in sanctions including failing the assignment, failing the course, transcript notation, and/or referral for Academic Hearing. The policy and other academic integrity information can be found on the UIS Academic Integrity web site: uis.edu/academicintegrity/index.html.

Military Credit

Please refer to the "Academic Information for Undergraduate Students" section of this catalog for information concerning this topic (page 34).

FINANCIAL ASSISTANCE INFORMATION FOR ALL STUDENTS

uis.edu/financialaid

Office Phone: (217) 206-6724

Office Location: UHB 1015

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

Undergraduate students, except those entering UIS as first-time freshmen, must transfer at least 12 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.

Assistance is available in the form of grants, tuition waivers, assistantships, scholarships, loans, part-time employment, and veterans' benefits. Students are encouraged to apply as early as possible for all forms of assistance and it is recommended that the federal application (FAFSA) for the award year that begins each August be completed as soon as possible after January 1 each year.

Veterans

The Office of Financial Assistance must certify military veterans for benefits (GI Bill, Illinois National Guard, Illinois Veterans Grant, MIA/POW, Veterans Vocational Rehabilitation). A Request for Veterans Program Benefits Form must be filed with the UIS certifying official each term the student wants 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.

Veterans must notify the office of any changes that they make to their course schedule within three (3) business days. Please note these changes may result in a change in benefits. Veterans must also notify the office of changes in address, academic status (withdrawals, added classes, etc.), and number of dependents (through marriage, divorce, births, deaths, etc.).

For information concerning the UIS policy on military course credit, please refer to the "Academic Information for Undergraduate Students" section of this catalog.

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. Once ISAC has processed the application, students will be mailed a letter of eligibility. This letter of eligibility must be submitted to the UIS Office of Financial Assistance prior to the end of the semester of enrollment. A Request for Veterans Program Ben-

efits Form must also be filed with the UIS certifying official each term the student wants benefits to be processed. This must be done prior to the end of the semester of enrollment for which benefits are being requested.

Illinois National Guard Grant

To apply for a National Guard Grant, the student 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 completed online at 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

(Federal Pell, Federal SEOG, Federal Work-Study, Federal Direct Stafford Loans, Federal Perkins Loans, Federal Direct PLUS Loans, ACG Grant, SMART Grant, TEACH Grant, and Monetary Award Program Grant)

To receive assistance from most federal and state programs, students 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). All financial aid programs have maximum time frames. In addition all degree programs have a maximum number of attempted hours to receive financial assistance (refer to the Satisfactory Academic Progress policy section for additional information on timeframe). The student must complete the Free Application for Federal Student Aid (FAFSA) every year that he or she wishes 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.

To seek student employment, all new students must register with CareerConnect through either the Financial Assistance website or Career Development Center website. All stu-

dents are required to upload a resume, which is processed for approval. An approved resume allows the student to search for employment using CareerConnect. Prior to any interview, undergraduate students will need to obtain an employment application from the Office of Financial Assistance. Graduate students will need to contact the Graduate Assistantship Office to obtain a graduate hourly employment application.

UIS Student Emergency Loan Fund

This fund provides short-term loans to students who meet the Standards of Satisfactory Academic Progress requirements and who are also 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.

Institutional Scholarships

There are more than 100 privately supported institutional scholarships and awards available to qualified UIS students. The annual application is available beginning December 1 each year and must be submitted by no later than **February 15** each year. Visit the UIS Office of Financial Assistance website at www.uis.edu/financialaid to review a current list of available scholarships or to complete the online application.

Application Procedures for Financial Assistance

To be awarded state, federal, and institutional need-based financial assistance, the student must complete the Free Application for Federal Student Aid (FAFSA) indicating UIS (school code 009333) as a school choice.

The FAFSA can be accessed and submitted online at www.fafsa.gov. To electronically sign the FAFSA you must obtain a PIN for both yourself and one parent if you are a dependent student. PINs can be created and retrieved at www.pin.ed.gov. The FAFSA includes instructions for submitting the information electronically 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. Additionally, students must meet the following requirements:

1. Be fully admitted to UIS as a degree-seeking student.
2. Enroll in at least six credit hours toward the completion of your degree.
3. Maintain 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. For more information on the University's academic policy, please visit the Office

of Records and Registration website www.uis.edu/registration.

4. Satisfy all outstanding requirements with the Office of Financial Assistance as noted in the requirements section for financial assistance on the Student Self Service website at <https://apps.uillinois.edu/selfservice/index.html>. As a result of applying for federal assistance, the student may be selected by the federal processor or state agency to provide additional documentation.

Critical Dates Affecting Financial Assistance

Students applying 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 – FAFSA applications should be complete to ensure consideration for all forms of state assistance for the upcoming academic year.

April 15 – Last day to submit paperwork to be considered for spring financial assistance.

June 15 – Last day to submit paperwork to be considered for summer financial assistance.

November 15 – Last day to submit paperwork to be considered for fall financial assistance.

December 1 – Scholarship application available at www.uis.edu/financialaid.

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 officially withdraw (i.e., drop all courses) from UIS during any semester before the semester 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.
- The student may owe a repayment if the federal aid disbursed exceeds the percentage the student earned.
- In addition, any student who receives financial assistance and subsequently completely withdraws 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 (2.0) in all classes for undergraduates, or no less than a B (3.0) in all classes for graduate students.

Consequences of Unofficial Withdrawal for Aid Recipients

A financial aid recipient who does not officially withdraw and does not receive a passing grade in at least one course will be considered to have unofficially withdrawn from the University. For such unofficial withdrawals without notification, the withdrawal date is the midpoint of the semester or the period of enrollment (last date of attendance). The student may owe a repayment if the federal aid disbursed exceeds the percentage earned by the student. Such students will automatically be placed on financial aid cancellation.

Repeating Classes

In accordance with federal regulations, financial aid will pay for ONE repeat enrollment in a class if the student initially earned a letter grade (A, B, C, D, or F), or a grade of NC. This is done on the premise that students are seeking to improve the original grade for that class, as well as to improve their 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 a student's 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 who have been conditionally admitted.

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 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. The complete SAP policy is available at www.uis.edu/financialaid; students are encouraged to read and understand the policy.

Students will be considered as making satisfactory academic 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 the student to complete work toward a degree. Withdrawing from the University or repeatedly dropping courses may affect the student's ability to maintain minimal academic progress and could jeopardize financial aid eligibility. The chart below illustrates the minimum acceptable percentage of hours completed that undergraduate and graduate students may have to maintain satisfactory progress for financial aid purposes. (NOTE: "Completion rate" refers to the percentage of hours

UNDERGRADUATE STUDENTS				
Hours Attempted <i>(Including transfer and repeated course hours)</i>	0-30	31-60	61-90	91+
Percentage of Hours Completed <i>(Completion Rate)</i>	50%	60%	70%	80%
GRADUATE STUDENTS				
Hours Attempted <i>(Including transfer and repeated course hours)</i>	0-30	31-60	61-90	91+
Percentage of Hours Completed <i>(Completion Rate)</i>	50%	60%	70%	80%

completed in relation to the number of hours attempted.)

Grade-Point Average Requirement

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 Requirement

Undergraduate students: Students are expected to com-

plete degree requirements within 12 semesters of full-time enrollment. Every semester of enrollment is counted, regardless of whether or not the student 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. An undergraduate student cannot receive financial aid for more than 144 credit hours.

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. Students who fail to meet the SAP requirements will be placed on financial aid probation during their next semester of enrollment. Students may still receive financial assistance while on financial aid probation; however, all Satisfactory Academic Progress requirements must be met to continue receiving financial assistance during subsequent semesters of enrollment. Failure to meet even one SAP requirement will result in cancellation of 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 with a passing grade during a semester for which aid was received.
- Exceeding the maximum time frame for completing the degree.

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 the student's 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. Appeals will be reviewed and the student will receive written notification rendered by the Financial Aid Appeals Committee.

ACADEMIC PROGRAM INFORMATION

College of Business and Management

Accountancy (B.A., Undergraduate Minor, M.A.)
Business Administration (B.B.A., Undergraduate Minor, M.B.A.)
Economics (B.A., Undergraduate Minor)
Management (B.A., Undergraduate Minor)
Management Information Systems (B.S., Undergraduate Minor, M.S., Graduate Certificates – 3)

College of Education and Human Services

Educational Leadership (M.A., Graduate Certificates – 3, Post-Master's Certificates – 2)
Human Development Counseling (M.A.)
Human Services (M.A., Joint Graduate Degree – HMS/MPH, Graduate Certificate)
Social Work (B.S.W.)
Teacher Education (Minors in Elementary and Secondary Education)
Teacher Leadership (M.A.)

College of Liberal Arts and Sciences

African-American Studies (Undergraduate Minor)
Astronomy/Physics (Courses offered in: Astronomy, Physics)
Biology (B.S., Undergraduate Minor, M.S.)
Chemistry (B.S., Undergraduate Minor)
Clinical Laboratory Science (B.S.)
Communication (B.A., Undergraduate Minor, M.A.)
Computer Science (B.S., Undergraduate Minor, M.S., Graduate Certificates – 2)
English (B.A., Undergraduate Minor, M.A.)
Experiential and Service-Learning Programs
History (B.A., Undergraduate Minor, M.A.)
Liberal and Integrative Studies (B.A., M.A.)
Mathematical Sciences (B.A., Undergraduate Minor)
Modern Languages (Courses offered in: Arabic, Chinese, French, German, Japanese, Russian, Spanish)
Music (Courses offered in: Band, Chamber Orchestra, Chorus, Ensembles, Music Appreciation, Music Technology)
Philosophy (B.A., Undergraduate Minor)
Psychology (B.A., Undergraduate Minor)
Sociology/Anthropology (B.A., Undergraduate Minors)
Theatre (Undergraduate Minor)
Visual Arts (B.A., Undergraduate Minor)
Women and Gender Studies (Undergraduate Minor, Graduate Certificate)

College of Public Affairs and Administration

Criminal Justice (B.A., Undergraduate Minor)
Environmental Science (Undergraduate Minor, M.S.)
Environmental Studies (M.A.)
Global Studies (B.A.)
International Studies (Undergraduate Minor)
Legal Studies (B.A., M.A., Graduate Certificates – 2)
Political Science (B.A., Undergraduate Minor, Integrated B.A. / M.A. in Practical Politics, M.A.)
Public Administration (M.P.A., Joint Graduate Degree – MPA/MPH, Graduate Certificates – 2, D.P.A.)
Public Affairs Reporting (M.A.)
Public Health (M.P.H., M.P.H. with Environmental Health Concentration, Joint Graduate Degrees – MPH/MPH and MPH/HMS, Graduate Certificates – 5)

Undergraduate Education

Capital Scholars Honors Program

COLLEGE of BUSINESS and MANAGEMENT

uis.edu/cbam

Office Phone: (217) 206-6533

Email: cbm@uis.edu

Office Location: UHB 4000

Peoria Center: (309) 694-5339

Ronald D. McNeil, Dean

The College of Business and Management embodies the UIS mission to offer students a select number of degree programs that prepare students for careers and positions in the private and public sectors, or for advancement in their career. Through its curriculum, faculty, and student support, the college fulfills the needs of a diverse student population throughout the region, the state of Illinois, and increasingly beyond.

College Mission

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 advancements in corporate, government, and nonprofit organizations. Students can take advantage of international experiences to prepare them for a global economy as well as internships which help them enter or advance in their career choices.

Our mission places the highest priority on teaching, student learning and preparing for today's diverse, dynamic, global and electronically linked world. Through continuous improvements of curriculum and course delivery, the College of Business and Management and its faculty seek students developing professional competencies, general business knowledge and understanding, and integrity and ethical standards. Courses are delivered predominately by full-time faculty members with doctorates and scholarship in their area of specialty.

College of Business and Management students are sought by employers for internships and full-time employment after graduation. Faculty are provided opportunities for professional development and renewal and are known for their meaningful outreach and service contributions to academic, professional, and local communities.

Degrees, Minors, and Concentrations

Students in the College of Business and Management may earn undergraduate degrees in Accountancy, Business Administration, Economics, Management, and Management Information Systems. These programs share core knowledge and skill-based goals and objectives essential to managerial effectiveness. These skills include communication, ethical understanding and reasoning, analysis, and problem solving. The 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 can also earn a minor in Accountancy, General Business, Economics, and Management Information Systems.

The college offers three 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

- Bachelor of Business Administration (B.B.A.)
- Management Information Systems (M.S.)

Accreditation

The College of Business and Management is accredited by AACSB International.

COLLEGE of EDUCATION and HUMAN SERVICES

uis.edu/cehs

Office Phone: (217) 206-6784

Email: cehs@uis.edu

Office Location: BRK 363

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 Experiential and Service-Learning Programs and the Career Development Center to ensure that students receive field experience in their chosen professional areas and have realistic career objectives.

The Social Work department is nationally accredited and works closely with a variety of human social service agencies. The Human Development Counseling department is also nationally accredited and provides teaching emphasis in community counseling, marriage, couple, and family counseling, and school counseling.

The Human Services department 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 department's four areas of concentration are designed to provide advanced professional training for graduate students in human services such as child and family studies, alcohol and substance abuse, 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 K-12 teaching profession. A major goal is to prepare certified elementary and secondary teachers who are competent in subject matter and who understand the psychological and socio-cultural characteristics of learners. Within the Educational Leadership graduate department, students may choose between the Educational Leadership degree and the Teacher Leadership online degree. Students completing the Educational Leadership graduate degrees are prepared to become master teachers, 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 Degrees: Educational Leadership, Human Development Counseling, Human Services, Teacher Leadership

UIS Graduate Certificates:

- Educational Leadership
 - School Superintendent Post-Master's Endorsement
 - Chief School Business Official Post-Master's Certificate
 - English as a Second Language Endorsement
 - Legal Aspects of Education
- Human Services
 - Alcohol and Substance Abuse Counseling
 - Management of Nonprofit Organizations

Certification/Licensure Related Preparation: (In most cases, successful completion of the curriculum in these specified areas provides the student with eligibility to apply for certification or licensure through the agencies/boards specified by the department, or to sit for the state standards-based certification tests.)

- Educational Leadership
 - School Superintendent Post-Master's Endorsement
 - Chief School Business Official Post-Master's Certificate
- Human Development Counseling
 - School Counselor
 - Marriage, Couple, and Family Counseling
 - Community Counseling
- Teacher Education Minors
 - Elementary Education
 - Secondary Education -- Biology, Chemistry, English, History, Mathematics, Political Science, Sociology and Anthropology

Other Learning Opportunities:

- Human Services
 - Professional Development Sequence in

Online Degrees and Certifications

- Master of Arts Degree: Human Services/Social Services Administration (blended and online)
- Master of Arts Degree: Human Services/Child and Family Studies (blended)
- Master of Arts Degree: Humans Services/Gerontology (blended)
- Master of Arts Degree: Teacher Leadership (online)
- Secondary Math Teaching Certificate (online)
- Post-Master's Certificate: Chief School Business Official (online)
- Graduate Certificate and Endorsement: English as a Second Language (online)
- Graduate Certificate: Legal Aspects of Education (online)

COLLEGE of LIBERAL ARTS and SCIENCES

uis.edu/clas

Office Phone: (217) 206-6512

Email: clas@uis.edu

Office Location: UHB 3000

James Ermatinger, Dean

The College of Liberal Arts and Sciences contains 20 disciplines, representing many of the fundamental building blocks of human knowledge. These disciplines are traditionally clustered into the Arts, Humanities, Social Sciences, Mathematics and Computer Science, and the Natural Sciences. These are configured into 13 undergraduate majors, 15 minors, 3 thematic areas of study, 6 graduate degrees, and 3 graduate certificates.

What binds all of these varied ways of knowing together is the common intellectual skills they stress - the ability to think deeply and systematically about significant questions, to communicate well, and to reach well-researched and sustainable conclusions. The liberal arts and sciences also hold this central academic value: freeing the human mind from prejudice and parochialism through reasoned discourse. The college contributes many of the courses in the UIS general education curriculum. This curriculum offers many opportunities for personal enrichment and exploration, and contains as its organizing principle the concept of engaged citizenship, from local to global. Over one-third of the faculty have significant international experience and bring these perspectives to the classroom.

College faculty are dedicated teacher-scholars. Teaching is a central concern and many have been recognized for their excellence in the classroom. Faculty have also produced many books and articles as well as exhibits and performances. They also are involved in mentoring both undergraduate and graduate students in research projects. The college offers some exceptional classroom, studio, laboratory, and field facilities. These include new state-of-the-art classrooms and computer labs in University Hall, two astronomy observatories, a biology field station on the Illinois River at Emiquon, and access to science lab equipment, such as a DNA sequencer, that is unusual in an undergraduate education.

In addition to its newest initiative in providing a first-class education to traditional-aged students, the college is proud of its long and innovative record in providing educational access for more mature students. In 1974, faculty were founding members of the Council for Adult and Experiential Learning. The Liberal Studies Department gives students the opportunity to design their own degrees. Through Credit for Prior Learning, students can gain credit for college-level reasoning acquired through life experiences. The Experiential and Service-Learning Programs are national pioneers in linking the theoretical insights gained in the classroom with the world of work and service through internships (some of them paid) with businesses, state agencies, and community organizations. Our

nationally-recognized online degrees, taught primarily by our regular professors, provide college access to time- and place-bound students, using the most modern technologies to continue our historical mission.

The college also supports co-curricular activities such as the Visual Arts Gallery, music and theater programming, the Verbal Arts Festival, field trips, and a variety of department-based student clubs and academic honor societies. The Center for Teaching and Learning offers freshmen supplemental instruction in mathematics, English, biology, and chemistry and academic assistance to all students in many subjects through one-to-one tutoring, workshops, presentations, and online tutoring. The center holds its sessions one-to-one, in the classroom, and online through advanced computer technology.

Degrees, Minors, and Certificates

Undergraduate

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.

Minors: African-American Studies, Anthropology, Biology, Chemistry, Communication, Computer Science, English, History, Mathematical Sciences, Philosophy, Psychology, Sociology, Theatre, Visual Arts, Women and Gender Studies

Graduate

Master of Arts: Communication, English, History, Liberal and Integrative Studies

Master of Science: Biology, Computer Science

Graduate Certificates: Systems Security, Information Assurance, Women and Gender Studies

Online Degrees

Bachelor of Arts: English, History, Liberal Studies, Mathematical Sciences, Philosophy

Bachelor of Science: Computer Science

Master of Arts: Liberal and Integrative Studies

Master of Science: Computer Science

Teaching Certificate and B.A. in Mathematics - blended online program

Thematic Areas

Astronomy/Physics

Modern Languages

Music

COLLEGE of PUBLIC AFFAIRS and ADMINISTRATION

uis.edu/cpaa

Office Phone: (217) 206-6523

Email: cpaa@uis.edu

Office Location: PAC 430

Pinky Wassenberg, Dean

The College of Public Affairs and Administration has a long tradition of excellent interdisciplinary liberal arts and professional education in the public affairs fields. We serve the capital city and the state of Illinois well by preparing our students in their disciplines and with the skills needed to ensure life-long learning and a commitment to civic engagement. The faculty of the College of Public Affairs and Administration are leaders in innovative pedagogy and in the scholarship of public affairs. We are committed to excellent teaching, leading-edge scholarship, and public service to advance public discourse, improve government, and enhance public policy.

The college offers educational opportunities for students at all levels from the undergraduate through the doctoral. We offer both degree and certificate programs in traditional classroom environments and through both fully online and blended programs.

Degrees, Minors, and Certificates

Undergraduate

Bachelor of Arts: Criminal Justice, Global Studies, Legal Studies, and Political Science

Undergraduate Minors: Criminal Justice, Environmental Studies, International Studies, and Political Science

Graduate

Master of Arts: Environmental Studies, Legal Studies, Political Science, 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 Human Services and Social Work, Community Health Education, Epidemiology, Environmental Health, Emergency Preparedness and Homeland Security

Online Degrees

Master of Arts in Environmental Studies with a concentration in Natural Resources and Sustainable Development

Master of Public Administration

Master of Arts in Legal Studies

Master of Public Health (concentration in Environmental Health)

Doctoral

Doctor of Public Administration



Undergraduate Programs

- | | |
|---------------------------------|--------------------------------|
| Accountancy | Legal Studies |
| African-American Studies | Liberal Studies |
| Astronomy/Physics | Management |
| Biology | Management Information Systems |
| Business Administration | Mathematical Sciences |
| Capital Scholars Honors Program | Modern Languages |
| Chemistry | Music |
| Clinical Laboratory Science | Philosophy |
| Communication | Political Science |
| Computer Science | Psychology |
| Criminal Justice | Social Work |
| Economics | Sociology/Anthropology |
| English | Teacher Education |
| Environmental Studies | Theatre |
| Experiential & Service-Learning | University Courses |
| Global Studies | Visual Arts |
| History | Women and Gender Studies |

Catalog 2010-2011

ACADEMIC INFORMATION FOR UNDERGRADUATE STUDENTS

Undergraduate Education

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 oral and written communication elements that provide a strong liberal arts foundation. Through the Engaged Citizenship Common Experience, a distinctive feature of a UIS education, a student will also have the opportunity to make a difference in the world by recognizing and practicing social responsibility and ethical decision-making, respecting diversity, valuing involvement, and distinguishing the possibilities and limitations of social change. The University of Illinois Springfield encourages a special understanding of public affairs in the broadest and most humanistic sense.

Goals and Learning Outcomes for Baccalaureate Education

By emphasizing scholarship skills in the service of the public good, UIS prepares students for lifelong learning and engaged citizenship. UIS prepares students to discover, integrate, apply, and communicate knowledge for the benefit of individuals, families, and communities.

Discovery of Knowledge

UIS graduates should be information and communication technology literate, exhibiting a strong proficiency in locating, reflectively comprehending, and synthesizing appropriate college-level readings, toward the goal of knowledge creation.

Competencies include:

- Reading baccalaureate-level materials effectively, reflecting comprehension and synthesis;
- Exhibiting a knowledge of and ability to effectively locate, evaluate, interpret, and use information; and
- Exhibiting a knowledge of and ability to use information and communication technologies.

Integration of Knowledge

UIS graduates should be able to evaluate and integrate information and concepts from multiple disciplines and perspectives.

Competencies include:

- Engaging in critical thinking by analyzing, evaluating, and articulating a range of perspectives to solve problems through informed, rational, decision-making; and

- Differentiating the approaches that underlie the search for knowledge in the arts, humanities, natural sciences, history, or social and behavioral sciences.

Application of Knowledge

UIS graduates should be able to apply knowledge to address meaningful problems and issues in the real world.

Competencies include:

- Exhibiting a knowledge of and ability to use contemporary technologies;
- Identifying, interpreting, and analyzing quantitatively presented material and solve mathematical problems; and
- Constructing intellectual projects independently and work effectively in collaboration with others.

Communication of Knowledge

UIS graduates should be able to communicate knowledge and ideas effectively both orally and in writing.

Competencies include:

- Expressing ideas, facts, and arguments in a written format that depicts competency in the use of syntax, organization, and style appropriate to the audience; and
- Exhibiting effective oral communication skills, paying attention to content and audience.

Engaged Citizenship

UIS graduates should be able to engage in questioning and critical thinking that leads them to explore peoples, systems, values, and perspectives that are beyond their usual boundaries. Students should engage in active and integrative learning to become ethical, responsible, and engaged citizens in a democracy.

Competencies include:

- Recognizing the social responsibility of the individual within a larger community;
- Practicing awareness of and respect for the diversity of cultures and peoples in this country and in the world;
- Reflecting on the ways involvement, leadership, and respect for community occur at the local, regional, national, or international levels;
- Identifying how economic, political, and social systems operate now and have operated in the past;
- Engaging in informed, rational, and ethical decision-making and action; and
- Distinguishing the possibilities and limitations of social change.

General Requirements for a UIS Bachelor's Degree

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

- Earn a minimum of 120 semester hours, including at least 48 hours earned at the upper-division level.
- Earn a minimum of 30 semester hours of credit in residence at UIS.
- Satisfy general education requirements through completion of the UIS General Education Curriculum (see below), the Capital Scholars Honors Program curriculum, completion of the Illinois Articulation Initiative General Education requirements, or completion of an Associate of Arts, Associate of Science, Associate of Arts and Science, or Associate of Arts in Teaching degree.
- Earn at least 13 semester hours in the Engaged Citizenship Common Experience (see below).
- Complete course work with a UIS institutional grade point average of at least 2.0 as well as a cumulative grade point average (including both institutional and transfer credit) of at least 2.0.
- Fulfill all requirements in a major.
- Complete and file a graduation contract and pay the mandatory graduation contract fee.

Minimum Academic Components & Credit Hours Required	
General Education These requirements include course work in written and oral communication, mathematics, science, humanities, and behavioral and social sciences	37-42
Major Program Requirements The number of required hours in this category depends on the specific major selected. For example, the B.S. in Chemistry requires 30 upper-division credit hours in the discipline, whereas the B.S. in Clinical Laboratory Sciences requires 59 upper-division credit hours in the discipline. Most degree majors at UIS require between 32 and 36 credit hours of program-specific, upper-division core and elective course work -- see individual program information for specific majors.	29 to 61
Engaged Citizenship Common Experience Categories for this set of core courses include U.S. Communities, Global Awareness, Engagement Experience, Elective, and Speakers Series	13
General Electives These are courses taken to fulfill prerequisites for a degree major, requirements for a degree minor, or for student interest.	4 to 36
Minimum Total Number of Credit Hours Required	120

Time Limitation

All credit earned at UIS to be applied toward the completion of a bachelor's degree must be taken within seven consecutive years of the first course taken at UIS in pursuit of that degree.

Undergraduate Admission

Undergraduate admission to the University of Illinois Springfield includes first-time freshmen with fewer than 12 transferable semester hours; freshmen with between 12 and 29 transferable semester hours; and transfer students with more than 30 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
 University of Illinois Springfield
 One University Plaza, MS UHB 1080
 Springfield, IL 62703-5407

to request an application form, or apply online at uis.edu/admissions. The toll free number is (888) 977-4847.

Please note that admission to UIS does not constitute entry into a particular degree program. Some programs have special entrance requirements; others have limited enrollments. Contact individual programs for specific information.

Freshmen Admission

The University of Illinois Springfield seeks to enroll an academically well-qualified first-year class of students who have pursued strong college preparatory curricula while in high school and demonstrated the ability to be successful in their pursuits, both academic and nonacademic. The best qualified of each year's pool of applicants to UIS will be admitted as space permits. Priority consideration for admission will be given to students whose applications are completed and postmarked by the priority application date (March 15 prior to the fall semester in which the student wishes to enroll). Admissions decisions will be made, and official notifications mailed, on a rolling basis (biweekly timeline).

Applications will be evaluated on the following criteria:

College preparatory curricula and academic course work

Students should pursue rigorous and challenging college preparatory curricula. Grade trends and the rigor of courses completed throughout high school will be considered. Minimum academic course work requirements are:

- four years of academic English with emphasis on written and oral communication and literature

- three years of social studies with emphasis on history and government (additional acceptable courses include anthropology, economics, geography, philosophy, political science, psychology, and sociology)
- three years of college preparatory mathematics, selected from algebra, geometry, advanced algebra, pre-calculus, trigonometry, and calculus
- three years of laboratory science, selected from biology, chemistry, geology, physical science, astronomy, and physics
- two years of one foreign language or two years of fine arts, selected from art, music, dance, and theater

Standardized test scores, grade-point average, and class rank

The following credentials will be considered:

- class rank (if applicable)
- grade-point average
- ACT or SAT scores. UIS will consider ACT or SAT test scores that are posted on an official high school transcript (enclosed with the student's application) or sent as a photocopy with the student's application for determining admission. Prior to the start of the semester, student must have official scores sent from the testing center. To have official scores reported to UIS from ACT, use UIS' ACT institution code of 1137; for SAT, the code is 0834.

Personal Statement

Applicants must provide written evidence of their ability to perform at a high academic level by submitting personal and academic statements. These statements should address any circumstances (positive or negative) that may have affected the student's high school experience and that are not readily apparent from academic records or standardized test scores. The personal statement should be viewed as an applicant's opportunity to speak on his or her own behalf. The academic statement should discuss long term goals, intended major, or academic areas of interest. Generally, the statements should be approximately 500 to 750 words and should reflect the student's best work – structure, accuracy, and overall quality will be considered.

The Capital Scholars Honors Program

The Capital Scholars Honors Program is a selective program that emphasizes excellence and involvement. The Program currently enrolls approximately 80-90 freshmen each year in its living-learning community which is housed in the Lincoln Residence Hall. Freshmen and sophomores honors students are required to live in Lincoln Residence Hall.

Honors students participate in an interdisciplinary core curriculum designed to prepare them for their majors and foster the intellectual skills that society expects from future lead-

ers. Honors interdisciplinary core courses introduce students to ideas from a range of disciplines, and help them integrate the insights of those disciplines to create new knowledge. Each course includes topics and draws on authors that reflect the ethnic, racial, and gender diversity of America, and also world-wide cultural diversity. Honors students participate in learning teams for many course assignments; their work together nurtures intellectual growth and engagement with the ideas of other. Collaboration also prepares honors students for the challenges of working in a complex and diverse society. The curriculum-wide focus on collaborative learning also emphasizes leadership.

Admission to the Honors Program is competitive and is based on an overall evaluation of high school course work, grade-point average, class rank, SAT or ACT scores, and the personal and academic statement. The personal and academic statement should address reasons for interest in the Capital Scholars Honors Program, possible intellectual and career direction, and creative or leadership potential. A personal or telephone interview with a member of the admissions committee (made up of faculty and program representatives) may also be a component of the admission process. Students who want to apply to the Honors Program should indicate on their application for admission that they are interested in honors. For more information regarding the Capital Scholars Honors Program, potential students should visit the Capital Scholars Honors Program's website (uis.edu/capitalscholars) or contact the Program directly by emailing cap@uis.edu, or call (217) 206-7246.

Undergraduate Transfer Admission

Students other than Capital Scholars may be considered for admission to UIS as transfer students if they have earned at least 30 transferable semester hours (remedial or developmental courses are not accepted) from a regionally accredited institution. Those who have earned an Associate of Arts, an Associate of Science, an Associate of Arts and Science, or an Associate of Arts in Teaching 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 2.0 or higher on a 4.0 scale. Students who meet these transfer requirements will also be considered to have met the UIS general education requirements.

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

Please contact the Office of Admissions regarding materials and criteria that are required for consideration for admis-

sion. The toll free number is (888) 977-4847. Potential students should visit the Office of Admissions' website (uis.edu/admissions) for additional information.

Lower-division Courses Used for Degree Credit

Community college students can transfer up to 60 semester hours of credit to UIS. However, a community college transfer student may submit a Student Petition asking to have an additional 12 semester hours of lower-division credit used toward a bachelor's degree if the student's advisor, department chair, and dean approve. A grade of C or better must have been earned (grades of C- or lower will not be accepted).

Students who have earned lower-division credit at UIS and would like to have that credit used for degree credit may do so with the approval of their advisor, a program representative, and the appropriate dean. A grade of C or better must have been earned (grades of C- or lower will not be accepted).

Course work completed at community colleges and lower-division course work completed at four-year institutions will transfer to UIS as lower-division credit, even if the equivalent UIS course is offered as an upper-division course. Lower-division transfer course work will still satisfy general education requirements even though the equivalent UIS course is upper-division.

Community College Articulation and Transfer

Loss of credit that may occur when students transfer from other institutions to UIS and 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 other institutions of higher education, UIS has made considerable efforts to ensure that students have the best chance of transferring in the maximum number of credit hours.

Students in most programs at UIS can earn a baccalaureate degree in two years beyond the Associate of Arts, Associate of Science, Associate of Arts and Science, and Associate of Arts in Teaching degree with no loss of credit earned. 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. Transfer guides for all Illinois community colleges are available in UIS' Office of Admissions to help students plan their courses of study.

Many UIS undergraduate programs have also entered into articulation agreements (two-plus-two 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 another institution. Interested students should contact the transfer center at their community college for additional information.

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 requirements for a bachelor's degree at UIS.

UIS also participates in certain IAI 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 advisor for additional information or go to www.iTransfer.org.

Joint Admission Program and Partnership Agreements

The Joint Admission Program is limited to students who are pursuing an Associate of Arts, Associate of Science, Associate of Arts and Science, or Associate of Arts in Teaching 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, and financial assistance newsletters.

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.

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 a written narrative, three letters of recommendation, and demonstration of competency in the areas of general education. Official transcripts from all colleges or universities where credit was attempted or earned are required. Contact the Office of Admissions for additional information.

Admission for International Students Seeking Bachelor's Degrees

International students must meet all requirements for undergraduate admission. Additionally, international students will need to submit official TOEFL scores, or an equivalent exam approved by UIS, and documentation required for issuance of an I-20. International students seeking admission to the University of Illinois Springfield are encouraged to apply as early as possible.

All students who are not U.S. citizens must have a tuberculin skin test or a blood test for tuberculosis done at the Health Services office on arrival before registration. There are no exceptions from the tuberculin skin test for students who are not citizens of the U.S. Students who have a positive tuberculin skin test will be required to have a chest x-ray. Students who have not obtained their chest x-ray 10 days (5 days for summer) from the date of the positive test will be administratively withdrawn from all classes.

Students who have been treated for tuberculosis or who have been treated because of a positive tuberculin skin test in the past must bring those medical records with them. All medical records must be accompanied by a certified English translation.

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 academic 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 are not eligible for financial assistance.

Online Student Admission

Students who choose to pursue their studies online should contact their intended academic program for information concerning admission requirements. A list of online degrees is available on the UIS website (uis.edu).

Senior Learner Admission

The Senior Learner Program is open to those individuals who are at least 62 years old by the relevant registration day. There are two options available.

For non-degree credit, individuals can attend courses on an audit basis and receive an activity card for a small fee, plus a parking fee. Senior learners are also responsible for all course-related fees, including online course fees. Please note that the senior learner fee is non-refundable on or after the

official start date of the applicable semester. This option does not offer academic credit and does not require graded tests or papers. For more information, contact the Office of Records and Registration.

For degree credit, the Illinois Senior Citizen Courses Act (110 ILCS 990) permits Illinois senior citizens, over the age of 65, to enroll in regularly scheduled credit courses at UIS without the payment of tuition. This program allows individuals to earn undergraduate or graduate credit by paying only UIS fees; tuition is waived. You must be admitted as a degree-seeking student to UIS and your annual household income must be below the threshold amount as indicated in the Illinois Cares Rx BASIC program. You must meet regular class expectations to earn academic credit. For more information, refer to the "Financial Assistance for ALL Students" section of this catalog.

General Education Requirements

To ensure educational breadth, accredited U.S. institutions generally require completion of courses in several disciplines or areas – usually oral and written communication, mathematics, science, social science, and humanities. This constitutes the institution's general education requirements.

General education is an important part of the distinctive UIS degree and consists of more than a series of distribution requirements. The UIS General Education Curriculum provides structure for the whole baccalaureate experience while allowing the flexibility transfer students need to enter the institution and the curriculum with ease. General education course work helps student achieve the goals and outcomes for baccalaureate education listed above. In certain cases, prerequisites or major requirements may be fulfilled by general education courses.

General education courses are usually 100- and 200-level offerings, and consist of the following categories (NOTE: remedial and developmental courses do not count towards general education requirements):

- *Written Communication* - 2 courses, 4 hours each; courses must be passed with a grade of C or better (grades of C- or lower will not be accepted); students who transfer to UIS with 30 or more hours may use 3-hour courses taken at other institutions to meet this requirement.
- *Oral Communication* - 1 course, 3 hours
- *Math* - 2 courses, 3 hours each, one in math skills and one in applied math; students who transfer to UIS with 30 or more hours are responsible for only one 3-hour math course in either category.
- *Life and Physical Science* - 2 courses, 3 or 4 hours each, one in physical science and one in life science; one course must include a laboratory.
- *Humanities* - 3 courses, 3 hours each; one course should be from the visual, creative, or performing arts and at least one from other humanities; students

enrolling as freshmen at UIS are responsible for one Comparative Societies Humanities course.

- *Behavioral and Social Sciences* - 3 courses, 3 hours each; courses must be taken in at least two disciplines; students enrolling as freshmen at UIS are responsible for one Comparative Societies Social Sciences course.

Students entering UIS as freshmen, with 0-29 hours of college credit, will take two Comparative Societies courses at the 100-level, one in the humanities and one in the behavioral and social sciences. Comparative Societies courses are designed to give students an idea of the historical complexity as well as the diversity of beliefs and practices in the human social experience.

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

1. Complete the requirements of the Illinois Articulation Initiative Core Curriculum.
2. Graduates of Illinois community colleges holding an Associate of Arts, an Associate of Science, an Associate of Arts and Science, or an Associate of Arts in Teaching degree are considered to have met all UIS general education requirements.
3. Complete the requirements of the UIS General Education Curriculum. If a student satisfactorily completes the objectives of a General Education area but earns fewer hours than required in a particular category, the remaining hours for that area can be waived so long as the total transfer hours earned in a particular category are within one semester hour of the required total. However, students must complete the minimum of 12 courses and 37 semester hours. Fractional semester hours can also be waived, but the minimum requirements will still be enforced.

Transfer students in some degree programs may use a lim-

ited number (no more than 12 hours) of 300- or 400-level courses to meet general education requirements. Students should consult with faculty in their major for additional information. The 300- and 400-level courses used to meet general education requirements must be approved by the Office of Undergraduate Education. The current list of approved courses is available on the General Education website.

Test-Based Credit, Dual Enrollment, and Military Credit Information

Students may fulfill general education requirements or major prerequisites by earning credit via the College-Level Examination Program (CLEP), Advanced Placement (AP) tests, the International Baccalaureate Program (IB), dual enrollment, and other approved substitutes, provided the credit meets UIS criteria for college-level work. A maximum of 30 semester hours of credit from test-based credit and dual enrollment may be applied toward degree requirements. In addition, a maximum of 30 semester hours of military credit may be applied toward degree requirements. For more information on using test-based credit and/or dual enrollment, students should contact the Undergraduate Academic Advising Center (uisuaac@uis.edu).

CLEP Credit

CLEP is designed to assist students in reaching their academic goals by gaining college credit for knowledge acquired through prior course work, job experience, internships, or other experiences outside a traditional classroom setting. CLEP exams are published and scored by the College Board. For further information, visit the College Board's website at <http://www.collegeboard.com/student/testing/clep/about.html>. UIS students should consult with an academic advisor to find out which CLEP exams, if any, they may be eligible to take. See the table below for a list of the CLEP exams for

CLEP EXAM	UIS Course	Minimum CLEP Score Required	Credit Hours
Composition			
College Composition	ENG 101* and/or ENG 102	60	8
Literature			
American Literature	ENG 235	50	3
Analyzing and Interpreting Literature	ENG 237	50	3
English Literature	ENG 236	50	3
Business			
Financial Accounting	ACC 211	65	3
Principles of Macroeconomics	ECO 201	60	3
Principles of Microeconomics	ECO 202	60	3

continued

CLEP EXAM	UIS Course	Minimum CLEP Score Required	Credit Hours
History and Social Sciences			
American Government	PSC & LES 201	50	3
Introductory Psychology	PSY 201	50	3
Introductory Sociology	SOA 101	50	3
U.S. History I: Early Colonization to 1877	HIS 203	50	3
U.S. History II: 1865 to the Present	HIS 203	50	3
Western Civilization I: Ancient Near East to 1648	HIS 202	50	3
Western Civilization II: 1648 to the Present	HIS 202	50	3
Science and Mathematics			
Biology	BIO 141 & BIO 241	66	8
Chemistry	Contact Chemistry Department Chair	Contact Chemistry Department Chair	Contact Chemistry Department Chair
Calculus	MAT 115	65	4
College Algebra	Fulfills prerequisite requirement **	65	See below **
College Mathematics	MAT 111	65	3
General Subject Area Tests			
Humanities	Humanities general education credit	50	3
Natural Sciences	Natural sciences general education credit	50	3
Social Sciences and History	Social Science general education credit	50	3

which UIS grants credit.

* Students who earn a score between 55 and 59 on the CLEP English Composition (with essay) exam may request a review by the Director of Composition to determine whether or not

ENG 101 credit can be awarded.

** UIS does not award college-level credit for MAT 101 based on the CLEP College Algebra exam, but a score of 65 or above on the CLEP College Algebra exam does meet the pre-

AP Credit

The Advanced Placement Program (AP), administered by the College Board allows high school students to take college-level course work (for further information on the AP Program, visit the College Board's website at <http://www.collegeboard.com/student/testing/ap/about.html>). College credit is awarded to those students who earn suffi-

ciently high grades on AP examinations covering basic freshman-course subject matter. Only scores of 3 or higher are accepted for college-level credit at UIS, but the scores accepted for credit vary from exam to exam. It is the student's responsibility to have official test results sent from the College Board to the Office of Admissions before credit can be award-

AP EXAM	UIS Course	Minimum AP Score Required	Credit Hours
Composition and Literature			
English Language	ENG 101	4	4
English Literature	ENG 102	4	4
Business			
Microeconomics	ECO 201	4	3
Macroeconomics	ECO 202	4	3

continued

AP EXAM	UIS Course	Minimum AP Score Required	Credit Hours
History and Social Sciences			
European History	HIS 202	4	3
U.S. History	HIS 203	3	3
World History	HIS 201	3	3
Computer Science A	CSC 225	4	4
Computer Science AB	CSC 275	3	4
Comp Government & Politics	PSC 171	4	4
U.S. Government & Politics	PSC 201	4	4
Psychology	PSY 201	4	3
Fine Arts			
2- Design Portfolio	ART 102	3	3
3-Design Portfolio	ART 112	3	3
Drawing Portfolio	ART 113	3	3
Science and Mathematics			
Biology	BIO 141	3	4
Chemistry	CHE 141	4	4
Environmental Science	ENS 251	4	4
Calculus AB	MAT 115	3	4
Calculus BC	MAT 116	3	4
Physics B	ASP 201	4	4
Physics C Mechanics	ASP 201	4	4
Physics C Electricity & Magnetism	ASP 202	4	4
Statistics	MAT 121	3	4

International Baccalaureate Credit

The International Baccalaureate (IB) Organization offers diploma and certificate programs through which high school students complete college-level course work (for further information on the IB Program, visit the IB website at <http://www.ibo.org>). College credit is awarded to students who earn a minimum score of five on Standard and Higher Level exams. Credit for specific UIS course work will be determined on a case-by-case basis. It is the student's responsibility to have official IB transcripts sent to the Office of Admissions before credit can be awarded.

Military Credit

Military credit is evaluated on a case-by-case basis using the American Council on Education (ACE) guidelines. A maximum of 30 semester hours of military credit may be applied toward degree requirements. For additional information, please contact the UIS Office of Admissions.

Engaged Citizenship Common Experience

All undergraduate students are required to take a minimum of 13 hours in the Engaged Citizenship Common Experience (ECCE), a set of courses tied to UIS' heritage, mission, vision, and values. These courses provide a distinc-

tive element to the baccalaureate education at UIS, and encourage a commitment to making a difference in the world. Most of the course work in this category is interdisciplinary and is designed to help students recognize the value of multiple perspectives. ECCE categories help students meet the Goals and Learning Outcomes for Baccalaureate Education listed above, particularly Goal Five, Engaged Citizenship.

The Engaged Citizenship Common Experience (ECCE) includes 200-, 300-, and 400-level courses and the following categories:

U.S. Communities (1 course, 3 hours)

Courses in this category aim to broaden students' knowledge about substantial, distinctive, and complex aspects of the history, society, politics, and culture of United States communities.

Global Awareness (1 course, 3 hours)

Courses in this category help students to understand and function in an increasingly interdependent and globalizing environment and to develop an appreciation of other cultural perspectives. They foster awareness of other cultures, polities, or natural environments, past or present.

Engagement Experience (3 hours)

This category offers students structured opportunities to integrate knowledge, practice, and reflection in the context of an engaged citizenship experience. Students may fulfill this part of the ECCE curriculum through an Experiential and Service-Learning internship, Credit for Prior Learning, a service-learning course, a research project, a group project course, or study abroad, among others.

Some degree programs may require students to take particular ECCE courses. Students should consult with advisors in the major for further guidance.

Students who desire or are required to complete a 6-hour Experiential and Service-Learning (EXL) internship or project may do so by combining 3 hours of Engagement Experience and 3 hours of ECCE elective.

ECCE Elective (3 hours)

This category is designed to provide flexibility in the ECCE curriculum by offering students various opportunities to expand their Engaged Citizenship Common Experience. Electives fall into three areas:

1. Experiential and Service-Learning credit, study abroad, Credit for Prior Learning, research projects, or group project courses, among others.
2. Additional course work related to engaged citizenship, which includes a second ECCE course in U.S. Communities or Global Awareness, an "On-Going Controversies" course, and modern languages (third semester only). On-Going Controversies courses address complex issues of significance to society in a local, national, or global context. They include a range of interdisciplinary perspectives and require students to examine controversial topics, including ethics and values, from scholarly points of view.
3. Third semester language classes at the level of Intermediate I, or the equivalent at other institutions, may count for credit for the ECCE Elective by Student Petition. Students should consult an academic advisor for more information.

ECCE Speakers Series (1 hour)

For one semester, students will be required to participate in a series of campus-sponsored lectures by speakers who exemplify engaged citizenship. Credit will be awarded upon completion of all course requirements. Students must complete one hour of Speakers Series course work, but may take an additional hour in a different semester if desired.

Courses taken to meet the 13 hours of ECCE requirements cannot be used to meet general education course work, but they may count toward requirements, electives, or prerequisites in the major and minor.

Assessment of General Education

Assessment of general education will involve both direct and indirect measures of student learning based on the Goals and Learning Outcomes for Baccalaureate Education and on the established criteria for courses in the curriculum. Students are required to participate in general education assessment.

Undergraduate Degree Programs and Related Information

Majors

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

Note: Students 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.

Assessment in the Major

Academic programs assess their students' ability to meet program learning outcomes. Assessment processes vary by program. Students are required to participate in program assessments.

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. All requirements for the bachelor's degree must be met.

Minors

UIS offers minors that allow students to study outside major degree programs. UIS awards the following minors:

Accountancy
African-American Studies
Anthropology
Biology
Business Administration
Chemistry
Communication
Computer Science
Criminal Justice
Economics
English
Environmental Studies
History
International Studies
Management Information Systems
Mathematical Sciences
Philosophy
Political Science
Psychology
Sociology
Teacher Education – Elementary
Teacher Education – Secondary
Theatre
Visual Arts
Women and Gender Studies

Other Academic Opportunities

Thematic Activities: These 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: Elementary and intermediate

courses are offered in Arabic, Chinese, French, German, Japanese, Russian, and Spanish that emphasize understanding and speaking skills. Placement tests may be required to determine the appropriate entry level course work for each student.

University Courses: These courses provide knowledge and skills in academic areas that are not within established academic units.

Experiential and Service-Learning Programs:

Applied Study and Experiential Learning Terms stress practical experience, professional development, and self-directed learning by providing an academically sponsored learning experience that is an opportunity to learn from the community. Only degree-seeking UIS students can participate. Internships are available at local businesses, non-profit organizations, health service organizations, state agencies, legislative offices, and educational institutions. Some programs have their own experiential component integrated into the curriculum. The variety of curricular options is described more fully in the Experiential and Service-Learning (EXL) section of this catalog. These internships fulfill portions of the Engaged Citizenship Common Experience.

Service-Learning Program courses combine learning with providing service to communities in need. The service that students perform is combined with self-reflection, self-discovery, and new learning skills and knowledge. Not only do service-learning courses enrich student's learning experience, but they also fulfill portions of the Engaged Citizenship Common Experience.

Credit for Prior Learning allows qualified students to earn 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. Credit for Prior Learning may fulfill portions of the Engaged Citizenship Common Experience.

ACCOUNTANCY

uis.edu/accountancy

Email: ACC@uis.edu

Office Phone: (217) 206-6541

Office Location: UHB 4093

College of Business and Management
Bachelor of Arts
Undergraduate Minor
Master of Arts

(see page 111)

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.

Upon completion of a Bachelor's degree through the College of Business and Management, students will meet the following goals and objectives:

Demonstrate knowledge of key concepts in the major business disciplines.

- Knowledge in the key business disciplines including accounting, economics, management, marketing, finance information systems and the legal and social environment of business

Systematically analyze a business problem using appropriate methods.

- Interpretation of evidence
- Identification and evaluation of points of view
- Formulation of appropriate conclusions

Communicate effectively in written and oral forms.

- Demonstration of effective oral communication skills
- Demonstration of effective written communication skills

Demonstrate effective use of information technology and data analysis.

- Demonstration of communication and presentation technologies used in the business environment
- Understanding of and ability to use common methods of statistical inference
- Understanding of data analysis and its use in business decision making

Accountancy graduates will also be able to demonstrate the ability to learn how to learn in order to maintain core competencies and knowledge for employability.

Advising

New students must contact the department for initial advising to plan a program of study that satisfies degree

requirements and reflects their interests. Students are also required to access the Degree Audit Reporting System (DARS) throughout their college career to verify that degree requirements are being met. (DARS is accessed from the UIS Office of Records and Registration web site, uis.edu/registration/, and selecting the Degree Audits option listed in the menu on the left.)

THE BACHELOR'S DEGREE

The bachelor's degree prepares students for careers in business, government, and nonprofit organizations. The objectives of the curriculum 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), certified information systems auditor (CISA), and foundational knowledge required for certified public accountant (CPA).

Foundation Requirements

All majors in the College of Business and Management require foundation knowledge in accounting, economics, mathematics, statistics, and the behavioral sciences. In addition, the Accountancy department also recommends foundation knowledge in computer applications. Students must earn a cumulative GPA of at least 2.00 across all foundation courses. UIS courses that satisfy the foundation knowledge requirements include:

ACC 211	Introduction to Financial Accounting and	3 Hrs.
ACC 212	Introduction to Managerial Accounting	3 Hrs.
ECO 213	Statistics for Business and Economics	3 Hrs.
MAT 113	Business Calculus (or other calculus) ¹	4 Hrs.
ECO 201	Introduction to Microeconomics and	3 Hrs.
ECO 202	Introduction to Macroeconomics or	3 Hrs.
ECO 315	Economics for Administration	4 Hrs.

Behavioral science course (only psychology or sociology)

Coursework equivalent to the above may be accepted upon approval by the student's advisor.

¹ MAT 113 Business Calculus will be waived if proof of a GMAT score is provided which, in the quantitative section, reflects results above the 90th percentile (GMAT must have been taken within the last five years).

College Core (21 Hours)

The college core is required of all undergraduate College of Business and Management students. Students must earn a cumulative GPA of at least 2.00 across all college core courses.

ACC 335	Accounting Information Systems	3 Hrs.*
BUS 302	Principles of Financial Management	3 Hrs.
BUS 312	Principles of Marketing	3 Hrs.
BUS 322	Principles of Operations Management	3 Hrs.
BUS 331	Business and Society	3 Hrs.
MGT 310	Managing Organizational Behavior	3 Hrs.
MGT 488	Strategic Management: The Capstone	3 Hrs.**

*Accountancy majors must take this course to fulfill the MIS 352 Principles of Management Information Systems requirement for the college core.

**Prerequisite: All college core courses, and within 12 hours of graduation or during the student's last semester. A minimum grade of C (2.0) is required in MGT 488 (a grade of C- or lower will not be accepted).

Major Requirements (21 Hours)

To earn a Bachelor's in Accountancy a student must:

- Complete at least 54 semester hours from a 4 year baccalaureate-granting institution;
- Complete at least 48 semester hours of upper-division (300-400 level) coursework;
- Complete at least one half of his or her business coursework at UIS (college core and major); and
- Earn a cumulative grade point average of at least 2.00 across all courses required for the major.

Students enrolled prior to fall 2009 may substitute an equivalent 3 hour Accountancy or equivalent CBM course for a 4 hour course requirement by use of a Student Petition. All Accountancy majors must complete 21 core credit hours to fulfill the Accountancy core requirements.

ACC 321	Intermediate Financial Accounting I	3 Hrs.
ACC 322	Intermediate Financial Accounting II	3 Hrs.
ACC 324	Intermediate Financial Accounting III	3 Hrs.
ACC 433	Intermediate Managerial Accounting	3 Hrs.
ACC 443	Federal Income Taxation	3 Hrs.
ACC 464	Auditing Concepts and Responsibilities	3 Hrs.
ACC Elective		3 Hrs.

Other graduation requirements include:

General Elective	4-5 Hrs.
Engaged Citizenship Common Experience (ECCE)	13-14 Hrs.*

***Note:** Freshmen and sophomore students should be aware that the internship through the Experiential and Service Learning Programs (EXL) is classified as part of the Engagement Experience and the Elective categories in ECCE. If you wish to do an internship during your senior year, you should not fulfill either the Engagement or the Elective requirements with lower division ECCE courses. You should wait to enroll in 6 hours of EXL 300, which will then fulfill these requirements.

With advisor approval, community college transfer students who complete coursework equivalent to ACC 321, 322 and 324 with a grade of B (3.0) or better (grades of B- or lower will not be accepted), may not be required to complete these courses at UIS. Acceptance of Accountancy core transfer credit is subject to departmental approval.

Students must complete a minimum of 12 hours in Accountancy prefix courses (ACC) at the UIS College of Business and Management.

ACCOUNTANCY MINOR

To earn a minor in accountancy, students must complete at least **15** hours of Accountancy courses, including three upper division Accountancy courses at UIS.

ACC 211	Introduction to Financial Accounting (or equivalent)	3 Hrs.
ACC 212	Introduction to Managerial Accounting (or equivalent)	3 Hrs.
ACC 321	Intermediate Financial Accounting I	3 Hrs.
ACC 433	Intermediate Managerial Accounting	3 Hrs.
	One other upper division accountancy course from UIS	3 Hrs.

Only upper division Accountancy courses will count toward the calculation of the 2.0 GPA (ACC 211 and ACC 212 will be excluded from the calculation). Students should consult their academic advisor to ensure that the requirements for a minor are met.

Transferring in College Core Courses

(BUS 302, BUS 312, BUS 322, BUS 331, MGT 310, MIS 352, and MGT 488)

The following requirements must be met in order for transfer credit to fulfill an upper division college core course requirement:

- The course must be an upper division course.
- The course must have been completed within six years prior to admission.
- A grade of C (2.0) or better must be earned in each course requested for transfer (grades of C- or lower will not be accepted).
- No more than 3 courses or 9 hours of transfer credit may be used to fulfill CBM college core coursework.
- MGT 488 Strategic Management: The Capstone, must be completed at UIS.

AFRICAN-AMERICAN STUDIES

uis.edu/africanamericanstudies Email: aas@uis.edu Office Phone: (217) 206-6962 Office Location: UHB 3038

The interdisciplinary African-American Studies minor explores the creation and development of Black life, history, culture, and thought in the United States. Course work in the department examines the directions, trends, and products of African-American cultures from the arrival of the first Africans to the shores of North America to contemporary manifestations of those cultures. In addition, the curriculum provides an introduction to classical African civilization and society. Elective course work may examine the African Diaspora in Europe, Latin America, the Caribbean, or the Middle East. Many African-American studies courses are cross-listed in other disciplines, in particular History, English, and Women and Gender Studies. AAS currently features strong offerings in the area of popular culture. Students enrolled in African-American studies courses will receive a broad education in the appreciation of ethnicity, culture, history, and political and social philosophy.

Requirements of the Minor (15 Hours)

Students fulfilling the minor in African-American studies will complete an introductory interdisciplinary core course, plus curriculum in History, Literature/Creative Expression, and upper-division elective hours. The minor consists of at least 15 hours, including:

AAS 301	ECCE: African American Studies	3 Hrs.
One upper-division course focused on history or		3-4 Hrs.
AAS 241	Survey of African American History	3 Hrs.
One upper-division course focused on literature and culture or		3-4 Hrs.
AAS 261/ENG 231	Survey of African American Literature or	3 Hrs.
AAS 262/ENG 232	Calabash: Caribbean Literature and Culture	3 Hrs.

Plus upper-division elective African-American Studies course work or approved courses from other disciplines to total at least 15 hours.

NOTE: Select ECCE courses may count toward the minor. See the minor advisor, Dr. Kemayo.

For a complete list of course offerings, please visit the course description section of this catalog and refer to the African American Studies courses.

ASTRONOMY / PHYSICS

uis.edu/astronomy

Email: asp@uis.edu

Office Phone: (217) 206-6589

Office Location: HSB 314

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, two spectrographs, a hydrogen-alpha filter, an objective prism, and two charge-coupled devices (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.

Degree Opportunities

Students may pursue an individualized B.A. or M.A. degree that includes astronomy-physics through UIS' Liberal and Integrative Studies Department. A typical core group of courses for a degree might include:

ASP 201	University Physics I
ASP 202	University Physics II
ASP 303	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 Astronomy-Physics faculty for advice about courses related to degree work through the Liberal Studies Department. Contact the Astronomy-Physics Department for further information.

BIOLOGY

uis.edu/biology

Email: bio@uis.edu

Office Phone: (217) 206-6630

Office Location: HSB 223

College of Liberal Arts and Sciences

Bachelor of Science
Undergraduate Minor
Master of Science

(see page 112)

The B.S. degree in Biology is designed to build a strong foundation in modern biology, to master scientific concepts, to augment students' learning skills, and to assist students in developing critical thinking and problem-solving skills applicable 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 Master of Science and doctoral programs, as well as professional schools. The B.S. degree offers a balanced biology curriculum and opportunities for research experiences with a diversity of faculty research in molecular, cellular, and organismal biology. Scientific facilities available to students include a new, well-equipped building with DNA sequencers, molecular biology equipment, electron microscopes, a greenhouse, and other standard scientific equipment. Both undergraduate and graduate students use these facilities under the supervision of faculty.

The goals of the foundational B.S. degree, and the more-specialized M.S. degree, are to prepare biology students for many career options, including laboratory and field 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

Admission Requirements

Students entering the major must have completed eight to ten semester hours in general chemistry with laboratory, 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 major. 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 department faculty member before initial registration. If this is not possible, students must contact a department representative at registration. During the first semester at UIS as a Biology major, the department will assist the student in selecting an academic advisor from among the Biology faculty.

The student should prepare a plan to ensure that all requirements are being met. The department recommends that students take BIO 301 General Seminar and CHE 367 Organic Chemistry I in the fall of their junior year. Students are expected to complete organic chemistry before taking cell biology. BIO 345 and 346 General Microbiology (Lab), BIO 351 Organismal Botany, BIO 361 Comparative Vertebrate Biology and BIO 371 Principles of Ecology could be taken in the junior year. In the senior year students could take BIO 311 Cell Biology, BIO 381 Genetics and biology electives. It is assumed that students will have completed most of the required Biology sequence before enrolling in the Genetics course.

Degree Requirements

Core Course Requirements

BIO 301	General Seminar (sophomore or junior year)	3 Hrs.
CHE 322	Laboratory Techniques (sophomore or junior year)	1 Hr.
BIO 311	Cell Biology (suggested spring, senior year)	4 Hrs.
BIO 345 & 346	General Microbiology/Lab (suggested fall, junior or senior year)	4 Hrs.
BIO 351	Organismal Botany (suggested fall, junior or senior year)	4 Hrs.
BIO 361	Comparative Vertebrate Biology (suggested spring, junior year)	4 Hrs.
BIO 371	Principles of Ecology (suggested fall, junior or senior year)	4 Hrs.
BIO 381	Genetics (suggested spring, senior year)	4 Hrs.
BIO elective	(suggested senior year)	4 Hrs.

Other Possible Major Requirements

CHE 367	Organic Chemistry I (suggested fall, sophomore or junior year)	3 Hrs.*
CHE 368	Experimental Organic Chemistry I Laboratory (suggested fall, sophomore or junior year)	1 Hr.*
Engaged Citizenship Common Experience (ECCE)		3 Hrs.**

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

*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.

**Students should consult with their academic advisors in the major for specific guidance regarding completion of general education requirements.

Assessment

The Biology Department assesses all students for com-

munication 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 department 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 enrolled in BIO 301 General Seminar must earn at least a C to receive credit. Those performing below this level (C- or lower) are required to complete a learning-skills development program.

Experiential and Service-Learning Internships

Students can gain practical professional experience by participating in an internship through the Experiential and Service-Learning Programs (EXL). 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 EXL project.

Undergraduate Honors in Biology

Biology majors with a cumulative GPA greater than 3.25 and one semester residency at UIS may elect to participate in the biology honors option. In addition to Biology Department and UIS requirements, honors students must maintain a minimum cumulative GPA of 3.25, successfully complete BIO 302 Honors Seminar, BIO 402 Biometrics, and 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 department chair, and obtain the approval of their faculty research advisor before beginning the program.

Graduation Requirement

To earn a Biology major students must have at least a C (2.0) average in the required Biology courses (including the Biology elective). D grades in some biology courses must be balanced by either A or B grades in other biology courses.

BIOLOGY MINOR

A minor in Biology is designed for students who wish to increase their knowledge of biology, acquire a foundation in biological sciences, and develop critical thinking skills. 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 molecular biology.

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 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 advisor will ensure that each student is properly prepared.

Core Courses (24 Hrs.)

Two semesters of general biology with laboratory or its equivalent	8 Hrs.
Elective courses	16 Hrs.

A minimum of eight hours in biology must be taken at UIS.

BUSINESS ADMINISTRATION – BBA

uis.edu/busadmin

Email: BUS@uis.edu

Office Phone: (217) 206-6780

Office Location: UHB 4054

College of Business and Management

Bachelor of Arts
Undergraduate Minor
Master of Arts

(see page 114)

Departmental goals and objectives

The goal of the Business Administration (B.B.A.) degree 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 College of Business and Management 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. Students may complete their coursework during the day, through evening classes or as an online program.

Specific objectives of the curriculum are: 1) to offer students a boundary-spanning degree 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.

Upon completion of a Bachelor's degree through the College of Business and Management, students will meet the following goals and objectives:

Demonstrate knowledge of key concepts in the major business disciplines.

- Knowledge in the key business disciplines including accounting, economics, management, marketing, finance information systems and the legal and social environment of business

Systematically analyze a business problem using appropriate methods.

- Interpretation of evidence
- Identification and evaluation of points of view
- Formulation of appropriate conclusions

Communicate effectively in written and oral forms.

- Demonstration of effective oral communication skills
- Demonstration of effective written communication skills

Demonstrate effective use of information technology and data analysis.

- Demonstration of communication and presentation technologies used in the business environment
- Understanding of and ability to use common methods of statistical inference

- Understanding of data analysis and its use in business decision making

Online Business Administration Degree

The Business Administration Department offers the bachelor's degree in two formats: 1) one for students participating in traditional classroom instruction, and 2) one for students who wish to complete their degree online. The online degree allows students to participate in a dynamic online learning community and complete their coursework using the latest information technologies and educational resources via the worldwide web. This fully online degree is designed for students with 60 hours of completed college credit who are unable to attend classes on campus because of distance, work, or care giving issues that are incompatible with regularly scheduled class offerings. Admission to the online degree is limited by enrollment capacity. Students who seek admission to the online degree should have: 1) met all general education and entrance requirements stipulated for business administration majors; 2) earned a cumulative GPA of 3.0 or higher; 3) demonstrated ability to write in the English language at the appropriate baccalaureate level; and 4) access to the Internet, specified software, and experience with their use.

Review for entry to the UIS Online B.B.A. is a two-part process: 1) applications are first evaluated by the UIS Admissions Office for fulfillment of University requirements, and then 2) the application file is sent to the Director of Online CBM Programs for online degree admission consideration. Details about how to apply to the Online B.B.A. can be obtained by accessing the Online CBM website at uis.edu/cbam/online.

Advising

New students must contact the department for initial advising to plan a program of study that satisfies degree requirements and reflects their interests. Students are also required to access the Degree Audit Reporting System (DARS) throughout their college career to verify that degree requirements are being met. (DARS is accessed from the UIS Office of Records and Registration web site, uis.edu/registration/, and selecting the Degree Audits option listed in the menu on the left.)

THE BACHELOR'S DEGREE

The B.B.A. 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.

Foundation requirements

All majors in the College of Business and Management require foundation knowledge in accounting, economics, mathematics, statistics, and the behavioral sciences. Students must earn a cumulative GPA of at least 2.00 across all foundation courses. UIS courses that satisfy the foundation knowledge requirements include:

ACC 211	Introduction to Financial Accounting and	3 Hrs.
ACC 212	Introduction to Managerial Accounting	3 Hrs.
ECO 213	Statistics for Business and Economics	3 Hrs.
MAT 113	Business Calculus (or other calculus or finite math equivalent)	4 Hrs.
ECO 201	Introduction to Microeconomics and	3 Hrs.
ECO 202	Introduction to Macroeconomics or	3 Hrs.
ECO 315	Economics for Administration	4 Hrs.

Behavioral science course (only psychology or sociology)

Coursework equivalent to the above may be accepted upon approval by the student's advisor.

College Core (21 Hours)

The college core is required of all undergraduate College of Business and Management students. Students must earn a cumulative college core course GPA of at least 2.00.

BUS 302	Principles of Financial Management	3 Hrs.
BUS 312	Principles of Marketing	3 Hrs.
BUS 322	Principles of Operations Management	3 Hrs.
BUS 331	Business and Society	3 Hrs.
MIS 352	Principles of Management Information Systems	3 Hrs.
MGT 310	Managing Organizational Behavior	3 Hrs.
MGT 488	Strategic Management: The Capstone	3 Hrs.*

*Prerequisite: All college core courses, and within 12 hours of graduation or during the student's last semester. A minimum grade of C (2.0) is required in MGT 488 (a grade of C- or lower will not be accepted).

Major Requirements (15 Hours)

To earn a Bachelor's in Business Administration a student must:

- Complete at least 54 semester hours from a 4 year baccalaureate-granting institution;
- Complete at least 48 semester hours of upper-division (300-400 level) coursework;
- Complete at least one half of his or her business coursework at UIS (college core and major); and
- Earn a cumulative grade point average of at least 2.00 across all courses required for the major (college core and major electives).

Business Administration majors may not elect the

CR/NC grading option for any coursework except the internship through the Experiential and Service-Learning Programs.

Students enrolled prior to fall 2009 may substitute an equivalent 3 hour Business Administration or equivalent CBM course for a 4 hour course requirement by Student Petition. As a consequence, all Business Administration majors must complete a minimum of 6 credit hours of Business prefix coursework (BUS) and 9 semester hours of courses from the College of Business and Management to fulfill degree requirements.

Upper Division Business Administration Coursework	6 Hrs.
Upper Division College of Business & Management coursework*	9 Hrs.

Other graduation requirements include:

General Electives 11 Hrs.
Engaged Citizenship Common Experience (ECCE) 13 Hrs.

*A maximum of 6 semester hours may be within any one discipline (e.g. ACC, MGT, MIS).

GENERAL BUSINESS MINOR

To earn a general business minor, students must complete a minimum of 15 semester hours of coursework. Prerequisite coursework includes accounting (ACC 211 and ACC 212) and economics (ECO 201 and ECO 202 or ECO 315).

Required Courses (15 Hours)

BUS 312	Principles of Marketing	3 Hrs.
BUS 331	Business and Society	3 Hrs.
MGT 310	Managing Organizational Behavior	3 Hrs.
Two upper division BUS courses from UIS		6 Hrs.

Transferring in College Core Courses

(BUS 302, BUS 312, BUS 322, BUS 331, MGT 310, MIS 352, and MGT 488)

The following requirements must be met in order for transfer credit to fulfill an upper division college core course requirement:

- The course must be an upper division course.
- The course must have been completed within six years prior to admission.
- A grade of C (2.0) or better must be earned in each course requested for transfer (grades of C- or lower will not be accepted).
- No more than 3 courses or 9 hours of transfer credit may be used to fulfill CBM college core coursework.
- MGT 488 Strategic Management: The Capstone, must be completed at UIS.

CAPITAL SCHOLARS HONORS PROGRAM

uis.edu/caphonors

Email: capitalscholars@uis.edu

Office Phone: (217) 206-7246

Office Location: LRH 101

College of Liberal Arts and Sciences

A Unique UIS Baccalaureate Experience

The Capital Scholars Honors Program (CSHP), open to a small number of highly qualified college students, is a four-year baccalaureate experience combining an integrated core of honors-level, lower- and upper-division courses, UIS general education requirements, and any of the 20 undergraduate majors offered by UIS. Intermediate proficiency in American Sign Language (ASL) or a modern language other than English is another vital educational component for Honors students. 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 educational experience based in the liberal arts. Focusing on the student's total growth in the personal, academic, social, and civic arenas, the Capital Scholars Honors Program 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 program.

At the heart of the Capital Scholars Honors Program is an understanding that the problems facing today's world are complex, and often cannot be adequately understood or resolved from narrow disciplinary perspectives. Instead, a broad perspective and the application of knowledge from multiple disciplines are needed. For that reason, the program focuses on teaching and learning of interdisciplinary writing and research strategies. Development of leadership skills is also a major emphasis of the program. Honors courses not only incorporate the study of leadership, but there is also a curriculum-wide focus on collaborative learning. Skills learned in UIS Honors courses can be applied via numerous internship opportunities in community agencies and organizations.

The Lincoln Residence Hall 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--join with students for social and cultural events, workshops, and seminars. Students have opportunities for day and weekend trips to cultural and educational events in Chicago, St. Louis, and throughout central Illinois. A wide range of campus social events and entertainment enliven the hours students spend away from their studies.

Admission

Admission is open to students who demonstrate high academic achievement and a potential for creativity and lead-

ership. Students admitted to the Capital Scholars Honors Program are expected to have English proficiency, excellent written and oral communication skills, and a desire for a challenging intellectual experience in their college education.

To be considered for admission as a Capital Scholars Honors student, applicants must meet the minimum academic coursework requirements for general admission. Additional coursework is recommended in the following areas:

- Mathematics including introductory through advanced algebra, geometry, and trigonometry (four years recommended)
- Laboratory science (four years recommended)
- Foreign language (two years recommended)

Students with these qualifications are selected based on an overall evaluation of the following: grade-point average, College Board or ACT score, class rank, personal and academic statement, and creative or leadership potential. A personal or telephone interview with a member of the admissions committee may also be a component of the selection process.

Honors, Advanced Placement (AP), and/or International Baccalaureate (IB) coursework make a stronger application.

Requirements

To graduate from the Capital Scholars Honors Program at UIS, students must complete 120 hours of coursework, including the CSHP curriculum, UIS ECCE, general education, and other UIS graduation requirements, intermediate proficiency in ASL or a spoken language other than English, a major, and electives or a minor.

Students should check with program administrators regarding current requirements for graduation with the distinction of Capital Scholars Honors.

CSHP Integrated Core Curriculum (47-63 Hrs.)

CAP 102	Introduction to Honors	2 Hrs.
CAP 111	Honors Composition	3 Hrs.
CAP 115	Interdisciplinary Writing	3 Hrs.
CAP 122, 123, 225, 226	The "Question" Courses (Interdisciplinary humanities and social sciences)	12 Hrs.
CAP 141, 142	Biology and Chemistry of the Environment I & II	8 Hrs.*
CAP 250	Global Issues (ECCE: Special Topics on Global Issues)	3 Hrs.
CAP 402	Senior Seminar	1 Hr.
	Modern language or ASL (intermediate proficiency)	0-16 Hrs.**

General Education requirements in CHSP Integrated Core Curriculum

Oral Communication	3 Hrs.
Mathematics (applied)	3 Hrs.

(skills)	3 Hrs.
Social Science (for some majors)	3 Hrs.
Visual/Creative/Performing Arts	3 Hrs.

*CAP141& 142 are waived for science majors who take and pass other science courses (such as BIO141 and CHE141).

**The American Sign Language (ASL) sequence is offered through the Teacher Education Program. The following courses comprise the sequence: TEP 231, 232, 233, 331, 332, and 333.

CHEMISTRY

uis.edu/chemistry

Email: che@uis.edu

Office Phone: (217) 206-6589

Office Location: HSB 314

The Chemistry curriculum is designed to prepare students for direct entry into the chemical profession or for further studies in graduate or professional programs. The department is accredited by the American Chemical Society's Committee on Professional Training. Students may elect to take a curriculum that leads to ACS certification in either chemistry or biochemistry.

THE BACHELOR'S DEGREE

Students wishing to major in Chemistry should consult with an academic advisor 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.

Degree Requirements**Introductory Courses (32 hours)**

CHE 141	Principles of Chemistry	4 Hrs.
CHE 241	Principles of Inorganic Chemistry	4 Hrs.
CHE 367	Organic Chemistry I	3 Hrs.
CHE 368	Organic Chemistry I Laboratory	1 Hr.
CHE 369	Organic Chemistry II	3 Hrs.
CHE 371	Organic Chemistry II Laboratory	1 Hr.
Calculus (one year): MAT 115 and MAT 116		8 Hrs.
Physics (one year): ASP 201 and ASP 202		8 Hrs.

Transfer 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. Transcripts submitted by transfer students must show that the following course requirement categories have been met:

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

Intermediate and Advanced Courses (27-38 hours)

CHE 301	General Seminar	3 Hrs.
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CHE 321	Chemical Analysis	3 Hrs.
CHE 322	Laboratory Techniques	1 Hr.
CHE 400	ECCE: Undergraduate Research	1-6 Hrs.
CHE 401	Physical Chemistry I - Thermodynamics	3 Hrs.
CHE 402	Physical Chemistry II	3 Hrs.
CHE 415	Biochemistry I	4 Hrs.
CHE 421	Instrumental Analysis	4 Hrs.
CHE 441	Integrated Chemistry Laboratory I	1 Hr.
CHE 442	Integrated Chemistry Laboratory II	1 Hr.
Chemistry Electives		3-9 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 8 credit hours of courses for their electives: 1) CHE 416 Biochemistry II with lab (4 hr. option) or an advanced course approved by the Chemistry Department; and 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 biochemistry concentration is approved by the American Chemical Society.

Students should consult with a Chemistry Department advisor for specific guidance regarding completion of general education requirements.

Honors in Chemistry

Chemistry majors may elect to participate in the honors program in Chemistry. To graduate with honors in Chemistry, a student must: 1) complete all degree requirements, 2) earn a minimum cumulative GPA of 3.0 for all UIS Chemistry courses and 3.50 for UIS courses overall, 3) complete CHE 422 Inorganic Chemistry, and 4) make a public presentation of the results of undergraduate research (CHE 400 or similar experiential learning project). Students must apply for honors designation to the chair of the Chemistry Department prior to their final semester at UIS.

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

CHE 141 Principles of Chemistry
CHE 241 Principles of Inorganic Chemistry
CHE 367 Organic Chemistry I
CHE 368 Organic Chemistry I Laboratory
Laboratory techniques course (CHE 322)

Electives

CHE 400 ECCE: Undergraduate Research
CHE 480 Special Topics in Chemistry

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 Organic Chemistry II 3 Hrs.
CHE 371 Organic Chemistry II Laboratory 1 Hr.
CHE 415 Biochemistry I 3 or 4 Hrs.
CHE 416 Biochemistry II 3 or 4 Hrs.
CHE 418 Biomolecular Laboratory Methods 3 Hrs.
CHE 433 Physiological Chemistry 4 Hrs.

Physical and Inorganic Chemistry

CHE 401 Physical Chemistry I-Thermodynamics 3 Hrs.
CHE 402 Physical Chemistry II 3 Hrs.
CHE 441 Integrated Chemistry Laboratory I 1 Hr.
CHE 442 Integrated Chemistry Laboratory II 1 Hr.
CHE 422 Inorganic Chemistry 3 Hrs.

CLINICAL LABORATORY SCIENCE

uis.edu/clinicallabsceince

Email: cls@uis.edu

Office Phone: (217) 206-6589

Office Location: HSB 314

College of Liberal Arts and Sciences
Bachelor of Science

A Bachelor of Science degree in Clinical Laboratory Science provides exciting opportunities for individuals with an interest in science who wish to pursue a career in a health/medical profession or other laboratory-related field. Medical laboratory scientists/medical technologists analyze human blood and other body fluids using a variety of methods and precision instruments. The results of these analyses are used to determine the presence or absence of disease, help determine appropriate treatment, monitor therapy, and assess health. In addition to performance and interpretation of laboratory procedures, clinical laboratory scientists may be involved in the selection of lab methods or analyzers, as well as training, supervision, and consultation with other health care professionals. A CLS education provides an excellent preparation for medical and graduate schools, and also prepares one for employment opportunities outside the hospital setting. Diverse job opportunities include employment in public health, research, forensic, industrial, and veterinary laboratories; pharmaceutical companies; fertility centers; laboratory computer specialization; education; and laboratory consulting.

Knowledge, accuracy, and problem-solving skills are required and depend on a firm foundation in biology, chemistry, and math followed by education in the clinical areas of hematology, chemistry, immunoematology (blood banking), microbiology, and immunology. In addition, familiarity with the use of computers and good organizational skills are required.

Completion of the degree leads to eligibility for certification as a Medical Laboratory Scientist by the Board of Certification of the American Society of Clinical Pathology. Issuing of the degree is not contingent on passing any type of external certification or licensure examination. The UIS Clinical Laboratory Science Department is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAA-CLS), 5600 N. River Rd., Suite 720, Rosemont, IL 60018 (phone: 773/714-8880).

Admission Requirements

Although a student may declare a CLS major at any time, the formal CLS curriculum encompasses the last two years of study including the summer semester between the junior and senior years. Normal time of entry into the major is the fall semester, junior year; however, midyear and part-time status is possible for the junior year. Since enrollment is limited, admission to UIS does not guarantee admission to the Clinical Laboratory Science B.S. In addition to completing the UIS application process, interested applicants should contact the department for an application. Students are encouraged to

apply in the fall of their sophomore year so they are eligible for UIS scholarships with February deadlines.

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 Department chair. A personal interview may be required. Early decision selections are made on a competitive basis from applicants who complete the application process by February 1. Cumulative GPA is the main consideration, however references and the goals statements are also considered. Qualified applicants who complete the application process after February 1 will be considered for any remaining spots on a first-come, first-served basis. There is no appeal of the department's decision.

Advising

All students are encouraged to meet with a CLS academic advisor before initial registration in order to prepare a plan to ensure that all requirements are met in the minimum amount of time. The transfer option 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). The CLS program has 2+2 articulation agreements with several community colleges; however, transfer students from other 2-year and 4-year institutions are also encouraged to apply.

Prerequisite courses required for admission to the CLS major 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 and a second semester of organic chemistry.

Students should consult with advisors for specific guidance regarding completion of general education requirements. In CLS, the clinical rotation courses fulfill the requirement for the Engagement Experience (3 hrs.) and the ECCE Elective (3 hrs.).

Program Features/Requirements

Interdisciplinary and problem-oriented, with emphasis on the basic sciences and standards of contemporary clinical laboratory science, the curriculum includes academic and clinical experiences.

Academic work during the junior year is designed to provide a strong background in 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 and St. Mary's Hospital in Decatur.

The clinical experience is under the joint supervision of faculty at the University of Illinois Springfield and practicing professionals in affiliated hospital laboratories. Clinical education is coupled with didactic courses offered at UIS. Enhancement experiences are available in areas of interest to the student.

Criminal background checks are required before clinical rotations. A background check that is not "clear" precludes rotations at some hospitals and prevents employment at most healthcare facilities. A drug screen may also be required prior to clinical rotations.

Since the curriculum 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 cumulative GPA of 2.0. Clinical laboratory science students are required to maintain a grade of C- or better in all required courses.

CLS students must also be able to meet the Health and Essential Requirements, including immunizations, outlined in the CLS Student Handbook and admissions packet.

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 and who have passed the ASCP certification examination. Through advising and planned academic and clinical course work, medical laboratory technicians are provided a unique opportunity to complete the baccalaureate degree without repeating clinical areas in which they are already proficient. Medical laboratory technicians interested in this articulation opportunity should contact the department chair to discuss curriculum planning based on their previous academic and clinical experiences.

CLS Required Courses (59 Hrs.)

BIO 347	Medical Bacteriology	4 Hrs.
CHE 322	Laboratory Techniques	1 Hr.
CHE 433	Physiological Chemistry	4 Hrs.
CHE 418	Biomolecular Laboratory Methods	3 Hrs.

CLS 321	Seminar in Clinical Laboratory Science	2 Hrs.
CLS 447	Medical Mycology, Parasitology and Virology	4 Hrs.
CLS 448	Introduction to Immunology	4 Hrs.
CLS 405	Introduction to Urinalysis	2 Hrs.
CLS 401	Introduction to Clinical Chemistry	2 Hrs.
CLS 402	Introduction to Hematology	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.
CLS 451	Advanced Concepts in Immunohematology	2 Hrs.
CLS 452	Advanced Concepts in Hematology	2 Hrs.
CLS 411	ECCE: Health Care Management	3 Hrs.
CLS 456	Clinical Correlations	2 Hrs.
CLS 421	ECCE: Clinical Chemistry Laboratory	1-5 Hrs.
CLS 422	ECCE: Clinical Hematology Laboratory	1-4 Hrs.
CLS 423	ECCE: Clinical Microbiology Laboratory	1-4 Hrs.
CLS 424	ECCE: Clinical Immunohematology Laboratory	1-3 Hrs.
CLS 431	Special Topics in Clinical Laboratory Science	1-4 Hrs.

Students must also complete UIS graduation requirements to earn a bachelor of science degree. Most CLS majors also qualify for a minor in chemistry.

Sample Curriculum/Program Guide: See the CLS website at uis.edu/clinicallabscience.

CAP Honors Sample Curriculum/Program Guide: Contact the CAP Honors advisor.

Preprofessional Options: CLS provides excellent preparation for further education in medicine, dentistry, research, and other fields. Contact Dr. Wayne Gade (wgade1@uis.edu), or visit the CLS or preprofessional websites for more information on these options.

Honors in Clinical Laboratory Science (Department Honors)

CLS majors with a cumulative GPA equal to or greater than 3.25 in the CLS Department and one semester in residency at UIS may elect to participate in the CLS honors option. In addition to the CLS Program requirements, honors students must: 1) maintain a minimum cumulative GPA of 3.25, 2) earn a minimum grade of B- for each course in the CLS Program, 3) successfully complete three credits of CLS 400 Applied Research or CLS 499 Tutorial, and 4) present their findings in a formal paper and public presentation.

Students must apply for participation in the honors program to the CLS Department chair and obtain approval of a faculty research advisor prior to their final semester.

COMMUNICATION

uis.edu/communication

Email: com@uis.edu

Office Phone: (217) 206-6790

Office Location: UHB 3010

The broad-based Communication Department offers students the opportunity to specialize in journalism/media studies or interpersonal communication, and to explore theatre, media technology, public relations, intercultural communication, photography, and radio and video production. Courses help students improve their skills in writing, speaking, and understanding the messages of others in individual, group, and mass media contexts. To accomplish these goals, the curriculum addresses the theoretical, critical, and technical aspects of communication.

UIS Theatre is currently associated with the Communication Department but offers a separate minor. Theatre course offerings are listed in the course schedule under the THE prefix.

THE BACHELOR'S DEGREE

The undergraduate degree 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 communication, and journalism and media studies.

Admission Requirements

Requirements for admission as a candidate for the B.A. degree are identical to general UIS requirements but must be met at the time of admission to the degree. Students who are required to take the Test of English as a Foreign Language (TOEFL) examination must achieve a score of 580 or above on the paper test or the equivalent on the computer-based test to be admitted to the degree.

Advising

Faculty members work with new students to plan courses of study. Based on instructors' assessments of writing ability in required courses, advisors may require advisees to take remedial courses. Generally, advisors 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 Department awards such credit in each of its two topical areas (interpersonal communication, and journalism and media studies) through COM 431 and COM 451. Prior learning credit is not awarded for specific courses. The Department will award a maximum of four hours of credit for prior experiential learning in any one topical 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 CR/NC 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.

Degree Requirements (32 Hours)

Communication majors must complete 32 hours in the major. In addition, they may take up to 8 hours in Communication courses to satisfy the upper-division general electives. 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 a department assessment examination during their first semester and during their last semester before graduation. The entrance examination is normally administered during a regular class and is used by the department to assess its curriculum. It does not affect students' grades in any way.

Students should consult with general education advisors or advisors in the major for specific guidance regarding completion of general education 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.

Course Offerings

Cross-listed courses from other departments used as part of the 32-hour major must bear the COM course prefix.

Transfer Credit

Transfer credits from other institutions may not be used

to substitute for introductory core courses. However, students may file a Student Petition Form 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 Department and that the grade earned was a C or better (grades of C- or lower will not be accepted).

MINOR IN COMMUNICATION (16 Hrs.)

Core Courses

COM 302 Introduction to Interpersonal/Organizational Communication or
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 Course

Any 300-level or 400-level COM course, or 200-level COM course
(by petition) 4 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 CR/NC basis.

COMPUTER SCIENCE

csc.uis.edu

Email: csc@uis.edu

Office Phone: (217) 206-6770

Office Location: UHB 3100

College of Liberal Arts and Sciences

Bachelor of Science

Undergraduate Minor

Master of Science

(see page 118)

Graduate Certificates – 2

(see page 158)

The Bachelor of Science degree is designed to provide students 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 Bachelor of Science in Computer Science degree 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 the knowledge necessary to support their career goals.

The B.S. degree offers students an opportunity to emphasize either software engineering or systems security and information assurance. The M.S. degree in Computer Science is oriented toward software engineering and systems security and information assurance. The degree is most appropriate for candidates interested in the design, analysis, and implementation of software programs and security systems.

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. UIS has received national recognition as a partner in the NSF Center for Systems Security and Information Assurance (CSSIA) www.cssia.org.

The UIS Computer Science Department is a Cisco Regional Networking Academy, serving as the instruction center for local academies at high schools, career centers, community colleges, and universities in central Illinois.

The Computer Science Department's curriculum is certified by the Committee of National Security Systems and the National Security Agency. The Computer Science Department has been designated as a National Center of Academic Excellence in Information Assurance Education. The National Security Agency (NSA) and the Department of Homeland Security (DHS) jointly sponsor the National Centers of Academic Excellence in Information Assurance Education (CAEIAE) Program.

Computer laboratories are open evenings and weekends; some systems are available 24 hours a day. On-campus students have high-speed, wired and wireless internet access.

Online Degree

UIS offers both the B.S. in Computer Science and the M.S. in Computer Science online. The online Computer Science degrees have the same requirements as the on-campus degrees, allowing students to actively participate in dynamic,

diverse, and interactive online learning communities and to complete their degrees on their own time via the Internet. The online format enables them to complete coursework using the latest networked information technologies for increased interaction with educational resources, advisors, and materials. Applicants to the online B.S. degree are accepted each spring and fall semester; applicants to the online M.S. degree are accepted each fall semester. The Computer Science Department may, at its own discretion, accept new students in other terms.

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.

Assessment

The Computer Science Department 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 305 Entrance Assessment, which must be taken the first semester of enrollment as a Computer Science major. The entrance assessment is an examination of the student's knowledge 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 with CSC 405 Exit Assessment, which must be taken the final semester before graduation. The exit assessment helps students assess their progress and helps the faculty revise the curriculum.

Internships

Students have the opportunity to gain credit toward the degree through the Experiential and Service-Learning Program (EXL). This is an excellent opportunity for students to gain practical in-the-field or on-the-job experience. Placements have included state agencies, insurance companies, the SIU School of Medicine, computer companies, and other businesses throughout central Illinois.

Admission Requirements

Formal application to either the on-campus or online degree is required for admission. Enrollment in CSC 305 Entrance Assessment is required during the first semester. Entrance requirements for transfer students include the equivalent of two semesters of Java programming. Students may take CSC 225 and CSC 275 either online or on-campus at UIS to satisfy this requirement. In addition to the materials required for general admission, applicants to the online B.S. in Computer Science degree program must submit to csonline@uis.edu an electronic copy of their Statement of Purpose for obtaining the degree. Please note that the Statement of Purpose must be written in the student's own words; it cannot be copied from any other resource. The statement will be held on file for up to one year or destroyed after the admission decision has been made. Entrance requirements also include one semester each of business calculus or calculus, discrete or finite mathematics, and statistics. Students may take MAT 113 or MAT 115, MAT 114 or MAT 302, and MAT 121 at UIS to satisfy these requirements. Discrete or finite mathematics should be completed prior to enrolling in upper-division core computer science classes. Twelve 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.

For students choosing to emphasize systems security and information assurance, the entrance requirements are the same as those listed above, and also include one semester of introductory computer networking. CSC 421 may be taken at UIS to satisfy this requirement.

Degree Requirements

The core curriculum provides a strong foundation in computer science. CSC electives are chosen in consultation with the student's academic advisor, based on the student's choice for programming languages and capstone courses, to ensure depth of knowledge in topics of particular interest to the student. There are no restrictions on general electives. CSC courses must be taken for a letter grade.

Core Course Requirements (36 Hours)

CSC 305	Entrance Assessment	0 Hrs.
CSC 405	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 389	Introduction to Operating Systems	4 Hrs.
CSC 368	Systems Programming Languages and	4 Hrs.
CSC 438	Systems Security and Information Assurance Capstone	4 Hrs.
or		
CSC 388	Programming Languages and	4 Hrs.
CSC 478	Software Engineering Capstone	4 Hrs.
CSC Electives		12 Hrs.

This degree plan allows students to place an emphasis on software engineering or systems security and information assurance by taking the appropriate combination of programming languages, capstone, and 12 hours of CSC elective courses. Students must choose to take both CSC 368 Systems Programming Languages and CSC 438 Systems Security and Information Assurance Capstone, or CSC 388 Programming Languages and CSC 478 Software Engineering Capstone.

Students should consult with advisors in the major for specific guidance regarding completion of general education requirements.

COMPUTER SCIENCE MINOR (not offered online)

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, health care, 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 for the minor are numbered above CSC 368 or higher and must be chosen in consultation with a CSC academic advisor. CSC courses must be taken for a letter grade. CSC 410 and CSC 442 may not be counted toward the minor.

Course Requirements (22 Hours)

MAT 114	Finite Mathematics and Its Applications or	4 Hrs.
MAT 302	Discrete Mathematics	4 Hrs.
CSC 225	Computer Programming Concepts I	3 Hrs.
CSC 275	Computer Programming Concepts II	3 Hrs.
CSC electives		12 Hrs.*

*Prior approval by CSC Advisor or Department Chair required.

CRIMINAL JUSTICE

uis.edu/criminaljustice

E-mail: crj@uis.edu

Office Phone: (217) 206-6301

Office Location: PAC 384

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 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.

The Criminal Justice major provides an integrated curriculum 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 an ECCE Engagement Experience through the UIS Experiential and Service-Learning Programs (EXL). Students have the opportunity to work with state agencies and training centers as well as local criminal justice and social service agencies.

THE BACHELOR'S DEGREE

Admission Requirements

Transfer students admitted to UIS with 30 or more credit hours and a cumulative transfer grade-point average of at least 2.50 on a 4.00 scale qualify for full admission to the Criminal Justice Department. Transfer students with a cumulative GPA below 2.50 are granted conditional admission to the major that permits enrollment in up to 12 semester hours

of advisor-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. Students admitted to UIS with 0 to 29 hours of credit must file a declaration of major through the CRJ department.

Major Requirements

Core Courses (18 Hours)

CRJ 221	Introduction to Criminology or	
CRJ 239	Introduction to Criminal Justice	3 Hrs.
CRJ 315	Critical Thinking in Criminal Justice	3 Hrs.
CRJ 342	Quantitative Reasoning in Criminal Justice	3 Hrs.
CRJ 345	Research Methods in Criminal Justice	3 Hrs.
CRJ 421	Criminological Theory	3 Hrs.
CRJ 489	Senior Seminar	3 Hrs.

CRJ electives (18-21 Hours)

Students are required to take at least 12 hours at the 300- or 400-level.

Non-CRJ electives (9 Hours)

Students are required to take these courses at the 300- or 400-level.

Other CRJ requirements (12 Hours)

Experiential learning in the CRJ field	6 Hrs.
Global Awareness (ECCE)	3 Hrs.*
U. S. Communities (ECCE)	3 Hrs.*

*Each of these may be taken through the CRJ Department, in addition to the required CRJ elective requirements.

Students should consult with academic advisors in the major for specific guidance regarding completion of general education requirements.

Grading Policy

Criminal justice majors must receive a grade of C (2.0) or better in all required core courses. Grades of C- or lower will not be accepted in these courses.

Transfer Courses

Transfer courses will be evaluated on a case-by-case basis.

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

To earn a minor in Criminal Justice, students must complete a minimum of **15** semester hours.

Core Course (3 Hours)

CRJ 221 Introduction to Criminology or
CRJ 239 Introduction to Criminal Justice 3 Hrs.

CRJ Electives (12 Hours)

No fewer than nine hours must be taken at either the 300- or 400-level.

ECONOMICS

uis.edu/economics

Email: eco@uis.edu

Office Phone: (217) 206-7920

Office Location: UHB 4049

Departmental goals and objectives

Through Economics coursework, 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, 2) fundamental understanding of quantitative methods of analysis, 3) research competencies using the theories and methods of economic analysis, and 4) skills for applying theories and models to contemporary economic issues and policies.

Upon completion of a Bachelor's degree through the College of Business and Management, students will meet the following goals and objectives:

Demonstrate knowledge of key concepts in the major business disciplines.

- Knowledge in the key business disciplines including accounting, economics, management, marketing, finance information systems and the legal and social environment of business

Systematically analyze a business problem using appropriate methods.

- Interpretation of evidence
- Identification and evaluation of points of view
- Formulation of appropriate conclusions

Communicate effectively in written and oral forms.

- Demonstration of effective oral communication skills
- Demonstration of effective written communication skills

Demonstrate effective use of information technology and data analysis.

- Demonstration of communication and presentation technologies used in the business environment
- Understanding of and ability to use common methods of statistical inference
- Understanding of data analysis and its use in business decision making

Advising

New students must contact the department for initial advising to plan a program of study that satisfies degree requirements and reflects their interests. Students are also required to access the Degree Audit Reporting System (DARS) throughout their college career to verify that degree requirements are being met. (DARS is accessed from the UIS Office of Records and Registration web site, uis.edu/registration/, and selecting the Degree Audits option listed in the menu on the left.)

THE BACHELOR'S DEGREE

Foundation Requirements

All majors in the College of Business and Management require foundation knowledge in accounting, economics, mathematics, statistics, and the behavioral sciences. Students must earn a cumulative GPA of at least 2.00 across all foundation courses. UIS courses that satisfy the foundation knowledge requirements include:

ACC 211	Introduction to Financial Accounting and	3 Hrs.
ACC 212	Introduction to Managerial Accounting	3 Hrs.
ECO 201	Introduction to Microeconomics and	3 Hrs.
ECO 202	Introduction to Macroeconomics	3 Hrs.
ECO 213	Statistics for Business and Economics	3 Hrs.
MAT 113	Business Calculus (recommended) or	
MAT 114	Finite Math or equivalent	4 Hrs.

Behavioral science course (only psychology or sociology)

Coursework equivalent to the above may be accepted upon approval by the student's advisor.

College Core (21 Hours)

The College Core is required of all undergraduate College of Business and Management students. Students must earn a cumulative GPA of at least 2.00 across all college core courses.

BUS 302	Principles of Financial Management	3 Hrs.
BUS 312	Principles of Marketing	3 Hrs.
BUS 322	Principles of Operations Management	3 Hrs.
BUS 331	Business and Society	3 Hrs.
MIS 352	Principles of Management Information Systems	3 Hrs.
MGT 310	Managing Organizational Behavior	3 Hrs.
MGT 488	Strategic Management: The Capstone	3 Hrs.*

*Prerequisites: All college core courses, and within 12 hours of graduation or during the student's last semester. A minimum grade of C (2.0) is required in MGT 488 (a grade of C- or lower will not be accepted).

Major Requirements (18 Hours)

To earn a B. A. in Economics a student must:

- Complete at least 54 semester hours from a 4 year baccalaureate-granting institution;
- Complete at least 48 semester hours of upper-division (300-400 level) coursework;

- Complete at least one half of his or her business coursework at UIS (college core and major); and
- Earn a cumulative grade point average of at least 2.00 across all courses required for the major.

Students enrolled prior to Fall 2009 may substitute an equivalent 3 hour Business Administration or equivalent CBM course for a 4 hour course requirement. All Economics majors must complete 18 credit hours of Economics major credit hours to fulfill the major requirements.

ECO 301	Managerial Economics	3 Hrs.
ECO 302	Macroeconomics in a Global Economy	3 Hrs.
ECO 314	Analytical Decision Making for Business and Economics	3 Hrs.
3 upper division Economics courses from UIS		9 Hrs.

Other graduation requirements include:

General Electives	8 Hrs.
Engaged Citizenship Common Experience (ECCE)	13 Hrs.*

***Note:** Freshmen and sophomore students should be aware that the internship in the Experiential and Service-Learning Programs (EXL) is classified as part of the Engagement Experience and the Elective categories in ECCE. It is recommended that students complete an internship during their senior year, so they should not fulfill either the Engagement or the Elective requirements with lower division ECCE courses. They should wait to enroll in 6 hours of EXL 300, which will then fulfill both of these requirements.

ECONOMICS MINOR

To earn a minor in economics, students must complete the following courses or their equivalents:

ECO 201	Introduction to Microeconomics	3 Hrs.
ECO 202	Introduction to Macroeconomics	3 Hrs.
ECO 301	Managerial Economics	3 Hrs.
ECO 302	Macroeconomics in a Global Economy	3 Hrs.
One additional upper-division economics course from UIS		3 Hrs.

An overall GPA of 2.00 in economics coursework is required to earn the economics minor. Students should consult their academic advisor to ensure that the requirements for a minor are met.

Transferring in College Core Courses

(BUS 302, BUS 312, BUS 322, BUS 331, MGT 310, MIS 352, and MGT 488)

The following requirements must be met in order for transfer credit to fulfill an upper division college core course requirement:

- The course must be an upper division course.
- The course must have been completed within six years prior to admission.
- A grade of C (2.0) or better must be earned in each course requested for transfer (grades of C- or lower will not be accepted).
- No more than 3 courses or 9 hours of transfer credit may be used to fulfill CBM college core coursework.
- MGT 488 Strategic Management: The Capstone, must be completed at UIS.

ENGLISH

uis.edu/english

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Office Phone: (217) 206-6779

Office Location: UHB 3050

College of Liberal Arts and Sciences

Bachelor of Arts
Undergraduate Minor
Master of Arts

(see page 122)

Degree candidates in English may develop one of several specializations for a conventional degree in 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 departments. On-campus English majors must choose courses from one of three concentrations in the major: Writing, Rhetoric, and Language, Literary Studies, or Education. Online majors will concentrate in Literary Studies.

The Writing, Rhetoric, and Language Concentration provides students with practical experience creating texts for multiple audiences and theoretical knowledge for working within multiple rhetorical situations. It also enables students to study the history, structure, and uses of English. Students are encouraged to pursue internships and service-learning opportunities. (PLEASE NOTE that this concentration is not available for the 2010-2011 academic year.)

The Literary Studies Concentration builds on the knowledge(s) and methods presented in the common requirements by engaging students in the study of literature from theoretical and cultural perspectives. Students will have the opportunity to enroll in a broad spectrum of courses, encompassing multiple genres, nationalities and theoretical perspectives; or to follow a sequence of courses, culminating in advanced study of a genre, author, theory, or literary theme. Students who select this concentration are to consult their academic advisors about course distribution across categories. Some courses at the 400-level will have lower-level prerequisites. Students who are interested in graduate studies in literature should consult with their academic advisors to prepare an appropriate course of study.

The Education Concentration prepares students to meet English Language Arts Content Area Standards as articulated by the Illinois State Board of Education (ISBE). Students will have the opportunity to develop skills in literary analysis, written expression, and critical argument. They will read broadly and become familiar with a range of literatures from various genres, historical periods, cultural moments, and geographical or regional areas. Complying with ISBE standards requires careful planning. Students interested in seeking Illinois state teacher certification can obtain information from the Teacher Education Program (TEP) and the faculty TEP liaison in the English Department. Students who are pursuing a teaching certificate in the UIS Teacher Education Program (TEP) enroll in the Education Concentration in English and work closely with academic advisors in the departments of English and Education throughout their program of study.

Departmental goals and objectives

By the time students graduate they should:

- exhibit critical thinking through the analysis and interpretation of language and literary works in such areas as American literature, British literature, and multicultural literature and non-fiction texts;
- express complex ideas for a specific audience and purpose;
- employ research tools for writing and other modes of understanding;
- connect texts with their historical, cultural, critical, and rhetorical contexts;
- interpret existing and student-generated texts effectively using a variety of critical and theoretical approaches;
- work collaboratively to analyze and interpret texts and to improve writing skills;
- employ technological tools and resources for research, collaboration, and the writing process;
- employ invention strategies to generate texts;
- differentiate and employ macro and micro revision processes and techniques.

THE BACHELOR'S DEGREE

Admission Requirements

The English B.A. program is open to all UIS students and transfer students who qualify for admission to UIS. Please note that there are additional requirements for admission to the online English program.

ONLINE ENGLISH PROGRAM

The Online English Program allows students to participate actively in dynamic, diverse, and interactive online learning communities and to complete their coursework in their own time and at their own pace within the same semester time frame as on-ground courses. The online format enables them to complete coursework using the latest networked information technologies for the same easy access to educational resources, advisers, and materials as on campus students enjoy. Please note that the Writing Concentration is not currently available online. Students in the online program are restricted to the Literary Studies concentration. If students are interested in TEP courses online, they should consult the English Department faculty liaison for TEP about the availability of online TEP courses.

Admission Requirements for Online English Program

- A minimum of 30 successfully completed hours at the lower-division (preference granted to those applicants with 60 hours or an associate's degree)
- A cumulative grade point average of 3.0 or higher on a 4.0 scale
- Completion of two English Composition courses with a grade of C or better (grades of C- or lower will not be accepted)
- Completion of two literature courses with a grade of C or better to fulfill the 200-level core course requirements (grades of C- or lower will not be accepted)
- Access to the Internet
- Computer skills and systems needed to study online (See OTEL Online System Requirements for Online Students @ uis.edu/colrs/students/index.html).

Online ENG 201 and ENG 311 Deferral Policy

If an online English student enrolled in ENG 201 or ENG 311 experiences an unforeseen circumstance – such as military service or medical emergency – that prevents him or her from completing the course, the student may apply to the online English committee for a one-year waiver. If the waiver is granted, the student may retake the course online the following year. Only those students called to active duty with the military will automatically receive a waiver. For all others, waivers will be considered on a case-by-case basis and will be granted only to students with emergency situations.

Advising

Because the program is divided into three concentrations each with its own requirements and electives, the English Department assigns undergraduate majors to academic advisors. Academic advisors assist students in developing appropriate, individualized courses of study. Students should consult with academic advisors regularly, especially before enrolling for their last semester. Students may choose a different academic advisor at any time to ensure they are fulfilling all degree requirements. Please note that students pursuing the certification in teaching must consult regularly with the TEP faculty liaison/TEP advisor in the English Department as well as with the academic advisor in the Education Department during their entire course of study.

Graduation Requirements

In addition to fulfilling UIS graduation requirements, English majors must complete a total of 31-37 credit hours as follows:

Outside the Core Requirement of 201 and the Major Concentration Requirements of 311 or 312, all courses listed in the English Program Course Descriptions may count toward each concentration. "Specialty courses" may include

courses that focus on a particular genre or theme (i.e., Science Fiction, Satire, Love and War in the Middle Ages, etc.) or a writing or linguistics course. Consult your academic advisor for further information.

Degree Requirements for Both On-Campus and Online Majors

Required Core Courses for Both On-Ground and Online English Majors (13 hours)

ENG 201 Exploring Literature	3 Hrs.
Two 200-level survey courses	6 Hrs.
One 300-level specialty course	4 Hrs.

Course Requirements for On-Campus English Majors

On-campus English majors should select from one of the three following concentrations:

Writing, Rhetoric, and Language Concentration Requirements (20 Hours)

(PLEASE NOTE that this concentration is unavailable for the 2010-2011 academic year.)

ENG 312 Rhetoric and Composing Theories	4 Hrs.
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Three courses from the following categories, with two from different categories and at least two at the 400-level:

- Creative Writing 4 Hrs.
- Professional Writing and Rhetoric 4 Hrs.
- Language 4 Hrs.

ENG Elective at the 300- or 400-level	4 Hrs.
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Literary Studies Concentration Requirements (20 Hours)

ENG 311 Literary Research and Theory	4 Hrs.
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Three literature courses from any of the following categories with: a) two of the three courses coming from different categories, and b) at least two courses at the 400-level:

- American Literature 4 Hrs.
- British Literature 4 Hrs.
- World Literature 4 Hrs.
- Other Literatures 4 Hrs.*

ENG Elective at the 300- or 400-level	4 Hrs.
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*Other literatures focus on literature that does not fall within the confines of a national literature (i.e., Women's literature, Children's Literature, etc.). Consult your academic advisor.

Education Concentration Requirements (22-25 hours)

ENG 311 Literary Research and Theory or	
ENG 312 Rhetoric and Composing Theories	4 Hrs.

Breadth requirements in literature (3 courses)	11-12 Hrs.*
• American Literature	3-4 Hrs.
• British Literature	3-4 Hrs.
• World Literature or Multicultural Literature	3-4 Hrs.
Analytical Writing/Rhetoric or Linguistics/Structure of Grammar	3-4 Hrs.**
ENG Elective at the 300- or 400-level	4 Hrs.***

*These should be survey-breadth courses. One of the three courses may be at the 200-level, although courses used to meet core requirements may not also be used to meet the breadth requirement; two of the three courses used for the breadth requirement must be at the 300- or 400- level.

** Students must choose a course from either Analytical Writing/Rhetoric or Linguistics/Structure of Grammar that was *not* used to fulfill a core course requirement for the major. Students should consult their English academic advisor before choosing a course to fulfill this requirement.

*** One elective related to content area or curricular emphasis in teaching, such as Drama or Children's Literature. Students should consult their English academic advisor before choosing a course to fulfill this requirement.

Course Requirements for Online English Majors (20 Hours)

ENG 311 Research and Theory	4 Hrs.
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Three literature courses from the following four categories with two courses from different categories and at least two at the 400-level; the third course may be taken at the 300- or 400-level:

- American Literature 4 Hrs.
- British Literature 4 Hrs.
- World Literature 4 Hrs.
- Other Literatures 4 Hrs.

ENG Elective at the 300- or 400-level	4 Hrs.
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ENGLISH MINOR (15 Hours)

ENG 201 Exploring Literature	3 Hrs.
One Literature course: 300- or 400-level	4 Hrs.
One Writing course: 300- or 400-level	4 Hrs.
One Elective course: 300- or 400-level	4 Hrs.

For non-TEP students seeking the English minor, only one of the courses beyond ENG 201 may be a 200-level course. If you are a TEP elementary candidate seeking the English minor for the Middle School English endorsement, see your TEP academic advisors in the English Department and in the Teacher Education Department about differences in course work requirements for the English minor.

ENVIRONMENTAL STUDIES

uis.edu/ens

E-mail: ens@uis.edu

Office Phone: (217) 206-6720

Office Location: PAC 308

College of Public Affairs and Administration

Undergraduate Minor

Master of Arts – on campus and online (see page 125)

Master of Science (see page 124)

ENVIRONMENTAL STUDIES MINOR

To earn a minor in Environmental Studies, students must complete a minimum of 16 credit hours, which includes two core courses and a minimum of three elective courses. Students are expected to meet with an ENS advisor before beginning the minor.

Required Core Courses

ENS 251	Introduction to Environmental Sciences	3 Hrs.
BIO 371	Principles of Ecology	4 Hrs.

The 100-300 level elective courses listed below are 3 credit hours each. Undergraduate students taking 400-level courses may receive 3 or 4 credit hours per course (depending on the course). Students taking these courses as undergraduates toward their bachelor's degree may not repeat them for credit as graduate students.

Students are required to take at least three elective courses. At least one elective must be at the 400-level. No more than two electives may be taken from any one of the categories listed below.

Environmental Policy/Law/Planning

ENS 301	Environmental Justice in America	3 Hrs.
ENS 403	Transportation: Problems and Planning Procedures	3 or 4 Hrs.
ENS 404	Fundamentals of Geographic Information Systems	4 Hrs.
ENS 419	Environmental Law	4 Hrs.
ENS 446	ECCE: Population and Public Policy	3 or 4 Hrs.
ENS 461	ECCE: Geopolitics: Geographic Aspects of International Affairs	3 or 4 Hrs.
ENS 485	Environmental Policies: Water Quality	4 Hrs.

Environmental Social Sciences/Humanities

ENS 101	Women and the Environment	3 Hrs.
ENS 201	Literature and the Environment	3 Hrs.
ENS 311	Global Change and Local Places	3 Hrs.
ENS 331	ECCE: Evolution and Creationism	3 Hrs.
ENS 412	World Environmental Thought	4 Hrs.
ENS 418	American Environmental History	4 Hrs.
ENS 421	Environmental Economics	4 Hrs.
ENS 422	Environmental Sociology	4 Hrs.
ENS 476	ECCE: Environmental Ethics	3 or 4 Hrs.

Environmental Sciences

ENS 151	Earth Science	3 Hrs.
ENS 262	Environmental Physical Geography	3 Hrs.
ENS 405	Fundamental of Remote Sensing	4 Hrs.
ENS 444	Aquatic Ecology	4 Hrs.
ENS 445	Biology of Water Pollution	4 Hrs.
ENS 447	Environmental Chemistry	3 or 4 Hrs.
ENS 463	Our Changing Climate	3 or 4 Hrs.
ENS 468	Environmental Geology	4 Hrs.

The Department of Environmental Studies may approve up to 7 semester hours of lower- and upper-division transfer credits toward the undergraduate minor in Environmental Studies.

EXPERIENTIAL AND SERVICE-LEARNING

uis.edu/exsl

Email: exsl@uis.edu

Office Phone: (217) 206-6640

Office Location: BRK 482

College of Liberal Arts and Sciences

Applied Study Term

Credit for Prior Learning

Service Learning

Experiential and Service-Learning Programs are central to the UIS public affairs emphasis within the framework of a liberal arts curriculum, stressing practical experience, professional development, and experiential learning. Three programs – Applied Study Term, Credit for Prior Learning, and Service-Learning – fulfill this role by providing academically sponsored learning experiences that give 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. By taking part in these engaged learning experiences, students learn how to apply the knowledge and skills from their education in settings outside of the classroom. The campus and EXL faculty recognize the diversity of backgrounds and academic and career needs of students. A variety of curricular options are described more fully in the EXL course descriptions. For more information, please use the contact information provided above.

Requirements

UIS provides an opportunity for all degree-seeking undergraduates at UIS to take 2-12 semester hours of experiential learning. Six semester hours of experiential learning satisfy Engaged Citizenship Common Experience (Engagement and/or Elective) requirements. To satisfy the University Requirement, students may take 2-8 semester hours. Semester hours beyond 6 may be taken for general elective credit with the advisor's permission.

APPLIED STUDY TERM PROGRAM

Contact Information

Phone: 217/206-6640

Email: ast@uis.edu

Website: uis.edu/ast

The Applied Study Term 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 Applied Study Term experience can be in the form of an internship, a special project, student/faculty research, study abroad, or travel abroad. AST may be taken after admission to an academic major at UIS, selection of an academic advisor in the academic discipline, and completion of 9-12

semester hours of credit in the academic major at UIS. Some academic majors have additional regulations and prerequisites for experiential learning terms. Scheduling is flexible and a variety of options are available to meet individual student needs.

Early in the semester preceding enrollment in an Applied Study Term course, students should make an appointment with their major advisors and an EXL faculty member to discuss plans for the integration of academic studies and experiential learning. Students should arrange all details of an internship or project with EXL faculty. Applied Study Term can also be done at the student's new or current place of employment if the proposed experience meets the new learning requirements of the course. Registration can be completed only with the permission of the major advisor and an EXL faculty member. AST may fulfill ECCE Engagement and/or Elective or University Requirement.

CREDIT for PRIOR LEARNING PROGRAM

Contact Information

Phone: 217/206-6640

Email: cpl@uis.edu

Website: uis.edu/cpl

Credit for Prior Learning enables qualified students to earn academic credit by creating prior learning portfolios on college-level learning acquired through life experiences outside the classroom. The program is particularly valuable to those with an extensive background in a profession, in the military, in community service and volunteer work, in relevant travel or hobbies, and/or in independent learning. Credit for Prior Learning may fulfill ECCE Engagement and/or ECCE Elective. (Refer to the Requirements section above.) Beginning in fall 2010, CPL will also offer instruction for adult learners entering college after a prolonged absence from school. The course will provide students support and context to help translate their lifelong learning skills to the classroom. Qualified students may be able to earn credits by creating additional portfolios at a reduced tuition. Interested students should contact the CPL office as early as possible, or visit uis.edu/cpl.

SERVICE-LEARNING PROGRAM

Contact Information

Phone: 217/206-6640

Email: servicelearning@uis.edu

Website: uis.edu/servicelearning

Service-learning courses are designed to promote experiential learning for UIS students while advancing the institution's mission of providing a sound basis of information and concerned citizens. These courses combine learning with service provided to communities in need. The service is combined with self-reflection, self-discovery, and learning new skills and knowledge. Students will conduct a community needs assessment, plan, and implement a service project to meet a community need while critically reflecting on the experience through discussion and journaling. Students will complete 60 hours of direct service to approved sites and attend seminars throughout the semester. Not only do service-learning courses enrich the learning experience, but they can also fulfill one of two Engaged Citizenship Common Experience requirements (Engagement or Elective), which are part of the general curriculum. All students should contact the Service-Learning office for more information.

GLOBAL STUDIES

uis.edu/globalstudies

E-mail: gbl@uis.edu

Office Phone: (217) 206-6646

Office Location: PAC 350

The world of the twenty-first century is one of both great promise and great danger; one in which technological changes promise to bring us closer together, but ideological, cultural and religious diversity threatens to pull us apart. The task of a University in this complex era must be to produce students, who, as citizens and community leaders, can provide an informed public that can make the difficult policy choices future generations will face.

Global Studies will provide students with multiple perspectives for understanding the world. These perspectives include an interdisciplinary approach that emphasizes political science, history, economics, sociology/anthropology, communications, gender studies, and environmental studies. Within these disciplines, as well as across them, students will learn a variety of theoretical approaches for understanding global issues such as war and peace, globalization, and development. Finally, a key component of the Global Studies curriculum will be designed to provide UIS students with the tools necessary to understand how other peoples see the world and the issues confronting the global community.

THE BACHELOR'S DEGREE

While theory is important, Global Studies majors will also have the opportunity to put their learning to the test of experience. One of these ways could include participating in the Model United Nations (MUN) simulation (by taking PSC 375), which requires students to represent a country (usually not the US) at the UN, learn UN procedures, practice the diplomatic arts of persuasion and coalition building, and learn about the issues facing their adopted country. A second way that students can learn from experience is by participating in one of our study-abroad programs. Special encouragement will be given to students to enhance their foreign language skills by choosing to study abroad in a country where the foreign language of their choice is spoken. Finally, each Global Studies major will be required to do a 3-6 hour "civic engagement" experience. In addition to Study Abroad, this might include doing an internship at the US headquarters of a multinational corporation, or for a non-governmental organization (NGO) dealing with human rights or the environment.

Admission Requirements

The Global Studies Department has no special entrance requirements beyond those required for admission to UIS.

Communication Skills

Every Global Studies student will be required to demonstrate, by testing or successful completion of four semesters of college level foreign language, an intermediate competency in a spoken language other than their native tongue.

Advising

Majors in Global Studies will generally be advised by faculty appointed to the program. However, majors are welcome to seek the advice of associated faculty who teach courses in the program as well. Particular care is required in choosing courses in the upper division concentrations, and one of the tracks (the self-designed concentration) requires the written approval of an advisor.

Major Requirements

The central overarching theme of Global Studies will be the need for an integrated interdisciplinary approach to global learning. One component of the major will be integrative interdisciplinary courses at the introductory level and as a capstone course. These courses will be designed to introduce students to thinking about the world in an interdisciplinary fashion, and at the end of their major to get them to see how all of the parts they have studied interrelate with each other. In between, majors will be required to take a core curriculum in economics, history, political science, and sociology/anthropology or world literature. Once this core curriculum is completed, students will have the choice of taking one of several concentrations or tracks: in Globalization, in Politics and Diplomacy, or in one of a series of self-designed tracks that will be agreed upon between the student and his/her advisor.

A second element of the major will be to emphasize that each student must take coursework that introduces him/her to both international and comparative methods of analysis. This will be done explicitly in the core courses on international relations and comparative politics. As a result, students will learn not only the power of interdisciplinarity, but also how these disciplines can be applied in a variety of ways to understand relationships and focus on both similarities and differences among nations and societies.

Required Courses (6 Hours)

GBL 201	Introduction to Global Studies	3 Hrs.
GBL 491	Global Studies Capstone	3 Hrs.

Core Courses (18 Hours)

The introductory course (GBL 201) will be followed by six required courses in the Global Studies core.

ECO 201	Introduction to Microeconomics	3 Hrs.
ECO 202	Introduction to Macroeconomics	3 Hrs.
HIS 202	European History or other regional history	3 Hrs.
PSC 371	ECCE: Introduction to Comparative Politics	3 Hrs.
PSC 373	ECCE: Introduction to International Relations	3 Hrs.
SOA 102	World Cultures or	
ENG 152	Introduction to World Literature or	
GBL 331	ECCE: Cultural Geography	3 Hrs.

After completion of the introductory course and the six courses of the core requirements, students will then choose to focus on one of a number of topical concentrations (12 to 16 hrs.). Two of those concentrations will be Globalization and International Politics and Diplomacy. A third option will allow for a self-designed concentration (with the approval of one's advisor) that might focus on topics like the Environment & Development, Women Across Cultures, etc.

GLOBALIZATION CONCENTRATION

Students must choose four courses from a list of electives. Typical courses would include:

BUS 381	ECCE: Business and Developing Countries	3 Hrs.
COM 425	Intercultural Communication	4 Hrs.
ECO 421	Comparative Economic Systems	3 Hrs.
ECO 445	Economic Development	3 Hrs.
ECO 447	International Trade and Finance	3 Hrs.
ECO 449	International Business	3 Hrs.
PSC 428	Globalization and the Future of Democracy	4 Hrs.
PSE 463	International Political Economy	4 Hrs.
WGS 460/PSC 480/SOA 480	Topics Courses	4 Hrs.*

*Depends upon the topic.

POLITICS and DIPLOMACY CONCENTRATION

Students must choose four courses from a list of electives. Typical courses would include:

PSC 375	Model United Nations	2 Hrs.
PSC 474	American Foreign Policy	4 Hrs.
HIS 443	American Foreign Relations in the 20th Century	4 Hrs.
PSC 473	War and Peace	4 Hrs.
HIS 470	Topics in 20th Century World History	4 Hrs.
PSC 470	Terrorism and Public Policy	4 Hrs.
PSC 462	International Law and Organizations	4 Hrs.

SELF-DESIGNED REGIONAL or TOPICAL CONCENTRATION (advisor approval required) (Sample Concentration: Women and the Environment)

Students must choose four courses from a list of electives. Typical courses would include:

ENS 311	Global Change and Local Places	3 Hrs.
ENS 412	World Environmental Thought	4 Hrs.
ENS 461	ECCE: Geopolitics: Geographical Aspects of International Affairs	3 Hrs.*
SOA 455	Women in Political Movements: A Cross-Cultural Perspective	3 Hrs.
SOA 353	ECCE: Women Across Cultures	4 Hrs.

*This course is offered as a 3- or 4-hour option; however, undergraduate students are limited to taking this as a 3-hour course.

UNDERGRADUATE MINOR in INTERNATIONAL STUDIES

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 which integrates the knowledge and methods that history, political science, economics, sociology/anthropology, women and gender 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 UIS. 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 requirement can be met by taking either GBL 201 Introduction to Global Studies or PSC 270 ECCE: Global Issues. Electives totaling 12 semester hours must be taken from two areas: 1) courses that provide an international perspective, and 2) 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

ECO 449	International Business	3 Hrs.
ENS 412/HIS 459	World Environmental Thought	4 Hrs.
HIS 443	American Foreign Relations in the 20th Century	4 Hrs.
PSC 473	War and Peace	4 Hrs.
PSC 474	American Foreign Policy	4 Hrs.

Comparative courses

ECO 421	Comparative Economic Systems	3 Hrs.
HIS 476	Modern China	4 Hrs.
PSC 477	Russian Politics	4 Hrs.
SOA 302	Understanding Other Cultures	4 Hrs.
SOA 353/WGS 353	ECCE: Women Across Cultures	4 Hrs.

Other programs associated with international studies include the following:

The **Model United Nations Club** (MUN) 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 Program** includes UIS study-abroad seminars and exchange programs, as well as programs administered by other universities and educational institu-

tions. UIS has developed short-term study-abroad programs in Japan, Nicaragua, Jamaica, Mexico, China, Botswana, Australia, Poland, Greece, Germany, Canada, Romania, and the United Kingdom. Yearly offerings may vary. Additional programs in Germany, France, and Vietnam are under consideration. UIS has also signed exchange agreements with universities in Japan, Mexico, China, The United Kingdom, and Australia. The exchange agreements permit UIS students to study at the partner institutions for a semester or year paying UIS tuition. For more information regarding Study Abroad contact intprog@uis.edu. Other UIS partnerships to promote international studies include the Sister Cities Association of Springfield, World Affairs Council of Central Illinois, and the Illinois International Studies and Foreign Language Consortium.

HISTORY

uis.edu/history

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

Office Phone: (217) 206-6779

Office Location: UHB 3050

College of Liberal Arts and Sciences

Bachelor of Arts
Undergraduate Minor
Master of Arts

(see page 128)

By emphasizing the link between the past and the contemporary world, the History Department seeks to help students understand themselves and the times in which they live. The department 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 curriculum 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 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 internships in the Experiential and Service-Learning Programs (EXL coursework), students are able to test career possibilities where the research and analytical skills of the historian are appropriate.

ONLINE DEGREE PROGRAM

The Online History Degree Program, which is identical to the on-campus program except for admission 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.

The online program will accept 20 students per academic year. The History Online Program will only consider applicants who live outside a 50-mile range of UIS. However, the department will consider applicants within this limit who have documented disabilities and meet all program qualifications.

Admission Requirements for Online HIS Students

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; and

- Have achieved a cumulative 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 address the following items:

- Their academic background;
- Their rationale for pursuing a degree in history;
- Their rationale for wanting to complete the degree online at UIS;
- Their plan for progress toward, and completion of, the degree; and
- Other relevant experience.

The statement of intent should be mailed to:

History Department, UHB 3050
University of Illinois at Springfield
One University Plaza, MS UHB 3050
Springfield, IL 62703-5407.

Application Review Dates for Online History Students

Review of applications will begin in February. For best consideration, applicants must have all information submitted by April 1.

Technology Needs for Online History Students

Minimum specifications for using BlackBoard on both PC and Mac platforms can be found at <http://otel.uis.edu/Portal/blackboard/support/hardware.asp>, the web site for the Office of Technology-Enhanced Learning.

Some software and applications may require more advanced specifications, and UIS Technical Support suggests the following:

- Windows XP or higher / Mac OS X
- 1.5Ghz processor or higher
- 1Gb of RAM
- Broadband internet connection (cable/dsl)
- Sound card and headset
- Video card with minimum resolution of (1024x768)

Advising for All HIS Students

Each student is assigned an academic advisor 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 Department.

Major Requirements for All HIS Students

Lower-division Requirements

To pursue a major in history, students must complete

two courses from the following list of classes on historical regions and themes (6 hours total). The two courses must be from different categories of historical regions and themes. Alternately, students can transfer equivalent courses from an accredited institution. Comparative Societies courses can be used to fulfill both the Comparative Societies requirements and history lower division requirements provided students graduate with sufficient total credits. These courses will not be offered online.

Categories of historical regions and themes (6 Hours)

<i>World History:</i> HIS 106 Peoples of the Past or HIS 201 World History	3 Hrs.
<i>Comparative Religion:</i> HIS 150 Topics in Comparative Religion	3 Hrs.
<i>Europe:</i> HIS 202 European History	3 Hrs.
<i>United States:</i> HIS 203 U.S. History	3 Hrs.
<i>Middle East:</i> HIS 160 Topics in Middle Eastern History	3 Hrs.
<i>East Asia:</i> HIS 176 History of Pre-modern East Asia or HIS 177 History of Modern East Asia	3 Hrs.

Graduation Requirements

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.
Upper Division Elective History Courses	16 Hrs.

Students should consult with academic advisors in the major for specific guidance regarding completion of general education requirements.

Courses from other departments 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 academic advisors 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 Term 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 advisor and a TEP advisor, 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 Department faculty member in designing and meeting the requirements for a minor.

Core Courses (17 Hours)

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.

Grading Policy for HIS Major or HIS Minor Students

History courses for which the student has attained a grade of C or better will be applied toward the B. A. history degree or the HIS minor (grades of C- or lower will not be accepted). History courses taken as CR/NC will be applied toward the degree if a grade of CR is attained. History majors may repeat program courses for grade improvement only once without seeking department approval.

LEGAL STUDIES

uis.edu/legalstudies

E-mail: les@uis.edu
or les-online@uis.edu

Office Phone: (217) 206-6535

Office Location: PAC 340

College of Public Affairs and Administration

Bachelor of Arts

Master of Arts

(see page 137)

Graduate Certificates – 2

(see page 159)

The Legal Studies Department offers both an undergraduate degree (B.A.) and a graduate degree (M.A.) in legal studies. The 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, claims adjusters, librarians, probation officers, corrections personnel, human resource managers, and governmental agency 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, and analysis; and 6) to provide an interdisciplinary liberal arts education.

Freshmen and sophomores interested in learning more about legal studies or preparing to designate legal studies as an academic major should contact the Chair of Legal Studies at (217) 206-6535.

For advice on what kinds of classes provide good preparation for law school or information about how legal studies prepares students for pre-law, students should contact the Pre-Law Center at (217) 206-4529.

Advising

Faculty advisors help students plan their overall course of undergraduate or graduate study. The advisor provides advice and assists the student if any difficulties arise during his or her UIS career. Advisors are required to sign off on a variety of forms, including applications for clinical or thesis studies. Most advisors require that students meet with them before approval for a project is given.

A student may change his or her advisor by filing a form for this purpose, available through the department office. Students should talk to their faculty advisors at least once a semester.

A faculty advisor is assigned to each student after the student has been fully admitted to the LES Department. Students without an official advisor, including less-than-fully admitted graduate students, should refer to the department's chair for advising until a permanent advisor is assigned.

THE BACHELOR'S DEGREE

Admission Requirements

The student seeking admission to the Legal Studies B.A. degree must meet all campus requirements for undergraduate admission. Information about these requirements is available from the Office of Admissions. The department requires no additional application for undergraduate admission. Students enter the department at the junior level and are expected to have successfully completed the following courses with a grade of C (2.0) or better (grades of C- or lower will not be counted): at least six semester hours of English composition, six semester hours of humanities, and three hours of statistics. Students not meeting these requirements must take a 100- or 200-level writing or humanities course during their first semester at UIS.

The department requires that all undergraduate majors complete a course in American government and a course in the American legal system as freshmen or sophomores before taking LES 303 American Law: The Basics. LES 201 Introduction to the American Political System, offered both fall and spring semester, and LES 202 Introduction to the American Legal System, offered both fall and spring semesters, fulfill these requirements. These two courses, or similar courses, ensure that all students beginning legal studies have a good working idea of how the government and the courts work and what actual legal processes entail. Further, all Legal Studies majors should have an interest in some aspect of the law and legal profession, and be prepared to engage in a rigorous educational experience.

Major Requirements

The Legal Studies Department offers two undergraduate major concentrations: 1) the Legal Assistant Concentration and 2) 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 govern-

mental or corporate positions for which an understanding of legal institutions and processes would be helpful.

Both concentrations 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 focus 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 advisor recommends otherwise, LES 401 **and** either LES 202, LES 303 or LES 307 should be taken in the first semester of the junior year and either LES 202, LES 303 or LES 307 in the second semester of the junior year. LES 307 is designated as the UIS communications competency course. (Please refer to the Communication Requirement section below.)

Students should be aware that required courses are not offered every semester. Students are strongly advised to consult with their academic advisors 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 advisor(s).

LES preparatory courses (6 Hrs)

LES/PSC 201	Introduction to the American Political System	3 Hrs.
LES/PSC 202	Introduction to the American Legal System	3 Hrs.

Core courses required of all undergraduate students (17 Hrs.)

LES 303	American Law: The Basics	3 Hrs.
LES 401	Legal Research and Citation	4 Hrs.
LES 307	Law and Society	3 Hrs.

LES/PSC 415	American Constitution and Constitutional Law or	4 Hrs.
LES/PSC 416	American Constitution and Civil Liberties and the course designated as the closing seminar	3 Hrs.

Legal Assistant Concentration additions to core (32 hours total)

LES 402	Legal Writing and Analysis	3 Hrs.
LES 403	Practice Skills: Illinois Civil Procedure for Legal Assistants	3 Hrs.
	Three LES electives	9 Hrs.

General Legal Studies Concentration additions to core (32 hours total)

LES 472	Research Methods for Legal Studies	3 Hrs.
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Two of the following for 6 Hrs:

LES 404/PSC 421	Law and Inequality	3 Hrs.
LES 352	History of American Law	3 Hrs.

LES/PSC 354	Philosophy of Law	3 Hrs.
LES 380	Topics in Comparative Law	3 Hrs.
	Two additional LES electives	6 Hrs.

Students should consult with advisors in the major for specific guidance regarding completion of general education requirements.

The Legal Studies B.A. degree requires each student to take a minimum of three hours of Applied Study Term internship for their ECCE Engagement Experience. Students may take six hours of Applied Study Term, but three hours will be credited as an elective. Double majors may have different requirements and should check with their LES and other major advisors.

When necessary and advisable, students may waive the program's three-hour internship requirement through EXSL and substitute another ECCE course. Waivers are given only in exceptional cases. Student Petitions for requesting waivers are available online through the Office of Records and Registration.

Students who double-major in Legal Studies and Political Science may count cross-listed courses with an LES prefix as electives in Political Science and may count cross-listed courses with a PSC prefix as electives in Legal Studies. Students double-majoring in Legal Studies and Political Science may use PSC 451 to count as the Legal Studies requirement LES 472.

Communication Requirement

UIS requires that students demonstrate proficiency in writing skills before attaining a degree. Each student's writing skills are initially assessed by instructors in legal studies courses. Students who are identified as having writing difficulties are required to develop a plan of improvement with their advisors.

Certification of communication skills for LES majors occurs through an assessment of the student in both LES 303 American Law the Basics and LES 307 Law and Society. Students must demonstrate competency in standard written English by passing the writing portion of the courses with a grade of C or better (grades of C- or lower will not be accepted) to meet this campus requirement. Students who do not demonstrate adequate written communication skills will be required to take one or more lower division writing courses to address the writing deficiencies before being allowed to graduate.

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 Contracts are available on the Office of Records and Registration website.

Legal Assistant Certificates

After graduation, students completing the Legal Assistant Concentration as part of their bachelor's degree will receive certificates if the student has received a B (3.0) or better in LES 401 Legal Research and Citation, LES 402 Legal Writing and Analysis, and LES 403 Practice Skills: Illinois Civil Procedure for Legal Assistants and otherwise maintained at least a 2.50 cumulative GPA. The certificate reflects 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.

LIBERAL STUDIES

uis.edu/liberalstudies

Email: lis@uis.edu

Office Phone: (217) 206-6962

Office Location: UHB 3038

THE BACHELOR'S DEGREE

The structure of the Bachelor of Arts in Liberal Studies 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 degree assists students in enhancing critical thinking and problem-solving skills, living as engaged and responsible citizens, considering ethics and consequences of actions, and being familiar with a broad and integrated core of knowledge.

Through careful self-assessment and goal-setting, Liberal Studies students design individual degree plans in consultation with their advisor/instructor in LIS 301 Self-Directed Learning. Students identify learning needs and strategies for meeting those needs through independent study, service learning, and credit for prior learning assessment, and non-credit activities as well as coursework selected from throughout the university. In order to plan a balanced degree, students choose electives that address the following eight broad subject categories: identity, work, nature, institutions, language, heritage, art, and tools.

On completion of LIS 301, degree plans are approved by the department, although it is expected that the degree plan will change as new courses or ideas emerge for the student. Revisions are approved by the academic advisor.

Although degree plans must be broad enough to meet the interdisciplinary goals of the degree, students may choose a thematic focus for their degrees, such as international studies or human resource development. In addition, students may have a minor such as Philosophy, Women and Gender Studies, or African-American Studies. Online students should be aware that not all of the areas available to students taking classes on campus are available online.

Students can complete the curriculum in the classroom, entirely online via the Internet, or in combination. Learners have a good chance for success in the Liberal Studies degree 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 to set and meet goals. In addition, 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.

Admission Requirements

On-Campus Students

The Liberal Studies degree formally begins with LIS 301

Self-directed Learning, which should be taken during the first semester of a student's junior year. Prior to this, students should work with their academic advisors to ensure that they have completed the required general education curriculum and the prerequisites necessary to enter their junior year. Campus-based students who begin their degrees at UIS must complete the general education curriculum before receiving permission to enter LIS 301. To receive this permission, campus-based students must submit a written request to the department office. Contact the program office or visit the LIS website for details.

Online Students

Entrance to the online program is selective and the number of students admitted each semester is limited. Applicants must have completed two semesters of college-level composition courses to be considered for admission. Questions about availability should be directed to the program coordinator.

Before an admission decision can be made, a prospective student must complete the application process:

- Submit the UIS admission application, including signature sheet and application fee.
- Send transcripts from all colleges or universities attended to the UIS Office of Admissions.
- Submit a written statement (described below).

The statement plays a major role in admission to the online degree. It should be approximately two pages and should reflect junior-level college writing skills.

The statement should include:

- A clear, concise statement of academic and/or professional goals.
- Why a non-traditional, interdisciplinary program is the pathway to these goals.
- A discussion of things that the applicant has been taught outside of an academic environment.
- A discussion of online and/or technical skills.
- A discussion of the skills and/or resources that the applicant possesses which will help him/her to succeed as an online student, as well as the challenges that may interfere with that success (e.g., time management, access to a computer and the Internet, or other factors).

Degree Requirements

Required (6 Hours)

LIS 301 Self-Directed Learning	4 Hrs.
LIS 451 Senior Seminar	2 Hrs.

Electives (4 Hrs.)

LIS 380	Exploration of Learning Resources	1-8 Hrs.*
LIS 342	Conducting Liberal Studies Research	2 Hrs.
LIS 499	Independent Study: Tutorial	1-8 Hrs.*
LIS 471	Honors Thesis	2 Hrs.*
LIS 360/460	Special Topics in Liberal Studies	4 Hrs.
LIS 431	The Beatles: Popular Music and Society	4 Hrs.
LIS 432	ECCE: Expatriate Paris	4 Hrs.
LIS 458	ECCE: Memoirs Across Cultures	4 Hrs.
COM 458	Media from a Liberal Arts Perspective	4 Hrs.
ENG 474	Professional and Technical Writing	4 Hrs.
PHI 301	Critical Thinking	4 Hrs.
PHI 452	Perspectives on Human Nature	4 Hrs.
PSY 302	Research Methods in Psychology	4 Hrs.
SOA 302	Understanding Other Cultures	4 Hrs.
UNI 460	ECCE: Global Experience Seminar	4-12 Hrs.
UNI 470	Global Experience Exchange	4-18 Hrs.
UNI 480	Global Experience Program	4-18 Hrs.
UNI 401	Library Research Methods	3 Hrs.

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

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.

Students should consult with advisors in the major for specific guidance regarding completion of general education requirements.

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

The following courses are offered only on a CR/NC basis: LIS 301, LIS 380, LIS 451, and LIS 499.

MANAGEMENT

uis.edu/management

Email: MGT@uis.edu

Office Phone: (217) 206-6712

Office Location: UHB 4060

Departmental goals and objectives

The goal of the Management degree 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 skills in a variety of situations. Specific degree objectives are to enable students to: 1) develop an understanding of the different forms of organizations and how they operate in domestic and global contexts; 2) develop an ability to analyze cognitive, behavioral and ethical issues faced by individuals and groups in organizations; and 3) develop an understanding of appropriate strategies for organizational effectiveness and the practical application of management concepts to address the challenges faced by leaders and members of organizations.

Upon completion of a Bachelor's degree through the College of Business and Management, students will meet the following goals and objectives:

Demonstrate knowledge of key concepts in the major business disciplines.

- Knowledge in the key business disciplines including accounting, economics, management, marketing, finance information systems and the legal and social environment of business

Systematically analyze a business problem using appropriate methods.

- Interpretation of evidence
- Identification and evaluation of points of view
- Formulation of appropriate conclusions

Communicate effectively in written and oral forms.

- Demonstration of effective oral communication skills
- Demonstration of effective written communication skills

Demonstrate effective use of information technology and data analysis.

- Demonstration of communication and presentation technologies used in the business environment
- Understanding of and ability to use common methods of statistical inference
- Understanding of data analysis and its use in business decision making

Advising

New students must contact the department for initial advising to plan a program of study that satisfies degree

requirements and reflects their interests. Students are also required to access the Degree Audit Reporting System (DARS) throughout their college career to verify that degree requirements are being met. (DARS is accessed from the UIS Office of Records and Registration web site, uis.edu/registration/, and selecting the Degree Audits option listed in the menu on the left.)

THE BACHELOR'S DEGREE

The B.A. in Management prepares students to become organizational leaders, in the sense that today's organizations need leaders at all levels. The degree 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 organizational 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.

Foundation Requirements

All majors in the College of Business and Management require foundation knowledge in accounting, economics, mathematics, statistics, and the behavioral sciences. Students must earn a cumulative GPA of at least 2.00 across all foundation courses. UIS courses that satisfy the foundation knowledge requirements include:

ACC 211	Introduction to Financial Accounting and	3 Hrs.
ACC 212	Introduction to Managerial Accounting	3 Hrs.
ECO 213	Statistics for Business and Economics	3 Hrs.
MAT 113	Business Calculus (or other calculus or finite math equivalent)	4 Hrs.
ECO 201	Introduction to Microeconomics and	3 Hrs.
ECO 202	Introduction to Macroeconomics or	3 Hrs.
ECO 315	Economics for Administration	4 Hrs.

Behavioral science course (only psychology or sociology)

Coursework equivalent to the above may be accepted upon approval by the student's advisor.

College Core (21 Hours)

The College Core is required of all undergraduate College of Business and Management students. Students must earn a cumulative GPA of at least 2.00 across all college core courses.

BUS 302	Principles of Financial Management	3 Hrs.
BUS 312	Principles of Marketing	3 Hrs.
BUS 322	Principles of Operations Management	3 Hrs.
BUS 331	Business and Society	3 Hrs.
MIS 352	Principles of Management Information Systems	3 Hrs.
MGT 310	Managing Organizational Behavior	3 Hrs.
MGT 488	Strategic Management: The Capstone	3 Hrs.*

*Prerequisites: All college core courses, and within 12 hours of graduation or during the student's last semester. A minimum grade of C (2.0) is required in MGT 488 (a grade of C- or lower will not be accepted).

Major Requirements (15 Hours)

To earn a B. A. in Management a student must:

- Complete at least 54 semester hours from a 4 year baccalaureate-granting institution;
- Complete at least 48 semester hours of upper-division (300-400 level) coursework;
- Complete at least one half of his or her business coursework at UIS (college core and major); and
- Earn a cumulative grade point average of at least 2.00 across all courses required for the major.

Students enrolled prior to Fall 2009 may substitute an equivalent 3 hour management major course for a 4 hour management major course requirement by Student Petition. All Management majors must complete 15 credit hours of Management major credit hours to fulfill the major requirements.

Choose at least one of the following:

MGT 461	Organization Theory	3 Hrs.
MGT 485	International Management	3 Hrs.

Choose at least two of the following:

MGT 422	Negotiation	3 Hrs.
MGT 431	Human Resource Management	3 Hrs.
MGT 474	Leadership and Motivation	3 Hrs.

Choose one MGT Elective (300-400 level) 3 Hrs.

Choose one CBM Elective (300-400 level) 3 Hrs.

Other graduation requirements include:

General Electives	11 Hrs.
Engaged Citizenship Common Experience (ECCE)	13 Hrs.*

***Note:** Freshmen and sophomore students should be aware that the internship in the Experiential and Service-Learning Programs (EXL) is classified as part of the Engagement Experience and the Elective categories in ECCE. If you wish to do an internship during your senior year, you should not fulfill either the Engagement or the Elective requirements with lower division ECCE courses. You should wait to enroll in 6 hours of EXL 300, which will then fulfill these requirements.

Transferring in College Core Courses

(BUS 302, BUS 312, BUS 322, BUS 331, MGT 310, MIS 352, and MGT 488)

The following requirements must be met in order for transfer credit to fulfill an upper division college core course requirement:

- The course must be an upper division course.
- The course must have been completed within six years prior to admission.
- A grade of C (2.0) or better must be earned in each course requested for transfer (grades of C- or lower will not be accepted).
- No more than 3 courses or 9 hours of transfer credit may be used to fulfill CBM college core coursework.
- MGT 488 Strategic Management: The Capstone, must be completed at UIS.

UNDERGRADUATE MINOR

To earn a management minor, students must complete a minimum of 15 semester hours of coursework.

Required Courses

MGT 310	Managing Organizational Behavior	3 Hrs.
MGT 431	Human Resource Management	3 Hrs.

Electives

Choose from upper division MGT courses 9 Hrs.

MANAGEMENT INFORMATION SYSTEMS

mis.uis.edu

Email: MIS@uis.edu

Office Phone: (217) 206-6067

Office Location: UHB 4021

College of Business and Management

Bachelor of Science

Undergraduate Minor

Master of Science

(see page 142)

Graduate Certificates - 3

(see page 155)

Departmental goals and objectives

The goal of the MIS department is to prepare students for challenging positions in the application of information technology to solving business problems. Specific objectives of our degree programs 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.

Advising

New students must contact the department for initial advising to plan a program of study that reflects their interests and satisfies degree requirements. Students are also required to access the Degree Audit Reporting System (DARS) throughout their college career to verify that degree requirements are being met. (DARS is accessed from the UIS Office of Records and Registration web site, uis.edu/registration/, and selecting the Degree Audits option listed in the menu on the left.)

THE BACHELOR'S DEGREE

The bachelor's degree provides students with a foundation in business and skills in management information systems, rather than a foundation in computer science, to provide solutions that present companies, non-profit organizations, and government agencies with the information they need to achieve their goals. The BS in MIS degree program also provides students with expertise from a holistic business perspective, rather than a more micro-level or a science perspective. Our focus on applications of the Internet and the World Wide Web will allow students to combine their knowledge of computing and organizations to bridge the gap between technical and business specialists.

Foundation requirements

All majors in the College of Business and Management

require foundation knowledge in accounting, economics, mathematics, statistics, and the behavioral sciences. Students must earn a cumulative GPA of at least 2.00 across all foundation courses. UIS courses that satisfy the foundation knowledge requirements include:

ACC 211	Introduction to Financial Accounting and	3 Hrs.
ACC 212	Introduction to Managerial Accounting	3 Hrs.
ECO 213	Statistics for Business and Economics	3 Hrs.
MAT 113	Business Calculus (or an equivalent)	4 Hrs.
ECO 201	Introduction to Microeconomics and	3 Hrs.
ECO 202	Introduction to Macroeconomics or	3 Hrs.
ECO 315	Economics for Administration	4 Hrs.

Behavioral science course (only psychology or sociology)

Coursework equivalent to the above may be accepted upon approval by the student's advisor.

College Core (21 Hrs.)

The college core is required of all undergraduate College of Business and Management students. Students must earn a cumulative GPA of at least 2.00 across all college core courses.

MIS 352	Principles of Management Information Systems	3 Hrs.
BUS 302	Principles of Financial Management	3 Hrs.
BUS 312	Principles of Marketing	3 Hrs.
BUS 322	Principles of Operations Management	3 Hrs.
BUS 331	Business and Society	3 Hrs.
MGT 310	Managing Organizational Behavior	3 Hrs.
MGT 488	Strategic Management: The Capstone	3 Hrs.*

*Prerequisite: All college core courses, and within 12 hours of graduation or during the student's last semester. A minimum grade of C (2.0) is required in MGT 488 (a grade of C- or lower will not be accepted).

Major Requirements – MIS Core (30 Hrs.)

To earn a Bachelor's of Science in Management Information Systems a student must:

- Complete at least 54 semester hours from a 4 year baccalaureate-granting institution;
- Complete at least 45 semester hours of upper-division (300-400 level) coursework;
- Complete at least one half of his or her business coursework at UIS (college core and major); and
- Earn a cumulative grade point average of at least 2.00 across all courses required for the major.

All MIS undergraduate majors must complete 30 core credit hours to fulfill the degree requirements as follows:

CSC 225	Computer Programming Concepts I	3 Hrs.
CSC 275	Computer Programming Concepts II	3 Hrs.
MIS 371	Analysis and Logical Design	3 Hrs.
MIS 385	Data in Organizations	3 Hrs.
MIS 395	Electronic Business Strategy, Architecture, and Design	3 Hrs.
MIS 452	Information Systems Theory and Practice	3 Hrs.
MIS 454	Physical Design and Implementation with DBMS	3 Hrs.
MIS 456	Networks and Telecommunications in Organizations	3 Hrs.
MIS 458	Project Management and Practice	3 Hrs.
MIS 464	Physical Design and Implementation – Object Orientation	3 Hrs.

Other graduation requirements include:

General Elective	3 Hrs.
Engaged Citizenship Common Experience (ECCE)	13 Hrs.

Students must complete a minimum of 18 hours in Management Information Systems prefix courses (MIS) at the UIS College of Business and Management.

UNDERGRADUATE MIS MINOR

To earn an undergraduate minor in Management Information Systems, students must complete a minimum of five courses totaling 15 semester hours, at least 9 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 (9 hours)

MIS 352	Principles of Management Information Systems	3 Hrs.
MIS 395	Electronic Business Strategy, Architecture, and Design	3 Hrs.
MIS 423	Decision Support Systems	3 Hrs.

Elective Courses (at least 6 hours)

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.
ECO 315	Economics for Administration	3 Hrs.

MATHEMATICAL SCIENCES

uis.edu/math

Email: mat@uis.edu

Office Phone: (217) 206-8405

Office Location: WUIS 13

The Mathematical Sciences Department is designed to meet the ever-increasing demands for diverse quantitative skills.

The B.A. 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 or online.

THE BACHELOR'S DEGREE

Admission Requirements

On Campus Degree

- Admission to UIS and payment of admissions fee. (Please visit uis.edu/admissions for more information.)
- Completion of entrance assessment test for majors (given at the beginning of each semester).
- Matriculation into the Mathematical Sciences Department. Requirements for matriculation are: 1) selection of a mathematical sciences faculty advisor, 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 Entrance Assessment.

Online Degree

Formal application to both the university and the Mathematical Sciences department is required for admission. Students must complete a UIS Application for Admission (visit

uis.edu/admissions for more information), and pay the required application fee.

Degree Entrance Requirements

To be considered for admission to the Mathematical Sciences program, students must have:

1. Earned a minimum of 30 credit hours at the lower-division level.
2. Earned a cumulative GPA of 2.0 or higher (on a 4.0 scale) from an accredited college or university.
3. Completed at least 3 semesters of calculus.
4. Proven ability to write computer programs in a procedural language
5. Enrolled in MAT 330 Entrance Assessment.

Enrollment Capacity

The Mathematical Science Department 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 coordinator for specific information.

Note: Courses taken to satisfy matriculation requirements for on-campus and online degree programs are not counted as a part of the upper-division work needed for graduation. Students may begin work toward a degree before matriculation into the department, but matriculation should be completed before the last 16 semester hours of MAT courses needed for graduation are taken.

Degree Requirements

MAT 330	Entrance Assessment	0 Hrs.
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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.

Select from one of the following two 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.

Note: Required and elective MAT courses must be taken for a letter grade. The CR/NC option is not acceptable. Transfer credit for upper-division coursework is evaluated on a case-by-case basis through the Student Petition process.

Students should consult with academic advisors in the major for specific guidance regarding completion of general education requirements.

MATHEMATICAL SCIENCES MINOR (24 Hours)

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. Upon completing the core course requirements, students must then select an area of specialization (mathematics, operations research, or statistics) and complete 12 semester hours as detailed below.

Core Course Requirements (12 Hours)

MAT 115 Calculus I	4 Hrs.
MAT 116 Calculus II	4 Hrs.
MAT 332 Linear Algebra, or equivalent	4 Hrs.

Select from one of the following three specializations:

Mathematics Specialization Requirements (12 Hours)

MAT 403 Abstract Algebra	4 Hrs.
MAT 404 Geometry	4 Hrs.
One elective course	4 Hrs.*

*Elective course options include either MAT 421 Statistical Methods, MAT 431 Mathematical Sciences I, MAT 442 Probability Modeling and Computer Simulation, or MAT 444 Operation Research Methods.

Operations Research Specialization Requirements (12 Hours)

MAT 442 Probability Modeling and Computer Simulation	4 Hrs.
MAT 444 Operations Research Methods	4 Hrs.
MAT 403 Abstract Algebra or	
MAT 404 Geometry	4 Hrs.

Statistics Specialization Requirements (12 Hours)

MAT 421 Statistical Methods	4 Hrs.
MAT 431 Mathematical Statistics I	4 Hrs.
MAT 403 Abstract Algebra or	
MAT 404 Geometry	4 Hrs.

Students wishing to minor in Mathematical Sciences should select an academic advisor from among the Mathematical Sciences faculty who will help ensure that all requirements for the minor are met.

MODERN LANGUAGES

uis.edu/languages

Email: lng@uis.edu

Office Phone: (217) 206-6790

Office Location: UHB 3010

College of Liberal Arts and Sciences

Language courses offered in:

Arabic, Chinese, French, German, Japanese, Russian, Spanish

The University of Illinois at Springfield offers classes in Arabic, 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.

The oral and written proficiency gained through completing the fourth course in a language sequence offered at UIS is necessary to fulfill one of the requirements of the Capital Scholars Honors Program. Third semester language classes may fulfill parts of the UIS General Education curriculum. Students should consult advisors for details.

Modern Languages area courses are taught by instructors with native speaking ability and emphasize oral communication. Classes are kept small to ensure individual attention.

Course offerings in Modern Languages are listed in the current course schedule under the LNG course prefix. Permission of the instructor is required to enroll.

Third semester language classes at the level of Intermediate I, or the equivalent at other institutions, may count for credit for the ECCE Elective by Student Petition. Students should consult an academic advisor for more information.

Central Illinois Foreign Language and International Studies Consortium

UIS students may also apply to study (for UIS 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. Please contact the Modern Languages office for information.

Modern Language Courses

Arabic Courses

LNG 171 Elementary Arabic 4 Hrs.

Chinese Courses

LNG 141 Elementary Chinese I 4 Hrs.
LNG 142 Elementary Chinese II 4 Hrs.

French Courses

LNG 111 Elementary French I 4 Hrs.
LNG 112 Elementary French II 4 Hrs.
LNG 211 ECCE: Intermediate French I 4 Hrs.
LNG 212 Intermediate French II 4 Hrs.
LNG 215 Francophone Culture and Language Immersion 3 Hrs.

German Courses

LNG 131 Elementary German I 4 Hrs.
LNG 132 Elementary German II 4 Hrs.
LNG 231 ECCE: Intermediate German I 4 Hrs.
LNG 232 Intermediate German II 4 Hrs.

Japanese Courses

LNG 151 Elementary Japanese I 4 Hrs.
LNG 152 Elementary Japanese II 4 Hrs.
LNG 251 ECCE: Intermediate Japanese I 4 Hrs.
LNG 252 Intermediate Japanese II 4 Hrs.

Russian Courses

LNG 161 Elementary Russian I 4 Hrs.
LNG 162 Elementary Russian II 4 Hrs.
LNG 261 ECCE: Intermediate Russian I 4 Hrs.
LNG 262 Intermediate Russian II 4 Hrs.

Spanish Courses

LNG 121 Elementary Spanish I 4 Hrs.
LNG 122 Elementary Spanish II 4 Hrs.
LNG 221 ECCE: Intermediate Spanish I 4 Hrs.
LNG 222 Intermediate Spanish II 4 Hrs.
LNG 225 ECCE: Spanish Language Immersion and Latinoamerican Cultures 4 Hrs.

MUSIC

uis.edu/music

Email: music@uis.edu

Office Phone: (217) 206-6240

Office Location: VPA 62

College of Liberal Arts and Sciences

Music course offered in:

Band, Chamber Orchestra, Chorus, Ensembles, Music Appreciation, and Music Technology

The University of Illinois at Springfield offers several music courses that fulfill requirements in the UIS General Education curriculum, particularly in the areas of Humanities and Visual, Creative, and Performing Arts.

Students may also take music classes for general elective credit.

Courses include chorus, band, chamber orchestra, various small ensembles, music technology, and music appreciation.

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, creating, performing, and thinking critically about music.

Music course offerings are listed in the current course schedule under the MUS course prefix.

PHILOSOPHY

uis.edu/philosophy

Email: phi@uis.edu

Office Phone: (217) 206-8224

Office Location: UHB 4037

The Philosophy Department at UIS strives to be a national leader in offering advanced undergraduate education online while serving the entire UIS student population, undergraduate and graduate. The curriculum 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 Bachelor of Arts degree 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 some classes online. Due to 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 about a Philosophy major, students must take at least two classes (no fewer than 6 hours) as prerequisites: the critical thinking or logic prerequisite (PHI 301) 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 Honors students, one of the courses in the humanities and social science sequence 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 department to conduct necessary assessment activities. This module must be completed before the last 16 semester hours of philosophy courses are taken.

Admission Requirements

Online Program Admission

In addition to qualifying for admission to UIS, applicants must meet the following criteria for acceptance into the online Philosophy major:

- Priority consideration will be given to applicants with a cumulative grade point average of 3.0 or better on a 4.0 scale, and those who have taken higher division courses from an accredited college or university. Note that in justified circumstances, students with lower GPAs may be accepted by the program.
- Applicants must have taken two college-level courses in philosophy, at least one of them in the area of critical thinking or logic. Students may be conditionally accepted into the major and allowed to take the lower-division requirements concurrently with enrollment in the online Philosophy Department; students must complete prerequisite courses within the equivalent of a one-year time span.

Applicants who meet these formal qualifications will be in the strongest position to be accepted by the department. However, students wishing to be evaluated on characteristics and accomplishments beyond the grade point average, or previous coursework in philosophy, should address the diverse ways they might contribute to the UIS Philosophy Department in their entrance essays and present reasons why they believe they would be successful as a philosophy major. Consideration will be given to students with backgrounds and strong abilities in philosophy as documented by writing samples, statements of purpose, and letters of recommendation.

Applicants must submit the following materials to the Philosophy Department to be formally accepted into the Philosophy major:

1. A brief sample of the student's writing, preferably on a philosophical topic.
2. A brief statement of purpose (300 to 500 words) presenting the student's reasons for selecting the online philosophy major at UIS.
3. (RECOMMENDED) One to three reference letters from individuals who can attest to the student's ability for successful academic study.

At its discretion, the Philosophy Department may also consider whatever additional documentation the applicant may provide.

While there are no firm application deadlines, students should apply by March 15 to assure full consideration for the

following fall semester. The department also admits a small number of students for the spring and summer semesters. Students not admitted for the spring or summer will still be considered for fall admission. Students who are accepted for fall admission by May 15 must register by August 1, or forfeit their acceptance. A wait list of applicants may be used to ensure full enrollment; preference will be given to the strongest applicants.

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 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 admission decisions. Communications with the student (online, via telephone, or in person) may also be taken into account.

Admission to the on-campus program

Students need only meet the general requirements for admission to UIS to be eligible to enroll in the on-campus major in philosophy.

Three Main Areas of Study

Students must take a minimum of two classes in the following three areas: 1) core analytical philosophy, 2) history of philosophy, and 3) values.

1. 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 language, philosophy of science, analytical metaphysics, and logic.
2. In order to gain a comprehensive outlook on the history of philosophy, students must take one class in ancient and medieval philosophy (such as PHI 421 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 department approved comprehensive equivalents of at least 7 credit hours.
3. In order to gain familiarity with value theory, students are required to take at least two classes (at least 8 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 Ethics or an equivalent approved by the department.

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 Electives

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).

Degree Requirements

Prerequisites

General (any class in philosophy or a Capital Scholars Honors Interdisciplinary Humanities and Social Sciences course)	3 Hrs.
PHI 301 Critical Thinking (or equivalent course in critical thinking or logic)	4 Hrs.

Bachelor's degree

Matriculation module	0 Hrs.
Area 1 (Core Analytical Philosophy)	8 Hrs.
Area 2 (History of Philosophy)	8 Hrs.
Area 3 (Values)	8 Hrs.
Philosophy elective (any PHI class)	4 Hrs.

Students may have 7 hours in any or all of areas 1, 2, 3, and 3 hours in the elective, with additional hours in another area.

Advanced class in specialization	4 Hrs.
PHI 495 Senior Seminar in Philosophy (in specialization)	4 Hrs.
General electives (4 hours must be outside philosophy)	12 Hrs.

Students should consult with academic advisors in the major for specific guidance regarding completion of general education requirements.

PHILOSOPHY MINOR

The minor in Philosophy is open to all undergraduate students at UIS, both online and on-campus. 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 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 Liberal and Integrative Studies Department (LNT), 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 LNT section of this catalog for details.

College of Public Affairs and Administration

Bachelor of Arts

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

Undergraduate Minor

Master of Arts

(see page 144)

POLITICAL SCIENCE

uis.edu/politicalscience

E-mail: pos@uis.edu

Office Phone: (217) 206-6646

Office Location: PAC 350

The State of Illinois has 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 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 a legislative internship program 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 Science Department is strongly involved in Model Illinois Government and, with faculty and students in Global Studies, in Model United Nations. Students and faculty in Political Science also regularly attend several public affairs conferences.

THE BACHELOR'S DEGREE

A major in Political Science 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 Science curriculum offers a flexible course of study that provides a solid foundation for a career in law, politics, public service, research, or teaching.

The department is strong in the study of American national and state politics, politics and law, political philosophy, comparative and international politics, and political behavior. Individual faculty have special competencies in such topics as public opinion, elections and election reform, voting behavior, legislative politics, state politics and policy, human rights, women's rights, sexuality and politics, globalization, critical theory, international political economy, and American foreign policy. Faculty are also active in the UIS Institute for Legal, Legislative, and Policy Studies and participate in several internship programs sponsored by UIS.

Admission Requirements

The Political Science Department has no special entrance requirements beyond those required for admission to UIS.

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.

Advising

Entering students are assigned an initial faculty advisor when they declare Political Science as their major field of study. After their first semester, when they are acquainted with the faculty and are more knowledgeable about the department and the campus, students may wish to select permanent advisors. The course of study for the B.A. is planned jointly with the academic advisor, so students should consult with their advisors before each registration and from time-to-time during the semester.

One distinct advantage of the program is its location in Springfield, affording opportunities to participate directly in politics. Cooperation between UIS and governmental and private agencies provides many opportunities for experiential learning in public affairs research and politics.

Major Requirements (32 Hours)

Following is a list of required courses. Students who believe that they have had a comparable course at their four-year or community colleges may petition the department to waive the course requirements. Students may petition to count a maximum of four courses as transfer credit toward the PSC major. Students are encouraged to take the foundation courses, including PSC 451, before taking other 400-level courses.

Foundation Courses (16 Hours)

PSC/LES 201 Introduction to the American Political System	3 Hrs.
PSC 325 Introduction to Political Philosophy	3 Hrs.*
PSC 371 ECCE: Introduction to Comparative Politics	3 Hrs.**
PSC 373 ECCE: Introduction to International Relations	3 Hrs.**
PSC 451 Empirical Political Analysis	4 Hrs.

Political Science electives (16 Hours)

No fewer than 12 hours must be at the 400-level.

*This course is a prerequisite to advanced courses in political philosophy.

**This course is a prerequisite to advanced courses in comparative and international politics.

Students should consult with academic advisors in the major for specific guidance regarding completion of general education requirements. Students seeking a double major in

Political Science and Legal Studies may count cross-listed courses with a Legal Studies (LES) prefix as electives in Political Science and may count cross-listed courses with a Political Science (PSC) prefix as electives in Legal Studies. These students may also use PSC 451 toward the Legal Studies' requirement LES 472.

Engagement Experience

Students are required to complete a minimum of 19 semester hours of Engaged Citizenship Common Experience (ECCE) requirements in the areas of Comparative Societies, U.S. Communities, Global Awareness, Engagement Experience, and ECCE Speaker Series.

In political science, all majors must complete six hours of Engagement Experience – an internship program which emphasizes improvement of the student's ability to learn from experience, career assessment, relationships between theory and practice, and realistic appreciation of public affairs. The PSC department requires that students use their three hours of ECCE elective credit toward the Engagement Experience, in addition to three hours of ECCE Engagement Experience. Students may fulfill this requirement by enrolling in EXL 320 (General Applied Study Term) which is six credit hours.

If a student can justify a different distribution of the 19-hour requirement, (s)he may claim an exception to the rule by petitioning the Political Science department.

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 Science to complete both the upper-division bachelor's degree requirements and master's degree requirements in three years.

Admission to the 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 PSC 201 (Introduction to the American Political System).

Undergraduate Political Science majors may apply for admission any time before registering for the Experiential and Service-Learning Programs internship. 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 Science:

PSC 405	Illinois Government and Politics	4 Hrs.
PSC 409	Political Parties and Interest Groups	4 Hrs.
PSC 451	Empirical Political Analysis	4 Hrs.

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. advisor.

The integrated B.A. / M.A. plan includes an enhanced Applied Study Term internship that focuses on political practice. B.A. / M.A. students must have their placements approved by the B.A. / M.A. advisor before registering.

When the student has successfully completed the undergraduate phase of the B.A. / M.A. curriculum, (s)he 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 credit hours required for the M.A. (40) will be reduced by eight.

POLITICAL SCIENCE MINOR

To earn a minor in Political Science, students must complete a minimum of 20 semester hours, at least eight of which must be 400-level 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, and on the distribution of three- and four-credit classes.

Core Courses (9 Hours)

Three of the following six courses:

PSC/LES 201	Introduction to the American Political System	3 Hrs.
PSC/LES 202	Introduction to the American Legal System	3 Hrs.
PSC 325	Introduction to Political Philosophy	3 Hrs.
PSC 371	ECCE: Introduction to Comparative Politics	3 Hrs.
PSC 373	ECCE: Introduction to International Relations	3 Hrs.
PSC 451	Empirical Political Analysis	4 Hrs.

PSC Electives (11-12 Hours)

No fewer than 2 courses must be at the 400-level.

PSYCHOLOGY

uis.edu/psychology

Email: psy@uis.edu

Office Phone: (217) 206-6696

Office Location: UHB 3144

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. 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 construct their own curriculum in consultation with their academic advisors.

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 advisors 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 Experiential and Service-Learning Programs offer intern-

ships that provide 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

Admission Requirements

The psychology bachelor's degree is open to all UIS students and transfer students who have met the entrance requirements for admission to UIS. In addition, all students wishing to be admitted to the Psychology Major must first successfully complete PSY 201 Principles of Psychology (or equivalent) with a grade of C (2.0) or better (grades of C- or lower will not be accepted). Students who achieve scores of four and above on the Advanced Placement Psychology Examination will receive advanced placement credit for PSY 201. Students who achieve a score of 50 or higher on the Introductory Psychology CLEP test will receive CLEP credit for PSY 201.

Students at UIS with 30 or more credit hours and a cumulative grade point average of at least 2.50 on a 4.0 scale qualify for full admission to the Psychology major. Students with a cumulative GPA between 2.00 and 2.49 can be granted conditional admission to the major, which permits enrollment in up to 12 semester hours of 300-level psychology courses during the first semester. The final decision on admission to the major for conditionally admitted students is made after completion of 12 hours of psychology courses at UIS. Those 300-level courses must be completed within two semesters of the conditional admission.

Advising

All Psychology majors and minors should consult with a faculty advisor before registering for courses. Advisors 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 scientific 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. 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 Department curriculum review and planning.

Ethical Conduct

The Psychology Department supports and adheres to the UIS Academic Integrity Policy (which can be found online at uis.edu/academicintegrity). Students aware of cheating or plagiarism by others must report it to their advisors, another member of the department faculty, or the department chairperson. Students cheating on examinations or plagiarizing on assignments will not receive credit for the course, will be reported to the Provost's Office and the chairperson of the student's major department, and may ultimately be dismissed from the department or from UIS.

Degree 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. Students must save graded writing assignments from their courses for further use in PSY 471 Senior Seminar. The additional 28 hours will vary depending on the concentration selected or the individualized concentration designed by each student. All Psychology majors must declare their concentration selection by completing a Change of Curriculum form and submitting it to Records and Registration.

The department core course requirements and recommended 28-hour concentration options are as follows. There are five concentration options offered.

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.

Clinical/Counseling Concentration (28 hours)

Core Concentration Courses (select 16 hours from the following courses)

PSY 303	Statistics for the Behavioral Sciences	4 Hrs.
PSY 311	Cognitive Psychology	4 Hrs.
PSY 315	Psychoactive Drugs	4 Hrs.
PSY 321	Life-span Developmental Psychology	4 Hrs.**
PSY 331	Social Psychology	4 Hrs.

PSY 351	Abnormal Psychology*	4 Hrs.**
PSY 352	Multicultural Counseling	4 Hrs.
PSY 412	Introduction to Biopsychology	4 Hrs.
PSY 441	Theories of Personality	4 Hrs.
PSY 452	Introduction to Clinical Psychology	4 Hrs.
PSY 453	Psychological Foundations for Helping	4 Hrs.
PSY 454	Theories of Psychotherapy	4 Hrs.
PSY 457	Behavior Modification: Principles and Techniques	4 Hrs.
PSY 458	Psychological Tests and Measurements	4 Hrs.

*Note: PSY 351 is a required course in this concentration.

Psychology Electives (12 Hrs.)

Any upper division (300 or 400 level) Psychology courses at UIS will fulfill this requirement.

**PSY 321 and PSY 351 fulfill the prerequisites for admission to the Human Development Counseling M.A. Program at UIS.

Developmental Psychology Concentration (28 hours)

Core Concentration Courses (select 16 hours from the following courses)

PSY 303	Statistics for the Behavioral Sciences	4 Hrs.
PSY 311	Cognitive Psychology	4 Hrs.
PSY 313	Critical Thinking	4 Hrs.
PSY 321	Life-span Developmental Psychology*	4 Hrs.
PSY 322	Child Development	4 Hrs.
PSY 323	Adolescence	4 Hrs.
PSY 324	Exceptional Child	4 Hrs.
PSY 326	Family Psychology	4 Hrs.
PSY 331	Social Psychology	4 Hrs.
PSY 412	Introduction to Biopsychology	4 Hrs.
PSY 413	Psychology of Learning and Memory	4 Hrs.
PSY 416	Psychology of Motivation	4 Hrs.

*Note: PSY 321 is a required course in this concentration.

Psychology Electives (12 Hrs.)

Any upper division (300 or 400 level) Psychology courses at UIS will fulfill this requirement.

Educational Psychology Concentration* (28 hours)

Core Concentration Courses (select 16 hours from the following courses)

PSY 311	Cognitive Psychology	4 Hrs.
PSY 313	Critical Thinking	4 Hrs.
PSY 321	Life-span Developmental Psychology	4 Hrs.
PSY 322	Child Development	4 Hrs.*
PSY 323	Adolescence	4 Hrs.*
PSY 324	Exceptional Child	4 Hrs.*
PSY 326	Family Psychology	4 Hrs.
PSY 327	Educational Psychology**	4 Hrs.*
PSY 413	Psychology of Learning and Memory	4 Hrs.
PSY 416	Psychology of Motivation	4 Hrs.
PSY 457	Behavior Modification: Principles and Techniques	4 Hrs.
PSY 458	Psychological Tests and Measurements	4 Hrs.

**Note: PSY 327 is a required course in this concentration.

Psychology Electives (12 Hrs.)

Any upper division (300 or 400 level) Psychology courses at UIS will fulfill this requirement.

*This is the appropriate concentration for elementary education candidates. PSY 322, PSY 323, and PSY 327 fulfill prerequisites for admission to the Teacher Education Program at UIS, and PSY 324 is a required course for a minor in Elementary or Secondary Education.

Experimental Psychology Concentration (28 hours)

Core Concentration Courses (select 20 hours from the following courses)

PSY 303	Statistics for the Behavioral Sciences*	4 Hrs.
PSY 311	Cognitive Psychology	4 Hrs.
PSY 313	Critical Thinking	4 Hrs.
PSY 314	Sensation and Perception	4 Hrs.
PSY 315	Psychoactive Drugs	4 Hrs.
PSY 321	Life-Span Developmental Psychology	4 Hrs.
PSY 331	Social Psychology	4 Hrs.
PSY 351	Abnormal Psychology	4 Hrs.
PSY 412	Introduction to Biopsychology	4 Hrs.
PSY 413	Psychology of Learning and Memory	4 Hrs.
PSY 416	Psychology of Motivation	4 Hrs.
PSY 417	Perceptual Learning	4 Hrs.
PSY 441	Theories of Personality	4 Hrs.
PSY 458	Psychological Tests and Measurements	4 Hrs.

*Note: PSY 303 is a required course in this concentration.

Psychology Electives (8 Hrs.)

Any upper division (300 or 400 level) Psychology courses at UIS will fulfill this requirement.

Individualized Concentration (28 Hours)

Students who want to tailor course selections for personal interest, or to meet requirements for admission to a specific institution or profession, should consider the Individualized Concentration. It is recommended that students interested in the Individualized Concentration consult with their academic advisor to discuss course planning and goals for the concentration.

Students should consult with advisors in the major for specific guidance regarding completion of general education requirements.

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 (grades of B- or lower will not be accepted) in a lower-division psychology course beyond an introductory psychology course at another institution (and have taken the course within the past six years) may petition to use it to waive the required course in a Psychology concentration. A waiver based on lower-division coursework does 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 (grades of C- or lower will not be accepted) in upper-division psychology courses at other institutions within the past six years may, in consultation with an academic advisor, use those upper-division credits to reduce the total number of credit hours required for the Psychology major at UIS.

Grading Policy

Psychology majors and minors must earn a C or better in all Psychology courses to use them for completion of degree requirements (grades of C- or lower will not be accepted).

PSYCHOLOGY MINOR

The entrance requirements for the Psychology minor are the same as for the major. 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 Springfield. Four of these hours must be PSY 302 or its equivalent. Students who have earned a B or better (grades of B- or lower will not be accepted) 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 upper division psychology course offerings.

SOCIAL WORK

uis.edu/socialwork

Email: swk@uis.edu

Office Phone: (217) 206-6687

Office Location: BRK 332

THE BACHELOR'S DEGREE

The B.S.W. is nationally accredited by the Council on Social Work Education (CSWE). The generalist B.S.W. 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.

Admission 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 Department. 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 applications should be completed during the semester that precedes enrollment. 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. 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 B.S.W. department. The program requires a liberal arts foundation. Prerequisites include general psychology, sociology/anthropology, political science, and statistics. Students should contact the Social Work Department office for details.

Advising

Majors will be assigned faculty advisors at the time of admission. A student may elect to change that advisor, but the new advisor must be a faculty member in the Social Work Department. Students should consult their advisors each semester before registration.

Degree Requirements

Every B.S.W. student will complete 44 credit hours of core social work courses. This includes eight hours of field

work. Students should consult with advisors in the major for specific guidance regarding completion of general education requirements.

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 service 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 with coursework. This requires a minimum of 12 hours per week for two semesters. All B.S.W. core courses, with the exception of SWK 434 Senior Seminar, 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 (C- or lower), a student may repeat a course or courses, but only once. CR/NC is not available in core courses except field work. Students will be encouraged to complete their degrees within five years. A student should apply through a Student Petition for a leave of absence if he or she will be out more than one semester.

Students must file graduation contracts with their advisors at the beginning of their final semester. All students must consult with their advisors before registering for their last semester to ensure that both UIS and department requirements have been met. Students should consult with advisors in the major for specific guidance regarding completion of general education requirements. Core courses must be taken in the proper sequential order after the prerequisites are completed.

Major Requirements (44 Hours)

SWK 322	Introduction to Social Work	3 Hrs.
SWK 323	Introduction to Social Work	1 Hr. (lab)
SWK 333	Human Behavior in the Social Environment	4 Hrs.
SWK 344	Social Work Practice I	4 Hrs.
SWK 355	Social Welfare Policies and Services	4 Hrs.
SWK 366	Culture, Diversity, and Social Work	4 Hrs.
SWK 377	Social Work Practice II	4 Hrs.
SWK 430	Social Work Research Methods	4 Hrs.

SWK 433 Social Work Practice III
 SWK 434 Senior Seminar
 SWK 450 ECCE: Field Work

4 Hrs.
 4 Hrs.
 2-8 Hrs.

Second semester

SWK 355 Social Welfare Policies and Services 4 Hrs.
 SWK 366 Culture, Diversity, and Social Work 4 Hrs.
 SWK 377 Social Work Practice II 4 Hrs.

Suggested course sequence

First semester

SWK 322 Introduction to Social Work
 SWK 323 Introduction to Social Work
 SWK 333 Human Behavior in the Social Environment
 SWK 344 Social Work Practice I

3 Hrs.
 1 Hr. (lab)
 4 Hrs.
 4 Hrs.

Third semester

SWK 430 Social Work Research Methods 4 Hrs.
 SWK 433 Social Work Practice III 4 Hrs.
 SWK 434 Senior Seminar 4 Hrs.

Fourth semester

SWK 450 ECCE: Fieldwork 2-8 Hrs.

College of Liberal Arts and Sciences

Bachelor of Arts
Undergraduate Minor
Anthropology
Sociology

SOCIOLOGY / ANTHROPOLOGY

uis.edu/sociologyanthropology Email: soa@uis.edu Office Phone: (217) 206-6962 Office Location: UHB 3038

The B.A. in Sociology/Anthropology (SOA) 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 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.

Admission Requirements

The SOA Department has no separate entrance requirements beyond those required for admission to UIS.

Advising

Campus policy requires each student to have an academic advisor. Students declaring the SOA major are assigned an initial faculty advisor by the department. Students are expected to consult with their academic advisors before beginning the major concerning department requirements and individual goals. Department faculty assist students in designing strong, individualized academic programs.

Communication Skills and Assessment

The department 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.

Because the department values communication skills so highly and views them as necessary components of a college education, faculty work diligently with students to ensure they effectively possess these skills at graduation.

Degree Requirements (30 Hours)

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.

To earn a B.A. in Sociology/Anthropology, students

must complete a minimum of 30 credit hours, which includes five core courses, one course in the diversity/inequalities category, and a minimum of two elective courses. Students are expected to meet with an SOA academic advisor before beginning the major.

Required Core Courses (19 credit hours)

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	3 Hrs.
SOA 411	Social Research Methods	4 Hrs.

Diversity/Inequalities Requirement (3-4 credit hours).

Select 1 course from the following:

SOA 231	ECCE: Cultural Diversity in the U.S.	3 Hrs.
SOA 441	ECCE: Social Stratification	4 Hrs.
SOA 301	ECCE: Women, Gender and Society	4 Hrs.

Electives (7-8 credit hours)

Students are required to take at least two elective courses in SOA. At least one course must be at the 400-level.

ANTHROPOLOGY MINOR

No prerequisites are required, but the department recommends that students have completed an introductory course in sociology or anthropology at the lower-division level.

Core courses (16 Hrs.)

SOA 302	Understanding Other Cultures	4 Hrs.
SOA 304	Human Evolution: Biological and Cultural	4 Hrs.
	Anthropology content electives	8 Hrs.

Students should consult with an academic advisor to identify anthropology content electives appropriate to the minor. At least one elective must be at the 400-level.

Lower-division course work may be used in lieu of SOA 302 and/or SOA 304 with the approval of the academic advisor and department chair, but the hours must be replaced with upper-division elective courses.

Classes used to complete the minor in Anthropology cannot also be used to satisfy degree requirements in the student's major.

SOCIOLOGY MINOR

No prerequisites are required, but the department recommends that students have completed an introductory course in sociology or anthropology at the lower-division level.

Core courses (16 Hrs.)

SOA 405	Sociocultural Theories	4 Hrs.
SOA 411	Social Research Methods	4 Hrs.
	Sociology content electives	8 Hrs.

Students should consult with an academic advisor to identify sociology content electives appropriate to the minor. At least one elective must be at the 400-level.

Classes used to complete the minor in Sociology cannot also be used to satisfy degree requirements in the student's major.

TEACHER EDUCATION

uis.edu/teachereducation

Email: tep@uis.edu

Office Phone: (217) 206-6682

Office Location: BRK 330

Persons interested in becoming teachers may prepare for certification in two different ways through the University of Illinois Springfield (UIS) Department of Teacher Education (TEP): by completing a minor in Teacher Education with an appropriate major, or by completing the sequence of TEP course work after having completed a baccalaureate degree. Those who wish to teach at the elementary level (grades K-6) may choose one of several appropriate majors; those wishing to pursue a middle school endorsement with this certification (grades 5-9) should consult with the Initial Program Adviser or their TEP adviser in order to select an appropriate endorsable area for a major. Those who wish to teach at the secondary level (grades 6-12) may pursue certification in any of seven areas: biology, chemistry, English, history, mathematics, political science, and sociology/anthropology. All TEP programs are developed and maintained under the auspices of the Council on Professional Education and the four themes of the Conceptual Framework: quality teaching and professional practice, public engagement, technology, and diversity.

Information and policies that govern and direct candidate's progress through his/her Teacher Education programs are provided at the point of initial advising, Orientation, individual advising, and online at uis.edu/teachereducation. Candidates are expected to work closely with their TEP advisors and their content advisors as well as utilizing other venues such as university email and the TEP web site in addition to this catalog statement in order to track their progress accurately.

Course work for TEP Candidates falls into six categories: general education, introductory courses, core courses, methods courses, clinical practice, and major content area (or area of concentration).

Teacher Education Minor

The Teacher Education minor leads to initial Illinois certification at the elementary or secondary level when combined with an appropriate academic major, fulfillment of UIS and TEP general education requirements, and other 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 major in an academic discipline. Candidates should work closely with their TEP advisors to determine an appropriate discipline. Secondary Education candidates may major in a program that leads to certification in the areas of English, mathematics, science, or

social science.

Post-Baccalaureate Teacher Certification

Certification is also available to those who already hold a baccalaureate degree from an accredited college or university in the United States and wish to enter the field of teaching. To obtain elementary or secondary certification, candidates must meet all Entrance Requirements and fulfill the same sequence of courses that candidates seeking the minor in Elementary or Secondary Education are required to complete. Candidates seeking endorsement in Secondary Education will also 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.

Admission Requirements

Potential candidates may currently apply for admission to TEP at two levels: conditional admission and full admission. Candidates seeking either level of admission may make formal application to the Teacher Education Program at any time.

Conditional Admission

In order to register for courses, candidates must, at minimum, meet the following criteria to be formally granted conditional admission by the date designated by the department each semester:

- Meet with the TEP Initial Advisor (for on campus programs) or the TEP Online Coordinator (for online programs);
- Be admitted to UIS;
- Have a minimum overall GPA of 2.35 (on a 4.00 scale) for all college work;
- Pass the Basic Skills Test from the Illinois Certification Testing System;
- Complete the formal application form (on the TEP web site: uis.edu/teachereducation);
- Pass a fingerprint check through Accurate Biometrics, with results requested to be sent to UIS;
- Submit official transcripts from all schools attended prior to application; and
- Attend a mandatory TEP Orientation.

Candidates admitted for conditional admission may reg-

ister for all introductory and core courses, provided they meet all prerequisite requirements and special approvals (permission to register for courses).

Full Admission

To be considered for full admission, a student must meet the criteria for conditional admission in addition to the following requirements:

- Have a minimum overall GPA of 2.5 (on a 4.00 scale) for all college work;
- Complete and provide documentation for at least 30 hours of Service Learning work with school-aged children in an educational setting; and
- Complete all TEP introductory courses.

In addition to being able to register for all introductory and core courses as stated above for conditional admission, candidates who are fully admitted are eligible to serve as Candidate Representatives to the department, may apply for Professional Development Stipends, and may continue through the program by taking methods courses and clinical practice.

ELEMENTARY TEACHER CERTIFICATION REQUIRED COURSES

Introductory Courses (9 Hours)

TEP 201	Introduction to Education	3 Hrs.
TEP 222 PSY 322	Child Development for Teachers or Child Development	3 Hrs. 4 Hrs.*
TEP 227 PSY 327	Educational Psychology for Teachers or Educational Psychology	3 Hrs. 4 Hrs.*

Core Courses (15 Hours)

TEP 224 PSY 324	Exceptional Child for Teachers or Exceptional Child	3 Hrs. 4 Hrs.
TEP 305 TEP 307 TEP 322 TEP 401	Technology for Teaching History and Philosophy of Education Teaching, Learning, and Assessment Middle School Concepts and Practices	3 Hrs. 3 Hrs. 3 Hrs. 3 Hrs.**

*Psychology majors who wish to minor in Elementary Education must take these courses from the Psychology department.

**This course is required for elementary candidates who wish to pursue a middle school endorsement.

When a candidate has completed introductory and core course work and met the other requirements for full admission, (s)he will be eligible to continue through the program by enrolling in Methods Courses and Clinical Practice.

Methods Courses (12 Hours)

TEP 423	Methods of Elementary Reading and Language Arts	3 Hrs.
TEP 424	Methods of Elementary Mathematics	3 Hrs.
TEP 425	Methods of Elementary Social Science and Humanities	3 Hrs.
TEP 426	Methods of Elementary Science	3 Hrs.

Clinical Practice/Student Teaching (12 Hours)

Elementary candidates who have completed all general education requirements; all introductory, core, and methods courses; and all course work for their major or area of concentration will be eligible to complete Clinical Practice. For elementary candidates, the Clinical Practice semester includes two courses:

TEP 448	ECCE: Clinical Practice Seminar Grades K-9	3 Hrs.*
TEP 450	ECCE: Clinical Practice Grades K-9	9 Hrs.**

*This course fulfills the ECCE Elective requirement.

**This course fulfills the ECCE Engagement Experience requirement.

Application to Clinical Practice must be completed by the candidate during the first two weeks of the semester prior to the Clinical Practice semester. Candidates expecting to complete clinical practice during the fall semester will apply during January of the previous semester; candidates expecting to complete clinical practice during the spring semester will apply during August of the previous semester.

IMPORTANT NOTE: All TEP candidates should consult with their major advisors in the College of Liberal Arts and Sciences to confirm any additional ECCE requirements.

SECONDARY TEACHER CERTIFICATION REQUIRED COURSES

Introductory Courses (9 Hours)

TEP 201	Introduction to Education	3 Hrs.
TEP 223 PSY 323	Adolescent Psychology for Teachers or Adolescence	3 Hrs. 4 Hrs.
TEP 227 PSY 327	Educational Psychology for Teachers or Educational Psychology	3 Hrs. 4 Hrs.

Core Courses (12 Hours)

TEP 224 PSY 324	Exceptional Child for Teachers or Exceptional Child	3 Hrs. 4 Hrs.
TEP 305 TEP 307 TEP 401	Technology for Teaching History and Philosophy of Education Middle School Concepts and Practices	3 Hrs. 3 Hrs. 3 Hrs.

Methods Courses (9 Hours)

TEP 314	Curriculum and Instruction	3 Hrs.
TEP 419	Content Area Literacy Methods	3 Hrs.

One of the following specific content methods courses, depending on certification area:

TEP 435	English Methods Grades 6-12	3 Hrs.
TEP 436	Mathematics Methods Grades 6-12	3 Hrs.
TEP 437	Secondary Science Methods Grades 6-12	3 Hrs.
TEP 438	Social Science Methods Grades 6-12	3 Hrs.

Elective Course (3-4 Hours)

In addition to general education, introductory, core, and methods courses, candidates in the Secondary Minor will take an elective course (3-4 credit hours) that is connected to her/his major content area. This elective must be approved by the candidate's TEP faculty advisor.

Clinical Practice/Student Teaching (12 Hours)

Secondary candidates who have completed all general education requirements, all introductory, core, and methods courses, and all course work for the major or area of concentration will be eligible to complete clinical practice. For secondary candidates, the clinical practice semester includes two courses:

TEP 448	ECCE: Clinical Practice Seminar Grades K-9	3 Hrs.*
TEP 450	ECCE: Clinical Practice Grades K-9	9 Hrs.**

*This course fulfills the ECCE Elective requirement.

**This course fulfills the ECCE Engagement Experience requirement.

Application to Clinical Practice must be completed by the candidate during the first two weeks of the semester prior to the Clinical Practice semester. Candidates expecting to complete clinical practice during the fall semester will apply during January of the previous semester; candidates expecting to complete clinical practice during the spring semester will apply during August of the previous semester.

IMPORTANT NOTE: All TEP candidates should consult with their major advisors in the College of Liberal Arts and Sciences to confirm any additional ECCE requirements.

Retention in TEP Programs

Once admitted to the program, a student must maintain a grade-point average of 3.00 in TEP course work, (professional course work with a grade of C- or lower must be repeated), a grade-point average of 2.75 in his/her major content area, and a grade point average of 2.50 for all college work. He or she must also successfully complete the field experiences required for each methods course. Candidate progress is evaluated throughout the Teacher Education programs

according to GPA, professional teaching standards, dispositions, and other factors. Candidates not meeting these criteria may be removed from or counseled out of the program or may be required to complete remediation at the discretion of the department.

Field Experiences and Clinical Practice

Methods courses required in the elementary and secondary minors or baccalaureate certification require pre-clinical field experiences to be completed in schools designated by the Teacher Education department. Each of the elementary methods courses requires 30 hours of field experience, and each of the secondary methods courses requires 40 hours of field experience. 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 department policy, candidates are not permitted to enroll in more than two methods courses per semester. Assignment to schools for Field Experience is carried out by the department, not the candidate.

Clinical practice (student teaching), occurs during the final semester after all other course work and requirements have been satisfied. Candidates are assigned by the Department of Teacher Education to a school setting for this semester-long experience. Candidates must apply for clinical practice during the first two weeks of the semester prior to the actual experience. At the time of application, candidates must meet the GPA requirements (3.0 in TEP course work; courses with grades of C- or below will need to be repeated; 2.75 GPA in major / area of concentration; 2.5 cumulative GPA) and have completed or be registered to complete all course work. In order to receive a school placement for the clinical practice semester, candidates must have passed the content area exam for their certification area, completed all course work, maintained all GPA requirements as outlined above, and passed a physical and TB test no sooner than 60 days prior to entering the school setting. Clinical practice placements are determined by the department in approved settings and are supervised by university personnel and local cooperating teachers. The Illinois State Board of Education requires that candidates pass the Illinois State Board of Education's Assessment of Professional Teaching test in order to be certified. The department recommends that candidates take this exam prior to the completion of clinical practice. At the successful completion of Clinical Practice, UIS recommends TEP candidates to the Illinois State Board of Education for certification.

General Education Requirements for All Candidates

Candidates in teacher education are expected to possess general education knowledge, including knowledge related to the arts, communications, history, literature, mathematics, philosophy, sciences, and the social sciences, from multicul-

tural and global perspectives. Candidates in the Department of Teacher Education at UIS are required to meet general education requirements beyond those of the University and should consult with their TEP advisors in order to fulfill these requirements.

Middle School Endorsement

The Department of Teacher Education can recommend candidates for endorsements in English, mathematics, science, or social science. Candidates seeking middle school endorsements on their elementary or secondary certificates must complete TEP 401: Middle School Concepts and Practices and complete content requirements in one of the four content areas indicated above. Elementary candidates must declare their intent to pursue a middle school endorsement when registering for the first methods courses so that appropriate field experience placements may be arranged.

ONLINE TEACHER EDUCATION

The Department of Teacher Education offers online sections for almost all secondary courses and many introductory and core courses. TEP courses use a blended learning format; therefore, most TEP online courses require participants to attend two mandatory weekend campus conferences each semester. Online TEP course work is available to candidates completing a TEP minor or certification as well as Illinois certified teachers seeking an approved subsequent certificate or endorsement, space permitting. The same departmental admission requirements apply to all online courses except for those participants earning credits for professional development. Candidates in online courses should understand that these courses require a significant time commitment of approximately 8-10 hours per week in order to address the same learning objectives as courses that are delivered on campus.

Certification

The Teacher Education Program recommends candidates to the State Teacher Certification Board for K-9 certification or 6-12 certification upon completion of several criteria. These criteria include general education requirements set by the department for all Teacher Education programs, all other departmental requirements, passing scores on three tests administered by the Illinois Certification Testing System (Basic Skills, Content Area, Assessment of Professional Teaching), and satisfaction of any additional requirements outlined by the State Teacher Certification Board, which has sole authority for awarding or denying teacher certification.

Subsequent Certificates

Beginning with the fall 2010 semester, Illinois certified teachers who have received their initial teaching certification from the University of Illinois Springfield may earn addition-

al/subsequent certificates/endorsements in Elementary Education or Secondary English, mathematics, social science (designations in history, political science, or sociology/anthropology), or science (designations in biology or chemistry) through the Department of Teacher Education at the University of Illinois Springfield.

PROJECT MIDSTATE STUDENT SUPPORT for TEACHERS (MSS)

Project MSS is a program designed to recruit teachers for the Springfield and Decatur school systems. Students in this program must make a serious commitment to teaching in either of these districts. Students make application to the program after they have met the requirements for admission or been formally admitted to the Teacher Education department. Applications for admission are reviewed twice per year – one month prior to the beginning of the fall and spring semesters. Students are notified in writing of their acceptance. To maintain good standing in Project MSS and to be eligible for a tuition waiver and semester stipend, students must enroll in a minimum of 12 credit hours per semester; maintain a 3.0 grade point average; enroll in the appropriate MSS course, TEP 202 or TEP 203; conduct a minimum of 10 hours per semester of community service; and abide by all policies and procedures of Project MSS. A complete list of requirements is provided in the MSS Handbook, published online. Students failing to maintain any one of these requirements will be given one semester of probationary status and will be withdrawn if said deficiencies are not remedied. For more information, please visit the Project MSS website (uis.edu/projectmss), or call the Project Office (217) 206-7367.

AMERICAN SIGN LANGUAGE

The Department of Teacher Education offers six American Sign Language courses. Enrollment in these courses is not limited to TEP candidates, nor are the courses required of TEP candidates. These courses fulfill the Modern Language requirement for Capital Scholars.

TEP 231	American Sign Language	3 Hrs.
TEP 232	Deaf History and Culture	3 Hrs.
TEP 233	American Sign Language II	3 Hrs.
TEP 331	Fingerspelling and Numbers	2 Hrs.
TEP 332	American Sign Language III	3 Hrs.
TEP 333	Linguistics of American Sign Language	3 Hrs.

THEATRE

uis.edu/theatre

Email: ethib1@uis.edu

Office Phone: (217) 206-6613

Office Location: UHB 3018

Departmental goals and objectives

UIS students can take theatre course work towards completion of a Theatre minor (18-19 hours), or as electives. The successful student completing a Theatre minor will learn theoretical and practical skills, both on and off stage. The UIS Theatre minor program focuses on the process of various theatre practitioners, while also investigating the theatre's history and its current role in society. The combination of theatre courses and production experiences allows students to apply in the lab (the theatre) what they learn in the classroom. In addition, by participating in the theatrical process, students develop a strong sense of teamwork, as the process of creating theatre is largely collaborative.

UIS Theatre is currently associated with the Communication Department.

Objectives of the Theatre Minor include:

- To provide an opportunity for students to further develop their talents as theatre artists, by working with great dramatic literature in the classroom and on the stage.
- To provide students the opportunity to develop a strong sense of teamwork, as the process of creating theatre is largely collaborative, and learning about creating theatre fosters collaborative skills, necessary in today's marketplace.
- To embody the idea that theatre is a vital artistic event, which brings people together to respond to one another's experiences/stories and to the world in which we live.
- To foster individuals who not only become more sophisticated theatre patrons, but who also may choose a career in the theatre.

Minor Requirements

The Theatre Minor is available to all UIS majors. Required course work includes an introductory course, a performance course, a design course, and a theatre practicum course. Elective courses include a continuation of the acting course, a directing course, and various other survey and studio courses for a total of 18-19 credit hours.

Required Courses (11-12 hours)

THE 273	Principles of Acting	4 Hrs.*
THE 274	Introduction to Theatre	3 Hrs.*
THE 308	Principles of Theatre Design	3 Hrs.
THE 475	Theatre Practicum	1-2 Hrs.

*These courses fulfill either Visual, Creative, and Performing Arts or Humanities requirements in the UIS General Education Curriculum.

Elective Courses (7 hours)

Select from the following courses. Please note, additional eligible courses may be added.

THE 320	Topics in Dramatic Literature	3 Hrs.
THE 323	Voice and Movement	4 Hrs.
THE 373	Intermediate Acting	4 Hrs.
THE 476	Directing for the Theatre	4 Hrs.
THE 477	Playing Shakespeare	4 Hrs.

Transfer Courses

Students may petition the Theatre Program/Department to have theatre courses that were completed at a comparable institution count towards a UIS Theatre minor. No more than two courses may transfer towards the UIS Theatre minor. The department will make the determination if the courses are equivalent to UIS coursework. Please contact the department for details. Theatre/Production Practicum credits from other institutions will not transfer to the minor.

Grading Policy

A minimum cumulative GPA of 2.0 (on a 4.0 scale) in theatre minor coursework is required to achieve a theatre minor.

UNIVERSITY COURSES

Email: dply2@uis.edu

Office Phone: (217) 206-7413

Office Location: PAC 519

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. Examples include UNI 301 ECCE: Speakers Series and UNI 401 Library Research Methods.

College of Liberal Arts and Sciences

Bachelor of Arts
Undergraduate Minor

VISUAL ARTS

uis.edu/visualarts

Email: art@uis.edu

Office Phone: (217) 206-6240

Office Location: VPA 62

The Visual Arts Department provides opportunity for studying the arts in a context that emphasizes the acquisition of skills in various studio disciplines, as well as the understanding of historical and philosophical concepts in art. Visual Arts faculty teach classes in a broad range of areas, including painting, drawing, digital media, ceramics, sculpture, printmaking, photography, and art history.

As an extension of classroom teaching, the department sponsors exhibitions of both regionally and nationally recognized artists in the Visual Arts Gallery located on the second floor of the Health and Sciences Building. Students are expected to attend openings and concurrent workshops to gain exposure to the work and access to the technical expertise of professional artists. Student participation is encouraged both in installation and management of the art gallery. Visual Arts majors culminate their study at UIS with the presentation of their own work at the Senior Exhibition, held every spring at the Visual Arts Gallery. In addition, the Art Students League, a student group, organizes and curates exhibitions in the Access Gallery, an art space in the Visual and Performing Arts Building.

The Charlotte M. Weiss Scholarship, the Daniel Lesh Memorial Scholarship, the Glosecki Memorial Scholarship, and the Ceramics Encouragement Scholarship are awarded annually to students in the Visual Arts Department.

Admission Requirements

Upon declaration of the Visual Arts major, students should meet their assigned academic advisor and submit examples of their artwork for informal critique within their first term. It is strongly recommended that majors complete all lower-division prerequisites by the end of their sophomore year. The prerequisite courses include the following courses, or their equivalents: History of Art I and II (ART 261 and ART 262); Two Dimensional Design (ART 102) and Three Dimensional Design (ART 112); Drawing I (ART 113); and one introductory level art course in a specific discipline. Examples of introductory courses include the following: Introduction to Painting (ART 211); Introduction to Ceramics (ART 203); and Introduction to Digital Media (ART 236).

Advising

All Visual Arts students are assigned an academic advisor upon declaration of their major. Academic advisors work with students to ascertain career goals, to assess preparation and deficiencies, and to make a plan of study. Students are urged to consult their faculty advisors before registering each semester, particularly before registering for the last semester of class-

es. These meetings make certain majors understand requirements for graduation and have planned their schedules to take all necessary courses in order to graduate on time. Failure to meet with an academic advisor and to take requirements when they are available could lead to a delay of a semester or more in graduation.

Grading Policy

Students must earn a grade of C or better in all ART courses that apply toward the degree (grades of C- or lower will not be accepted). Courses taken on a CR/NC basis will not count toward the degree. The course grading policy is determined by each instructor as appropriate to the individual course and is announced at the beginning of the term.

Assessment

Our first formal assessment of Visual Arts majors takes place in the first term of a student's junior year. All juniors are required to submit a portfolio of their best work for evaluation by the faculty in the beginning of the fall term. The final demonstration of learning is the presentation of an exhibit of artwork completed during the student's tenure at UIS, organized through ART 482 ECCE: Professional Skills, which is taken the spring term of a student's senior year. An oral defense of the body of work by the student completes requirements for the degree in Visual Arts. Both the artwork exhibited, artist's statement, and oral defense are assessed by a committee comprised of UIS Visual Arts faculty, and one outside assessor, typically an art faculty from a higher education institute outside of UIS.

Degree Requirements

Requirements for the BA degree in Visual Arts are as follows:

Lower Division Prerequisites (18 Hours)

ART 102	Two Dimensional Design	3 Hrs.
ART 112	Three Dimensional Design	3 Hrs.
ART 113	Drawing I	3 Hrs.
	Introductory level studio course (100- or 200-level)	3 Hrs.
ART 261	History of Art I and ART 262 History of Art II	6 Hrs.

Course Requirements

Upper-division Art History courses (ART 300- or 400-level)	12 Hrs.
Upper-division Studio Art courses (ART 300- or 400-level)	24 Hrs.
ECCE: Engaged Citizenship Common Experience	13 Hrs.*
Upper-division General Electives (300- or 400-level in ART or any other program)	11 Hrs.

*ART 482 ECCE: Professional Skills fulfills ECCE Elective requirement for 3 Hrs.

Students should consult with academic advisors in the major for specific guidance regarding completion of general education requirements. An Advanced Placement (AP) score of 3 or higher in the Drawing, Two-Dimensional Design, and Three-Dimensional Design examinations can be used to fulfill the prerequisite courses ART 113 Drawing I, ART 102 Two-Dimensional Design, and ART 112 Three-Dimensional Design. The three-hour upper-division ECCE Elective requirement is fulfilled by ART 482 ECCE: Professional Skills. Students must be enrolled in at least one studio course during the preceding term to qualify for enrollment in ART 482.

VISUAL ARTS MINOR (16 Hours)

To earn a minor in Visual Arts, students must complete a minimum of 16 semester hours, eight hours of which must be upper-division course work taken at the University of Illinois Springfield. Up to four hours of studio or art history transfer credit may be accepted.

One course in art history is required and 12 hours of studio art classes are required. These courses should include two classes in the studio art area that most closely fits the student's interests. Students should consult with a Visual Arts academic advisor to ensure that they are meeting requirements as well as their individual needs.

WOMEN AND GENDER STUDIES

uis.edu/womenandgenderstudies Email: wgs@uis.edu Office Phone: (217) 206-6962 Office Location: UHB 3038

Women and Gender Studies is an interdisciplinary department that combines the substance and methodologies of many disciplines such as history, anthropology, sociology, communications, psychology, literature, and law, in the study of sex, gender, and sexuality with an emphasis on women and sexual minorities. 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. The study of sexuality includes identity, cultural practices, and institutions. To fully understand the complexity of human experience, sex, gender and sexuality must be analyzed together with race/ethnicity, class, culture, and nationality. With increasingly global perspectives, the goal of the WGS curriculum is to introduce students to basic approaches in a variety of fields so that they will be prepared for the challenges of working in coalition in the 21st century. Most WGS courses are interdisciplinary, cross-listed with other departments.

In the classroom, WGS 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 department will provide interested students with opportunities for internships, community-based projects, and research.

Minor and Certificate Opportunities

Students in all programs may take WGS courses as electives or they may pursue a minor as defined below. We also offer a graduate certificate, which may be incorporated into a graduate degree or taken as a free standing certificate. For more information, please refer to the Graduate Certificate section of this catalog and reference the certificates listed under the College of Liberal Arts and Sciences heading.

Graduate students enrolled in 400-level WGS 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.

WGS minor and graduate certificate students must select an academic advisor from among the department faculty.

WOMEN and GENDER STUDIES MINOR (15 Hours)

To earn a minor in Women and Gender Studies, students must complete a minimum of 15 semester hours. The program may approve the transfer of no more than two lower-division courses, and at least 7 hours must be upper-division course work taken at the University of Illinois Springfield. Students must take at least one course in each area outlined below (foundation, diverse voices, theory, and elective).

Course Requirements

Foundation

WGS 133	Women and Gender in Mexico and the US	3 Hrs.
WGS 301	ECCE: Women, Gender and Society	4 Hrs.

Diverse Voices

WGS 353	ECCE: Women Across Cultures	4 Hrs.
WGS 403	Women of Color and Minority Women	4 Hrs.
WGS 466	Multicultural American Women's Literature	4 Hrs.

Theory

WGS 411	Feminist Theories	4 Hrs.
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Elective

An elective approved by your WGS advisor	3-4 Hrs.
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All substitutions must be approved by your WGS academic advisor.

Degree Opportunities

Students can design their own degrees focusing on sex, gender, and sexuality through the Liberal Studies Department (B.A.) or the Liberal and Integrative Studies Department (M.A.). Students create their own curriculum by working with a degree committee that includes WGS, LIS/LNT and other faculty and peers. Students have designed degrees combining the study of gender and sexuality in areas such as media, arts, social services, law, criminal justice, and mental health.



Graduate Programs

Accountancy

Biology

Business Administration

Communication

Computer Science

Educational Leadership

(also, Teacher Leadership)

English

Environmental Studies

(also, Environmental Sciences)

History

Human Development Counseling

Human Services

Legal Studies

Liberal and Integrative Studies

Management Information Systems

Political Science

Public Administration (also Doctorate)

Public Affairs Reporting

Public Health

Graduate Certificates

ACADEMIC INFORMATION FOR MASTER'S DEGREE STUDENTS

Graduate Education – Master's Degree

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

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

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

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

Admission to Graduate Study

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

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

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

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

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

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

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

Admission to a Specific Master's Program

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

Admission for International Students Seeking Master's Degrees

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

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

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

Non-Degree Admission

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

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

Graduate Education – Master's and Related Information

UIS offers the following master's degree programs:

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

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

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

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

UIS currently offers graduate certificates in:

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

UIS currently offers a professional development sequence in:

Gerontology

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

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

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

General Requirements

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

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

Grades Acceptable Toward Master's Degrees

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

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

Closure Exercises and Continuous Enrollment Requirement

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

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

Graduate Internships and Experiential Learning

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

Research at the University of Illinois Springfield

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

Time Limitation

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

Transfer Credit at the Master's Level

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

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

Academic Information for Doctoral Students

Graduate Education – Doctoral

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

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

Time Limitation

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

Transfer Credit

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

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

FINANCIAL ASSISTANCE FOR MASTER'S DEGREE STUDENTS

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

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

Graduate Assistantship (GA) Program

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

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

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

Graduate Public Service Internship (GPSI) Program

Located within the Center for State Policy and Leader-

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

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

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

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

Illinois Legislative Staff Intern Program (ILSIP)

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

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

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

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

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

Whitney M. Young (WMY) Fellowship

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

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

Public Affairs Reporting (PAR) Scholarships

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

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

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

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

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

College of Business and Management

Master of Arts

Bachelor of Arts

Undergraduate Minor

(see page 37)

ACCOUNTANCY

uis.edu/accountancy

Email: ACC@uis.edu

Office Phone: (217) 206-6541

Office Location: UHB 4093

THE MASTER'S DEGREE

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

Graduate Learning Objectives

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

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

Admission requirements

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

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

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

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

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

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

program.

Degree requirements

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

TOTAL

30 Hrs.

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

Graduation requirements/master's closure

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

Continuing Professional Education

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

BIOLOGY

uis.edu/biology

Email: bio@uis.edu

Office Phone: (217) 206-6630

Office Location: HSB 223

THE MASTER'S DEGREE

Admission Requirements

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

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

Grading Policy

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

Degree Requirements (36 Hours)

Core Requirements

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

Thesis Option

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

Non-thesis Option

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

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

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

Master's Closure

Thesis option

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

Non-thesis option

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

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

BUSINESS ADMINISTRATION – MBA

uis.edu/mba

Email: MBA@uis.edu

Office Phone: (217) 206-7920

Office Location: UHB 4049

College of Business and Management

Master of Arts

Bachelor of Arts

Undergraduate Minor

(see page 43)

Departmental goals and objectives

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

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

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

Advising

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

Admission Requirements

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

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

Degree Requirements

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

Foundation Coursework (8 Hours)

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

Core Coursework (24 Hours)

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

Elective Coursework (12 Hours)

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

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

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

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

Closure Requirement

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

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

Full-time Student Status

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

COMMUNICATION

uis.edu/communication

Email: com@uis.edu

Office Phone: (217) 206-6790

Office Location: UHB 3010

THE MASTER'S DEGREE

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

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

Admission Requirements

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

Advising

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

Grading Policy

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

Course Repetition

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

Degree Requirements (40 Hours)

Required Courses

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

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

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

Core Requirements

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

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

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

Master's Closure

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

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

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

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

Course Offerings

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

College of Liberal Arts and Sciences

Master of Science

Graduate Certificates – 2

(see page 158)

Bachelor of Science

(see page 53)

Undergraduate Minor

COMPUTER SCIENCE

csc.uis.edu

Email: csc@uis.edu

Office Phone: (217) 206-6770

Office Location: UHB 3100

THE MASTER'S DEGREE

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

Admission Requirements

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

Prerequisites

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

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

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

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

Degree Requirements (32 Hours)

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

Closure Requirements

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

Grading Policy

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

GRADUATE CERTIFICATES

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

College of Education and Human Services

Master of Arts in Educational Leadership

Master of Arts in Teacher Leadership (online)

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

Graduate Certificates - 3 (see page 156)

EDUCATIONAL LEADERSHIP

uis.edu/edl
or uis.edu/mtl

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

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

Office Location: BRK 377

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

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

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

Grading Policy

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

Communication and Library Skills

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

Master' Closure

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

MASTER of ARTS in EDUCATIONAL LEADERSHIP

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

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

Entrance Requirements

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

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

Degree Requirements (40 Hours)

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

Research

EDL 505 Introduction to Research 4 Hrs.

Educational Leadership

EDL 509 Organizational Dynamics 4 Hrs.

Curriculum

EDL 511 Curriculum 4 Hrs.

Master's Closure

EDL 528 Master's Project Proposal 2 Hrs.

EDL 529 Master's Project 2 Hrs.

Approved electives 24 Hrs.

Certification Requirements

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

Advising

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

MASTER of ARTS in TEACHER LEADERSHIP (available online)

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

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

Entrance Requirements

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

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

Degree Requirements (40 Hours)

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

Research

EDL 541 Education Research Methods 4 Hrs.

Educational Leadership

EDL 585 Foundations of Teacher Leadership 4 Hrs.

EDL 542 Teacher Leadership 4 Hrs.

Curriculum

EDL 543 Instructional Design 4 Hrs.

Master's Closure

EDL 586 MTL Capstone 4 Hrs.

Approved electives

20 Hrs.

Advising

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

GRADUATE CERTIFICATES and POST-MASTER'S CERTIFICATE CONCENTRATIONS

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

Graduate Certificates

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

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

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

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

Post-Master's Certificate Concentrations

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

ENGLISH

uis.edu/english

Email: eng@uis.edu

Office Phone: (217) 206-6779

Office Location: UHB 3050

College of Liberal Arts and Sciences

Master of Arts

Bachelor of Arts

Undergraduate Minor

(see page 59)

THE MASTER'S DEGREE

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

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

Admission Requirements

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

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

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

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

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

Advising

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

Grading Policy

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

Communication Skills

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

Degree Requirements (40 – 41 Hours)

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

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

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

Comprehensive Examination Closure Option (41 Hours)

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

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

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

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

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

Tutorial (Independent Study) Credits

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

Master's Closure

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

Thesis or Project

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

Comprehensive Examination

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

ENVIRONMENTAL STUDIES

uis.edu/ens

E-mail: ens@uis.edu

<p>College of Public Affairs and Administration Master of Science in Environmental Science Master of Arts in Environmental Studies – on campus and online Undergraduate Minor <i>(see page 62)</i></p> <p>Office Phone: (217) 206-6720 Office Location: PAC 308</p>

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

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

Admission Requirements

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

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

Grading Policy

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

Advising

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

MASTER of SCIENCE in ENVIRONMENTAL SCIENCES

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

Degree Requirements (40 Hours)

Core Requirements (12 Hours)

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

General Environmental Sciences Option (GES, 24 Hours)

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

GES Required Courses (8 Hours)

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

Select 16 Hrs. from the following courses:

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

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

Closure (4 Hours)

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

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

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

MASTER of ARTS in ENVIRONMENTAL STUDIES

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

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

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

Degree Requirements (40 Hours)

Core Requirements (12 Hours)

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

Concentration Courses (24 Hours)*

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

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

Closure (4 Hours)

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

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

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

Concentrations

Sustainable Development and Policy (SDP) – 24 Hours

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

SDP Required Courses (12 Hours)

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

SDP Elective Courses (12 Hours)

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

Social, Economic and Policy

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

Biophysical

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

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

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

Environmental Planning and Management (EPM) – 24 Hours

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

EPM Required Courses (12 Hours)

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

EPM Elective Courses (12 Hours)

Select 12 hours from the following courses:

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

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

Environmental Humanities (EH) – 24 Hours

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

EH Required Courses (8 Hours)

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

EH Elective Courses (16 Hours)

Select 16 hours from the following courses:

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

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

Closure Requirements

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

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

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

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

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

Student's Educational Plan

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

College of Liberal Arts and Sciences

Master of Arts

Bachelor of Arts

(see page 68)

Undergraduate Minor

HISTORY

uis.edu/history

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

Office Phone: (217) 206-6779

Office Location: UHB 3050

THE MASTER'S DEGREE

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

Admission Requirements

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

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

Degree Requirements (44 Hours)

Core Course Requirements (20 Hours)

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

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

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

Areas of Concentration

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

American History Concentration (24 hours)

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

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

Closure Requirement: HIS 580 Thesis 8 Hrs.

European and World History Concentration (24 hours)

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

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

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

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

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

Public History Concentration (24 hours)

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

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

Advising

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

Closure Requirements

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

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

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

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

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

Grading Policy

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

Graduate Credit for 400-Level Courses

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

HUMAN DEVELOPMENT COUNSELING

uis.edu/hdc

Email: hdc@uis.edu

Office Phone: (217) 206-6504

Office Location: BRK 332

College of Education and Human Services

Master of Arts

THE MASTER'S DEGREE

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

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

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

Admission and Application Requirements

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

Phase I

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

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

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

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

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

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

Phase II

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

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

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

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

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

Advising

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

Grading Policy

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

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

Expected Professional Competencies

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

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

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

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

Major Requirements

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

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

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

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

Marriage, Couple, and Family Counseling

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

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

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

Master's Closure

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

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

COMMUNITY COUNSELING AND MARRIAGE, COUPLE, AND FAMILY COUNSELING

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

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

SCHOOL COUNSELING

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

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

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

HUMAN SERVICES

uis.edu/humanservices

Email: hms@uis.edu

Office Phone: (217) 206-6687

Office Location: BRK 332

THE MASTER'S DEGREE

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

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

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

Accreditation

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

Professional Development Sequence in Gerontology (blended format)

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

Certificate in Alcohol and Substance Abuse (blended format)

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

Certificate in Management of Nonprofit Organizations

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

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

Admission Requirements

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

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

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

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

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

Online or Blended Curriculum

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

Grading Policy

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

Master's Closure

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

Internship

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

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

MAJOR REQUIREMENTS

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

Prerequisites: (two courses) or the equivalent

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

Core Requirements (24 Hours*)

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

*Offered online each fall and spring semester.

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

CONCENTRATIONS

Note: All courses are required unless otherwise noted.

Alcoholism and Substance Abuse (20 Hrs.)

This concentration is available in a blended format.

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

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

Child and Family Studies (20 Hrs.)

This concentration is available in a blended format.

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

Gerontology (20 Hrs.)

This concentration is available in a blended format.

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

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

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

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

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

Social Services Administration (20 Hrs.)

This concentration is available in an online format.

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

Select four credit hours from the remaining courses:

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

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

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

GRADUATE CERTIFICATE

Alcohol and Substance Abuse (20 Hours)

This certificate is available on campus.

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

LEGAL STUDIES

uis.edu/legalstudies

E-mail: les@uis.edu

Office Phone: (217) 206-6535

Office Location: PAC 340

or les-online@uis.edu

THE MASTER'S DEGREE

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

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

Online Master's Program

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

Admission Requirements

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

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

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

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

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

Required LES Preliminary Courses

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

Grading

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

Degree Requirements (36 hours)

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

Prerequisite

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

Required preliminary courses (7 Hrs.)*

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

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

Core Courses (36 Hrs.)

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

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

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

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

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

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

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

Clinical Education

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

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

Waivers

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

Closure Requirements

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

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

GRADUATE CERTIFICATES

Law for Human Services and Social Work (16 Hours)

This certificate is available on campus.

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

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

This certificate is available on campus.

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

LIBERAL AND INTEGRATIVE STUDIES

uis.edu/lnt

Email: Int@uis.edu

Office Phone: (217) 206-6962

Office Location: UHB 3038

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

THE MASTER'S DEGREE

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

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

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

Admission Requirements

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

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

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

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

Grading Policy

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

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

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

Master's Closure

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

Credit for Prior Learning

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

Degree Requirements** (42 hours)

Core Requirements

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

LNT Elective Courses (4-12 Hours required)

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

Graduate Closure Project (4 – 8 Hours required)

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

Other Requirements

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

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

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

MANAGEMENT INFORMATION SYSTEMS

mis.uis.edu

Email: MIS@uis.edu

Office Phone: (217) 206-6067

Office Location: UHB 4021

College of Business and Management

Master of Science

Graduate Certificates - 3

(see page 155)

Bachelor of Science

(see page 77)

Undergraduate Minor

THE MASTER'S DEGREE

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

Admission Requirements

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

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

Communication skills

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

Degree Requirements

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

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

TOTAL

36 Hrs.

*Students must take MIS 552 before MIS 542.

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

***IMPORTANT COURSE NOTES:

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

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

Graduation Requirements

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

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

Closure Requirement

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

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

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

Grading Policy

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

GRADUATE CERTIFICATES

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

College of Public Affairs and Administration

Master of Arts

Bachelor of Arts

(see page 86)

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

Undergraduate Minor

POLITICAL SCIENCE

uis.edu/politicalscience

E-mail: pos@uis.edu

Office Phone: (217) 206-6646

Office Location: PAC 350

THE MASTER'S DEGREE

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

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

CONCENTRATIONS

Academic Politics Concentration

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

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

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

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

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

Practical Politics Concentration

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

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

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

Admission to the Program

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

Communication Skills

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

Advising

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

Grading

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

Program Requirements

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

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

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

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

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

Master's Closure Requirement

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

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

CONCENTRATIONS

Concentration in Academic Politics (40 Hrs.)

Foundation Seminars:

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

Subject Matter Seminars (three required):

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

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

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

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

College of Public Affairs and Administration

Master of Public Administration

Doctor of Public Administration

Joint Graduate Degree – MPA/MPH

Graduate Certificates – 2

(see page 160)

PUBLIC ADMINISTRATION

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

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

THE MASTER'S DEGREE

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

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

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

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

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

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

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

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

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

Admission Requirements

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

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

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

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

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

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

THE MPA DEGREE ONLINE

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

JOINT DEGREE OPTION – MPA/MPH

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

Grading Policy

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

Writing Competence

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

Degree Requirements (40 Hours)

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

Required Core Courses (24 Hours)

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

Elective Courses (16 Hours)

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

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

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

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

Master's Closure Requirement

MPA degree candidates are expected to fulfill the campus

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

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

THE DOCTORATE DEGREE

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

Admission Requirements

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

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

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

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

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

Advising

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

Degree Requirements (40 Hours)

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

Core Courses (20 hours)

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

Electives (20 hours)

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

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

Examination

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

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

Dissertation Work (minimum of 12 hours)

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

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

GRADUATE CERTIFICATES

Management of Nonprofit Organizations (20 Hours)

This certificate is available on campus.

Public Sector Labor Relations (16 Hours)

This certificate is available on campus.

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

PUBLIC AFFAIRS REPORTING

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

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

THE MASTER'S DEGREE

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

Admission Requirements

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

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

Advising

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

Grading Policy

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

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

Degree Requirements

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

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

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

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

Required Courses (40 Hours)

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

College of Public Affairs and Administration

Master of Public Health

Master of Public Health with Environmental Health Concentration

Joint Graduate Degrees – MPH/MPA and MPH/HMS

Graduate Certificates - 5

(see pages 161-162)

PUBLIC HEALTH

uis.edu/publichealth

Email: nrach1@uis.edu

Office Phone: (217) 206-6250

Office Location: PAC 308

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

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

THE MASTER’S DEGREE

Admission Requirements

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

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

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

Advising

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

Grading

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

Major Requirements

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

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

Required Core Courses (24 Hrs.)

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

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

GENERALIST MPH (total 48 hours)

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

Risk Assessment

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

Advanced Epidemiology

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

Research Tools

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

Policy, Administration, and Management

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

Additional electives taken inside or outside concentration 8 Hrs.

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

MPH with CONCENTRATION in ENVIRONMENTAL HEALTH (48 Hours)

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

Environmental Health Concentration Core

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

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

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

Risk Assessment

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

Research Tools

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

Policy, Administration, and Management

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

Additional elective taken inside or outside concentration 4 Hrs.

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

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

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

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

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

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

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

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

Closure Exercise

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

Internship

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

MPH PROFESSIONAL OPTION

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

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

JOINT DEGREE OPTIONS – MPH/HMS and MPH/MPA

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

GRADUATE CERTIFICATES

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

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

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

GRADUATE CERTIFICATES for ALL COLLEGES

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

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

Graduate Certificate in Business Process Management (9 Hours)

This certificate is available both online and on campus.

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

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

Entrance and Course Requirements

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

Required Courses

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

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

Graduate Certificate in Digital Organizations (9 Hours)

This certificate is available both online and on campus.

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

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

Entrance and Course Requirements

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

Required Courses

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

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

Graduate Certificate in IT Project Management (9 Hours)

This certificate is available both online and on campus.

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

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

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

Entrance and Course Requirements

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

Required Courses

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

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

College of Education and Human Services

Educational Leadership Department - 5

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

Human Services Department - 2

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

EDUCATIONAL LEADERSHIP DEPARTMENT

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

This certificate is available online.

Contact Information

Phone: 217/206-6130

Email: mtl@uis.edu

Website: uis.edu/mtl

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

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

Required Courses

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

Graduate Certificate in Legal Aspects of Education (20 Hours)

This certificate is available online.

Contact Information

Phone: 217/206-6306

Email: edl@uis.edu

Website: uis.edu/edl

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

Required Courses

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

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

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

Contact Information

Phone: 217/206-6306

Email: edl@uis.edu

Website: uis.edu/edl

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

Required Courses

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

Post Master's Certificate Concentrations

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

School Superintendent Endorsement (36 Hours)

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

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

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

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

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

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

HUMAN SERVICES DEPARTMENT

Graduate Certificate in Alcohol and Substance Abuse (20 Hours)

This certificate is available on-campus.

Contact Information:

Phone: 217/206-6687

Email: hms@uis.edu

Website: uis.edu/humanservices

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

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

Required Courses*

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

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

Graduate Certificate in Management of Nonprofit Organizations (20 Hours)

This certificate is available on-campus.

Contact Information:

Phone: 217/206-6310

Email: mpa@uis.edu

Website: uis.edu/publicadministration

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

College of Liberal Arts and Science

Computer Science Department – 2

Information Assurance

Systems Security

Women and Gender Studies Department - 1

Women and Gender Studies

COMPUTER SCIENCE DEPARTMENT

Contact Information:

Phone: 217/206-6770

Email: csc@uis.edu

Website: csc.uis.edu

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

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

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

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

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

Graduate Certificate in Information Assurance (12 Hours)

This certificate is available online.

Required Courses

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

Graduate Certificate in Security Systems (12 Hours)

This certificate is available online.

Required Courses

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

WOMEN and GENDER STUDIES DEPARTMENT

Graduate Certificate in Women and Gender Studies (16 Hours)

This certificate is available on-campus.

Contact Information:

Phone: 217/206-6962

Email: wgs@uis.edu

Website: uis.edu/womenandgenderstudies

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

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

Entrance and Course Requirements

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

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

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

Required Courses

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

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

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

LEGAL STUDIES DEPARTMENT

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

This certificate is available both on campus and online.

Contact Information:

Phone: 217/206-6535

Email: les@uis.edu

Website: uis.edu/legalstudies

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

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

Required Courses

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

One of the following courses:

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

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

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

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

Graduate Certificate in Public Sector Labor Relations (16 Hours)

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

PUBLIC ADMINISTRATION DEPARTMENT

Contact Information

Phone: 217/206-6310

Email: mpa@uis.edu

Website: uis.edu/publicadministration

Graduate Certificate in Management of Nonprofit Organizations (20 Hours)

This certificate is available on campus.

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

Required Courses

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

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

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

*If approved for the nonprofit certificate.

**Internships must be in the nonprofit sector.

Graduate Certificate in Public Sector Labor Relations (16 Hours)

This certificate is available on campus.

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

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

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

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

Required Courses

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

PUBLIC HEALTH DEPARTMENT

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

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

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

Contact Information

Phone: 217/206-6250

Email: lkill2@uis.edu

Website: uis.edu/publichealth

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

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

Entrance Requirements

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

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

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

Fees and Completion

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

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

Graduate Certificate in Community Health Education (20 Hours)

This certificate is available on campus.

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

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

* N o t e :

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

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

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

This certificate is available both online and on campus.

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

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

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

Required Core Courses (12 Hours)

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

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

Elective Courses (8 Hours)

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

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

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

Graduate Certificate in Environmental Health (16 Hours)

This certificate is available on campus.

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

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

Graduate Certificate in Environmental Risk Assessment (16 Hours)

This certificate is available online and on campus.

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

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

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

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

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

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

Graduate Certificate in Epidemiology (20 Hours)

This certificate is available on campus.

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

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

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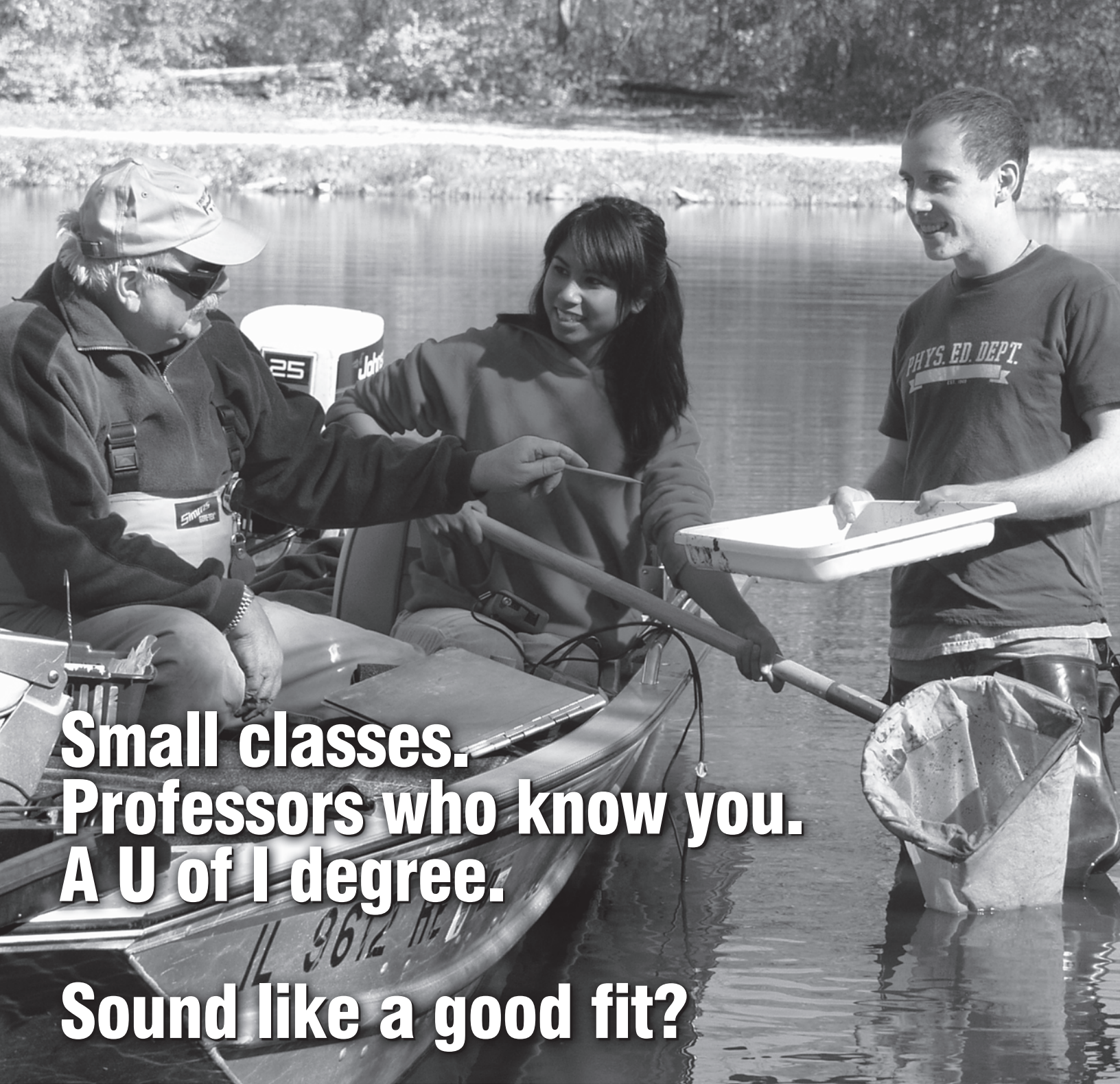
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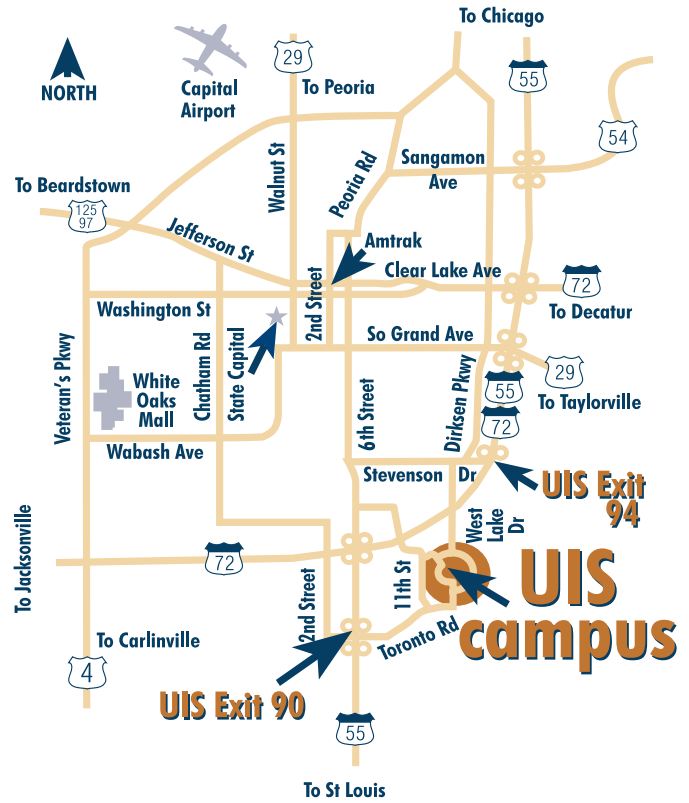
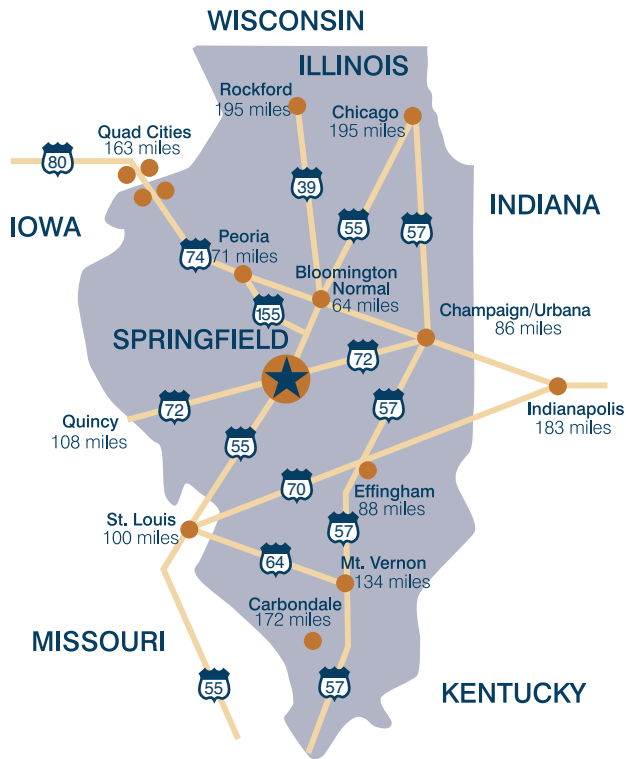
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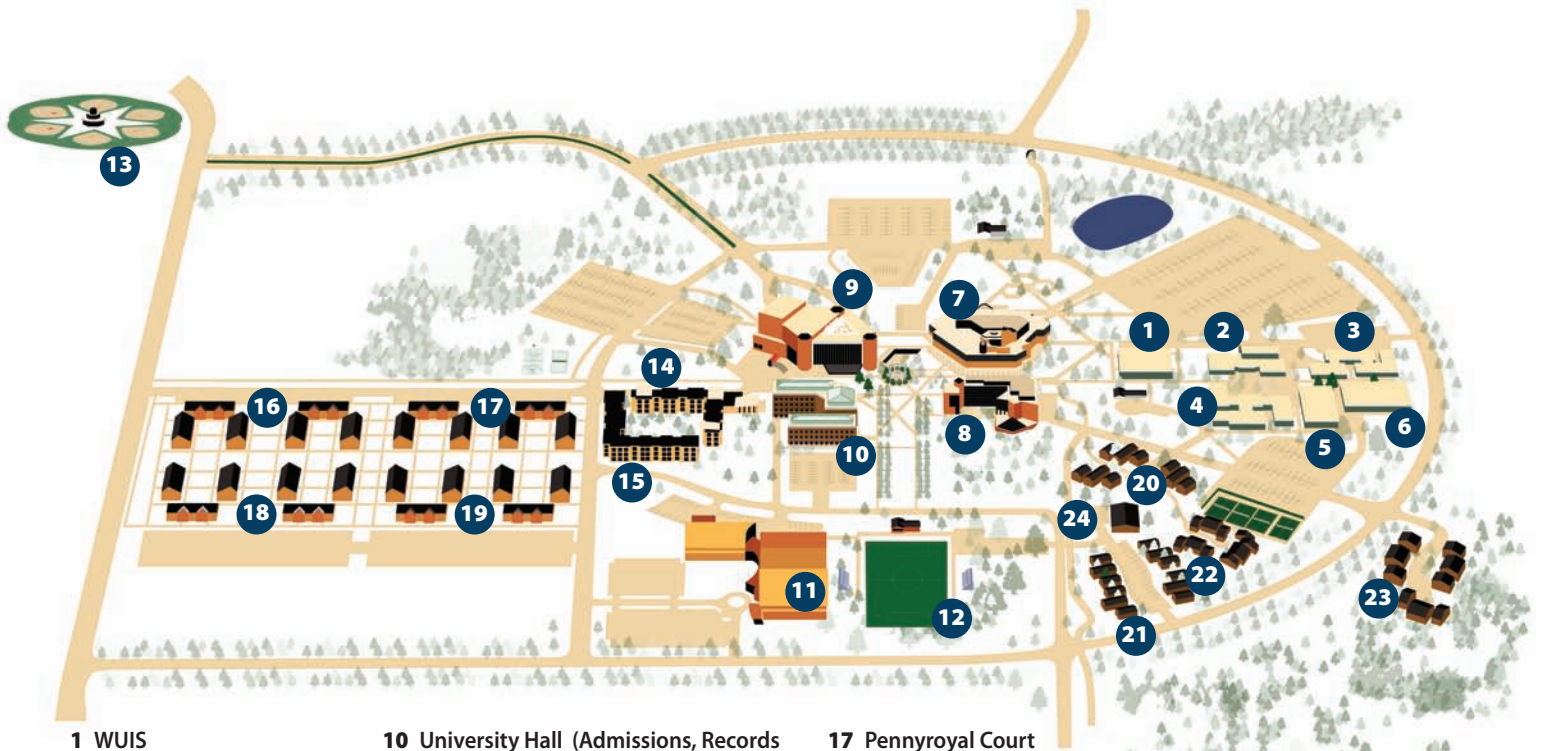
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