Distribution Requirement at the Adult Campuses

The distribution requirement at the adult campuses is applied with the flexibility appropriate to adult student experience and transcribed academic history. Students at the adult campuses are required to have coursework and evaluate experience in each of the four breadth areas: Value/meaning; Social/Civic, Science/Description, and Art/Expression.

In order to ensure significant exposure to the University’s four breadth areas all students are required to have the equivalent of adequate coursework in each of these areas, typically at least six credit hours. These hours may be documented by transcripted coursework and/or by a written reflection on relevant non-transcribable experience. Courses are allocated to the various breadth areas as follows: courses in the Humanities count towards the Value/meaning breadth area; courses in the Social Sciences towards the Social/Civic breadth area; courses in the Sciences towards the Science/Description breadth area; and courses in the Arts towards the Art/Expression breadth area.

Where there are questions the faculty or a sub-committee of the faculty makes the appropriate determination. Nor is it assumed that every course a student has taken must fit under one of the breadth areas. Non-transcribable experiences are assessed by the student’s advisor beginning with the student’s autobiographical reflection on his/her learning experiences in Proseminar. This assessment is based on the student’s analysis of his/her experiences, including the documentation of those experiences, and the demonstration of how those experiences relate to the breadth areas in question.

The Major

Building upon the foundation of the LAS program’s common structure, students become reflective inquirers in their chosen fields of study. The major, the student’s chosen program of study, provides a focus and concentration of energies in a disciplined investigation that achieves a depth of understanding or skill in that program. The major is chosen after the student and his/her faculty advisor explore the options that are most valuable for the student’s educational goals. With faculty guidance and approval, students may complete double majors or design individualized programs of study. The major that is ultimately chosen may prepare a student for a professional career, advanced graduate studies and/or personal fulfillment.

The goal of a major is to assist students to research and organize content in that area, create and articulate original views, integrate knowledge and solve problems. To achieve this goal, students are guided into a balanced major area in which assignments and activities are presented to foster intellectual and personal growth.

Learning Outcomes for All Ottawa University Majors

To demonstrate intellectual growth and competence in the major students will:

1. Acquire, comprehend, organize, and apply knowledge within the major area.
2. Analyze and evaluate knowledge within the major area.
3. Solve problems presented by the major field.
4. Demonstrate oral and written competence in the major field.

To demonstrate personal growth through the major students will:
5. Describe the significance and value of the major in meeting the needs of a global community.
6. Exhibit behaviors indicative of continued learning in the field.

Assessment of Learning Outcomes

In addition to assessment strategies that are program-specific, each major requires students to complete a senior comprehensive, a capstone course or portfolio as a measure of student academic achievement of these six University-wide learning outcomes.

The Minor

Ottawa University offers minors in Accounting, Adult Education, Business Administration, Human Resources, Marketing, Management, Human Services, and Psychology. A minor consists of at least 18 semester credit hours at The College and 20 semester credit hours at the adult campuses, of which 12 must be upper division. In addition:

1. At least half of the credits in the minor must be taken at Ottawa University.
2. Required or elective courses in the minor cannot be used as part of the core or elective courses of another minor or major.
3. A minimum grade of C must be earned in all courses in a minor.
4. Courses for a minor may require additional prerequisite courses.

Consult your advisor for required courses and minor availability.

Concentrations

Ottawa University offers minors in Adult Education, Communication, Human Resources, Long-Term Care Administration, Management, Management of Community-Based Organizations, and Marketing. A concentration is an approved, cohesive selection of courses that allows an area of specialization that is directly associated with a student’s major and consists of coursework beyond the course required in the major. A concentration consists of at least 12 semester credits, all of which must be upper division. In addition:

1. At least half of the credits in the concentration must be taken at Ottawa University.
2. Required or elective courses in the concentration cannot be used as part of the core or elective courses of another minor or major.
3. A minimum grade of C must be earned in all courses in a concentration.
4. Courses for a concentration may require additional prerequisite courses.

Consult your advisor for required courses and concentration availability.
Electives
College years are not only a time for setting career goals and working toward these goals, but also a time for exploring a variety of areas of learning. These explorations are encouraged at Ottawa University through its approach to elective courses. Electives serve the purpose of broadening the required LAS courses and enriching the major course of study. Students are encouraged to look for interdisciplinary electives that complement their field of study instead of simply taking a random collection of courses. For those preferring greater specialization, some majors have associated concentrations or sets of related electives that provide in-depth academic and professional preparation.

Since Ottawa University promotes elective freedom, students may use electives to broaden their understanding and appreciation of subjects outside their majors. A strong elective program provides the student with the kind of diversity that affords new perspectives and encourages new enthusiasms. Electives can help students gain a greater understanding of their place in a complex and changing world that is contextualized by new technologies, cultural diversity, competing faiths, conflicting political systems, and the ongoing need to solve social problems and meet community needs.

Unique Aspects of an Ottawa University Education
Several aspects related to academics, such as a student’s personal relationship with his/her faculty advisor, make education at Ottawa University a unique experience. Some of these qualities are described below.

Advising Process
Each student at Ottawa University has a unique and important relationship with his/her faculty advisor. At Ottawa University, the function of advising is seen as an inherent faculty role. Each student has a primary advisor who serves as a continuing source of counsel and support. Students have frequent opportunities to meet with their advisors, and the relationship between student and advisor becomes one in which learning takes place as the student clarifies goals, develops the skills of educational planning and seeks to evaluate progress toward those goals.

Individual Development
Ottawa University above all is a student-centered institution. Each student participates in the selection or design of a specific educational program, which includes consideration of his/her own interests, abilities and goals and the educational experiences needed to attain these goals. The process culminates in the development of an educational plan specifying the student’s graduation requirements.

Ottawa University is aware that each student differs in the pace and ability to set personal goals and plan educational experiences. There is also a recognition that additional experiences during the college years cause goals and plans to change. Ottawa University faculty are flexible and responsive to each student’s individual needs in the development and implementation of the educational plan. Ottawa University seeks to balance freedom and structure, giving each student both the freedom and the guidance needed to succeed.

Opportunities for Career Preparation
The development of skills needed in future careers is an important facet of the Ottawa University education. The emphasis on career planning begins in the first year LAS seminar in which interests and abilities are evaluated before setting career goals. The student and advisor select or develop a major, which becomes an integral part of the educational plan and is usually oriented toward the student’s career interests.

The flexibility of Ottawa University’s approach allows students to include practical non-classroom experiences in their programs. For example, internships, practicals, and student teaching provide students with valuable career-oriented knowledge and skills that often open doors to employment opportunities or career changes.

Assessment and Evaluation as a Part of the Learning Process
One principle of learning implies students learn best when they have immediate and precise feedback as to how they are performing. The goal of Ottawa University is to make evaluation a valuable part of the learning process itself, not an anxiety-producing hurdle that must be surmounted. Evaluation should take place in ways that help each person understand the strengths and weaknesses of his/her performance in a given area and determine what needs to be done to improve. The most effective feedback tells the student what the grade symbol means relative to the skill and knowledge objectives of a particular course or learning experience. Evaluation takes place in many ways, not merely through tests and term papers.

Each student at Ottawa University receives an evaluation of performance from the instructor in each course. Students, too, are encouraged to develop their own skills in self-evaluation as a part of becoming life-long learners who continue to learn and grow long after graduation.

Ottawa University is committed to student success in the achievement of the learning outcomes for LAS and the chosen major. In addition to a range of evaluation tools, each program provides the student an opportunity to demonstrate academic achievement through a designated primary assessment strategy: a senior comprehensive examination, a capstone course or a portfolio.

GRADUATION REQUIREMENTS
The College

1. Course Requirement: Each student must satisfactorily complete the interdisciplinary seminars:
LAS 12513 Writing I: Entering the Disciplines (for entering first-year students only)
LAS 32513 Writing II: Integrating the Disciplines
LAS 42515 Writing III: Applying the Disciplines

2. Religion Course Requirement: Each student must satisfactorily complete for graduation requirements the two following courses:
REL 20224 The Gospels
REL 21024 Christian Thought I

3. Arts and Cultural Events: Attendance at the Arts and Cultural Events is part of the liberal arts studies requirement for graduation. Each student is expected to attend four events each semester. At the end of each semester, the student receives a grade for having attended. A total of six semesters of attendance is required for graduation. The requirement for transfer students depends upon the hours of semester credit earned at entry:
From 1 to 12 hours need 6 semesters
From 13 to 23 hours need 5 semesters
From 24 to 40 hours need 4 semesters
From 41 to 60 hours need 3 semesters
From 61 to 92 hours need 2 semesters
Over 92 hours need 1 semester

4. Major Requirement: Each student is required to plan a major program in cooperation with an appropriate faculty advisor, involving at least 24 semester credit hours. At least 12 semester credit hours of the major must be taken at Ottawa University, and at least 12 semester credit hours of the major must be upper division courses. Only those required courses completed with a grade of "C" or better are counted toward satisfaction of the minimum number of major semester credit hours required by the department. Each major requires a comprehensive examination/project designed to assess the student's achievement of the goals of his/her major program. In the case of a dual major, a separate and distinct comprehensive are required in each of the major areas.

5. Distribution Requirement: Each student is required to select distribution courses consistent with his/her educational goals and approved by the faculty advisor. The student must maintain passing work in these courses as evidenced by the course instructor's evaluation. In order to be approved, a student's educational plan must show encounter with all seven areas of academic pursuit. Courses that are designated as satisfying this requirement are reviewed regularly and identified in the course schedule each year.

Area I Creative and Performing Arts
ART 13023 Art Fundamentals
MUS 10123 Introduction to Creative Listening
MUS 10223 Popular Music in America

THE 14623 Introduction to Theatre

Area II Historical and Cultural Perspectives
ENG 10223 Contemporary Literature
ENG 10323 Literature and Film
HPS 11053 The American Experience
HPS 25353 World Civilization I
HPS 25453 World Civilization II
HPS 10053 Introduction to World Geography
PHL 11023 Basic Issues in Philosophy

Area III Social and Behavioral Sciences
ECO 20163 Macroeconomics
HPS 13353 American Government
PSY 12053 Principles of Psychology
SOC 10153 Social Thought
SOC 11753 Social Problems and American Values
SOC 26053 Cultural Anthropology

Area IV Mathematical and Logical Systems
MAT 10543 Topics in Mathematics
MAT 10643 College Algebra
MAT 21044 Calculus I
MAT 26043 College Geometry
MAT 30443 Statistics
ITS 16163 Computer Programming

Area V Natural Sciences
BIO 10042 Principles of Biology Lab
AND BIO 10043 Principles of Biology
CHE 10041 Concepts of Chemistry Lab
AND CHE 10044 Concepts of Chemistry
CHE 12041 General Chemistry I Lab
AND CHE 12044 General Chemistry I
PHY 11041 Physical Science Lab
PHY 11043 Physical Science
PHY 22041 College Physics I Lab
PHY 22043 College Physics I
PHY 24741 University Physics I Lab
PHY 24743 University Physics I

Area VI Language
ENG 23723 Intermediate Writing
ENG 31023 Advanced Expository Writing
COM 10063 Survey of Mass Communications
SPH 11023 Speech Preparation and Delivery
SPA 10124 Elementary Spanish I

Area VII Physical Fitness (choose two)
PAC 10131 Coed Weight Training
PAC 10931 Karate
PAC 11131 Lifetime Fitness
PAC 11231 Nontraditional Team Sports I
PAC 11331 Folk and Square Dancing
PAC 12131 Walking for Fitness
6. Skills Competency Requirement: Each student must demonstrate minimal competency in reading, writing and computation to graduate from Ottawa University's The College.

- Reading competency is demonstrated by achieving at least a 19 composite ACT score or by passing a qualifying examination before the end of the sophomore year. In the case of transfer students, a qualifying examination must be passed before the end of the first year at Ottawa University.
- Writing competency is demonstrated by achieving a composite score of 20 or higher on the ACT or by receiving a grade of "C" or better in ENG 23723 Intermediate Writing. In the case of transfer students, a grade of "C" or better in Composition II meets this requirement.
- Computational competency is demonstrated by passing any distribution course in Area IV, Mathematics. In the case of transfer students, a passing grade in College Algebra or a more advanced mathematics course meets the requirement. Teacher Education students may demonstrate skills competency in reading and writing by achieving an adequate score on the Preprofessional Skills Test (PPST). Failure to demonstrate any of these basic competencies by the appropriate time results in the evaluation of the student's continuation at Ottawa University's The College.

7. Academic Performance Requirements: To receive a Bachelor of Arts degree from Ottawa University – The College, students are required to complete a minimum of 124 semester credit hours of coursework with a grade point average of 2.00 or better.

Transfer students must maintain at least a 2.00 GPA in Ottawa University coursework, as well as their cumulative coursework.

- No less than 30 semester credit hours of coursework must be completed at Ottawa University.
- No more than 62 semester credit hours of junior or community college work count toward the graduation requirement of 124 semester credit hours. Courses transferred from a junior or community college after a student has completed 62 semester credit hours do not count toward the 124 semester credit hours graduation requirement. Courses transferred from a junior or community college after a student has completed 62 semester credit hours do not satisfy The College's distribution requirement unless the chair of the department in question grants an exception.

8. 40 semester credit hours of upper level coursework: Graduating seniors are expected to earn at least 40 semester credit hours of upper level courses numbered 30000 or higher.

9. Graduation: Graduating seniors are expected to attend the baccalaureate service and commencement and must appear personally at graduation to receive their diplomas. The provost, only in case of absence due to justifiable cause, can authorize graduation in absentia. For seniors graduating in absentia, students must notify The College registrar of the address to which diplomas should be mailed.

**Adult Campuses – Undergraduate**

Graduation requirements at the adult campuses are largely consistent with those at The College but are designed to accommodate a diversity of students and program options that include degree completion programs, "two plus two" programs in articulation with regionally accredited community colleges, as well as programs through which students pursue more than half of their academic coursework at Ottawa University.

Adult campus students must complete:

- A minimum of 24 semester credit hours in residence with Ottawa University, including minimum of 8 semester credit hours in the Liberal Arts Studies (LAS) sequence, namely Proseminar and Graduation Review, and including at least 12 semester credit hours in the major (not including semester credit hours earned through Credit by Assessment).
- A minimum of 40 semester credit hours of upper-division coursework (300- and 400-level).
- A minimum of 24 semester credit hours in the major. All grades for courses in the major must be at a "C" level or better.
- A cumulative grade point average of 2.00 or better.
- A minimum of 128 earned semester credit hours.

*Adult campuses may impose additional degree or program requirements. Campus-specific requirements supersede the general information outlined above. Please contact the campus registrar for more details.*

**Adult Campuses - Graduate**

- A minimum of 36 earned semester credit hours
- A cumulative grade point average of 3.00 or better
- No more than two grade of "C"

**International Instructional Sites**

The international degree completion program in business administration consists of 31 semester credit hours including three courses in the liberal arts studies sequence including Proseminar, Cross-Cultural Issues in International Business and Graduation Review.

- A grade of "C" or better in all Ottawa coursework.
- A cumulative grade point average of 2.00 or better.
- A minimum of 125 earned semester credit hours.
GRADUATION HONORS
(Applicable to Undergraduate Programs Only)

The Latin designation for honors refer to the medieval origins of academic ceremony: cum laude indicates distinction; magna cum laude, great distinction; and summa cum laude, highest distinction. At Ottawa University, students achieve a 3.50 to 3.79 grade point average (on a 4.00 scale) to graduate cum laude. Magna cum laude honors require a 3.80 to 3.89 grade point average. For the highest honors, summa cum laude, students must achieve a 3.90 or higher grade point average. To qualify for honors, students must complete a minimum of 40 semester credits hours at Ottawa University (excluding Credit by Assessment), and all transfer work is considered in the grade point calculation. Distinction in the comprehensive examination or project may be earned by students as judged by the faculty.

ACADEMIC DIVISIONS AND UNDERGRADUATE MAJORS

Because Ottawa University serves students in several geographic regions, not all programs are available at every campus. Four academic divisions encompass all Ottawa University undergraduate programs at all locations. Each of these divisions represents one of the major domains of knowledge and inquiry, and together they form a comprehensive and unified view of the world. The four academic divisions at Ottawa University are:

» Arts, Humanities and Sciences
» Business, Management and Information Technology
» Education
» Behavior and Social Sciences

Ottawa University’s undergraduate majors are presented in the following pages by location.

Special Study Opportunities

In response to students’ learning needs and styles, Ottawa University offers a variety of study opportunities in addition to regularly scheduled courses in a traditional classroom setting. Coursework may be delivered through directed study, independent study, or online. Students may enroll in special topics as an alternative to regular course offerings or internships that offer valuable experiential learning. Students should consult with their advisors regarding the availability of special opportunities at their locations.

Online Programs

Ottawa University offers online programs at the master’s level in business administration, education, human resources, and an undergraduate program in health care management. These programs require an intensive, face-to-face classroom meeting over a weekend with the instructor and other students at the beginning of each course. The remainder of the course is conducted online. Ottawa University also offers one completely online undergraduate program in police science in cooperation with Rio Salado College in Phoenix, Arizona. For complete information about online programs, contact one of the adult campuses.

UNDERGRADUATE PROGRAMS BY LOCATION

Arizona Campuses

Bachelor of Arts

» Biology*
» Business Administration
» Communication
» Education
» English*
» Health Care Management
» History*
» Human Resources
» Human Services
» Individualized
» Information Technology Systems
» Management
» Mathematics*
» Police Science/Law Enforcement Administration
» Psychology
» Public Administration
» Substance Abuse Counseling

*Degree completion program available to those students who seek secondary teacher certification.
BIOLGY

Secondary Education Only

Biology fosters an understanding and respect for the patterns and processes of the living world. Students develop technical and analytical skills that allow them to identify and evaluate the significance of biological problems across all levels of organization from the cell to the biosphere. The curriculum integrates the societal implications and consequences of contributions made by the field with an understanding of the moral and ethical decisions related to the life sciences. In this manner, students develop a personal philosophy of the living world that includes compassion and responsible action toward all life. This major prepares graduates for a wide range of scientific careers including positions in the health professions, teaching, and research.

Arizona Biology Teaching Certification

Students seeking certification to teach must have a major area of study. This major area must include 30 semester credit hours of courses. Students should consult their academic advisor for more information regarding their major area. Students seeking certification in areas of study additional to their major must have a minimum of 24 semester credit hours of courses in an area. Students should consult their academic advisor requiring additional areas of certification.

Required Courses

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>CHE 10044</td>
<td>Concepts of Chemistry</td>
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<tr>
<td>BIO 10043</td>
<td>Principles of Biology</td>
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<tr>
<td>BIO 20043</td>
<td>Organismic Biology</td>
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<tr>
<td>BIO 20343</td>
<td>Human Anatomy and Physiology</td>
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<tr>
<td>BIO 30243</td>
<td>Microbiology</td>
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<tr>
<td>BIO 30643</td>
<td>Environmental Biology*</td>
</tr>
<tr>
<td>BIO 31243</td>
<td>Genetics*</td>
</tr>
<tr>
<td>BIO 49201</td>
<td>Integrative Seminar in Biology</td>
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</tbody>
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*Courses must be taken at Ottawa University

COMMUNICATION

The Communication major is designed to help students understand and master the concepts and methods of communication in a wide array of settings. It promotes analysis, synthesis and evaluation of communication contexts and strategies and solutions to achieve, effectively and efficiently, a desired outcome with a specific audience. Students in this major develop critical-thinking skills and an awareness of cultural, social, intergenerational, and political diversity as it relates to communication. They are encouraged to relate communication insights to their personal and professional lives as they become capable problem solvers. Students improve on their communication abilities and develop their own style, aesthetics and processes to achieve positive relationships in a variety of settings. As an integral part of the Communication major, students will develop a philosophy for ethical, moral and lawful treatment of communication stakeholders. The Communication major prepares graduates for a wide range of careers including public relations, marketing, advertising, mass media, technical writing, arts communication, government, business, and law.

Required Courses

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<tr>
<td>COM 30363</td>
<td>Organizational Communication</td>
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<tr>
<td>COM 40164</td>
<td>Intercultural and International Communication</td>
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<tr>
<td>COM 40464</td>
<td>Persuasive Communication</td>
</tr>
<tr>
<td>COM 49100</td>
<td>Applied Seminar in Communication (CAPSTONE COURSE)</td>
</tr>
</tbody>
</table>

*Minor available in Communication. Please check with your advisor for availability at your campus.

BUSINESS ADMINISTRATION

The Business Administration major focuses students on how a business firm can achieve its objectives in a competitive local, regional, national, or global environment while maintaining ethical principles and practices. This major integrates a broad range of theories, concepts, methods, policies, and practices through the study of finance, economics, law, ethics, marketing, human resources, management, and organizational behavior. Students analyze and evaluate business systems in terms of their efficiency, productivity, profit, and service. They study the challenges and opportunities facing existing companies and new ventures. As potential entrepreneurs, students synthesize their knowledge, analyze markets, and develop business plans. They learn to make convincing presentations to employees, customers, managers, board members, and investors. They appreciate how responsible business practices can improve economic standards, social stability, and international trade. Graduates are prepared for a range of career opportunities in both for-profit and nonprofit private entities as well as the public sector.

Required Courses

| Course Code | Course Title                |
|-------------|----------------------------|---|
| COM 30163   | Interpersonal Communication |
| COM 30263   | Small Group Communication OR|
| PSY 32454   | Group Dynamics              |
| COM 30363   | Organizational Communication|
| COM 40164   | Intercultural and International Communication |
| COM 40464   | Persuasive Communication    |
| COM 49100   | Applied Seminar in Communication (CAPSTONE COURSE) |

EDUCATION

The Elementary Education major and Secondary Education Certification/Licensure program are designed to produce teachers who have the knowledge, social competencies, methods, communication skills, and sensitivity to be effective in the school environment.
Students complete methods courses, professional education courses, and field experiences and observations. They develop critical thinking skills through an analysis of educational history, philosophy, and psychology; measurement and evaluation of learning; and classroom management. They gain awareness of cultural diversity and the social and political contexts of education. Elementary Education majors must also demonstrate ability in liberal arts areas including mathematics, science, writing, communication, and the fine arts. The education major is based on state, regional and national certification/licensure criteria and testing competencies. The Ottawa University teacher education programs are state approved in Arizona.

Secondary Education Certification/Licensure is not an academic major, but rather a required companion program to an academic major for students who wish to teach at the high school level. Students must complete a major in a high school subject area approved by the state (e.g., English, history, biology, mathematics), as well as professional knowledge and secondary methods courses, prior to the student teaching field experience. Prospective high school teachers learn to be sensitive to the unique needs, challenges and learning styles of a diverse adolescent student population.

Arizona Teacher Education Programs
Ottawa University has designed its undergraduate education programs to produce teachers who have the knowledge, social competencies, methodology, communication skills, and sensitivity to be effective instructors at the elementary, middle or high school level. Elementary and secondary education programs combine a liberal arts philosophy with state certification criteria and content covered in the Arizona Educator Proficiency Assessment (the State of Arizona exit exams required of all teacher certification candidates).

Admission to the Teacher Education Program
Students are encouraged to announce their intent to pursue teacher certification as part of their program of study during the initial coursework associated with their Proseminar course (the first formal course taken by all incoming undergraduate students). During this course, the student will work in harmony with his/her advisor to put together a program of study that will guide and direct the student through the required courses leading to student teaching and certification.

Criteria for admission to the Teacher Education Program(s) are:

- A 2.50 cumulative grade point average on all previously earned coursework prior to admission to Ottawa (this same 2.50 GPA is required as a program exit and admission to student teaching).
- All students of teacher education must be eligible for a Class 1 or Class 2 fingerprint clearance. The "fingerprint clearance card" must be in the possession of the student prior to applying for student teaching and, eventually, teacher certification.

Required Coursework for Certification
The Ottawa University Teacher Education programs and the coursework associated for each are defined in detail in the handbook associated with teacher education licensing for the State of Arizona and Ottawa University – Arizona. Each program of study leading toward teacher certification must be aligned with a major (or majors) associated with the program of study. In addition to the overall outcomes for the major(s), each content area has outcomes related to that discipline. These outcomes are provided to students by their academic advisor.

At Ottawa University - Arizona, the major consists of a minimum of 28 semester credit hours beyond the introductory level and prerequisite requirements. Each major consists of core courses (required courses) and electives (courses selected by the student and approved by the advisor) that are appropriate for the designated major. Both core and elective courses count toward the minimum required 28 semester credit hours. Student performance in a core course must be at a grade of "C" or better. Further, a minimum of 28 semester credit hours in the major must be graded "C" or above.

Majors offered in the Bachelor of Arts Program include but may not be limited to:

- Elementary Education
- Biology
- English
- History
- Mathematics

General Education Requirements
The Ottawa University Teacher Education Program requires each person seeking teacher certification in the State of Arizona to complete a program of study that includes coursework in the area of general education. This work is designed to develop a broad understanding of the characteristics of the disciplines in the arts, humanities, natural sciences, and social sciences. The general requirements are also designed to assist the student in becoming competent in written and oral communication and in the use of mathematical properties, processes and symbols. Finally, these general education requirements are designed in part to prepare the teacher education student for a successful mastery of the required examinations associated with teacher certification in Arizona.

Certification
At the end of student teaching (the last requirement for education majors), students are issued an Institutional Recommendation form that alerts the State Department of Teacher Certification that the student has fulfilled all academic requirements associated with teacher certification in the State of Arizona. In addition to the Institutional Recommendation form, as part of the certification process, students must have successfully mastered the state competency exams associated with their area of certification and must possess a valid Class 1 or Class 2 fingerprint clearance card. Additionally, the student must have
maintained a cumulative grade point average no less than the University requirement (currently 2.50). At Ottawa University – Arizona, the Institutional Recommendation is issued by the Dean of Education upon verification from the advisor of the student who certifies the program of study to be complete. The Dean requires proof of "passing performance" in the Arizona Educator Professional Assessment along with a valid fingerprint card. With these documents in place, the student is eligible to approach the State Department for Teacher Certification, where he/she presents the appropriate fee before receiving his/her first teacher certification, which is valid for two years.

Professional Education Requirements for All Education Majors

EDU 31233 Educational Psychology
EDU 33034 History and Philosophy of Education
EDU 33434 Educational Tests and Measurement
EDU 41234 Classroom Management
EDU 43033 SEI Methods for ELL I
EDU 49001 Elementary Student Teaching I
AND EDU 49002 Elementary Student Teaching II OR
EDU 49021 Secondary Student Teaching I
AND EDU 49022 Secondary Student Teaching II

Content Area Coursework

Education students must develop an academic major in a particular discipline and complete additional coursework required in that content area. Certification programs offered at Ottawa University – Arizona are listed above. Specific coursework for teacher certification is defined in each content area section. Certification requirements are updated regularly. Students should consult with Teacher Education Program personnel for current requirements. It is also important for student to remain in touch with his/her advisor to assure that current issues are addressed in the program of study.

Elementary Education

Additional Education courses for Elementary teachers K-8:

EDU 32734 Elementary Language Arts Methods
EDU 33134 Elementary Math Methods
EDU 32634 Elementary Reading Methods
EDU 33132 Elementary Science Methods
EDU 32834 Elementary Social Studies Methods
HPS 30151 Arizona Constitution
HPS 30251 United States Constitution

18 semester credit hours in an area of emphasis in a discipline outside the teacher education program (e.g. mathematics, language arts, social studies, science, etc.)

Secondary Education

Additional Education course for middle and high school teaching:

EDU 42634 Secondary Methods and Curriculum Development
HPS 30151 Arizona Constitution
HPS 30251 United States Constitution

24 to 30 semester credit hours in an area of emphasis in a discipline outside the teacher education program and a subject that is a desired, teachable major (e.g. mathematics, English, history, etc.)

ENGLISH

The English major promotes understanding, analysis, and evaluation of a wide range of authors, characters, themes, plots, and styles in world literature. Through varied approaches to literary criticism, students learn to appreciate the ways in which creative writing can capture the essence of the human condition. They are encouraged to relate literary insights to their own lives as they become productive, sensitive, and ethical problem-solvers. Students reflect on their values and discover what it means to be a socially responsible citizen. They are exposed to varied world views and learn to respect diversity and the opinions of others. By identifying the techniques and impacts of successful writers, students develop their expressive abilities, identify important personal issues, increase empathy for others, and discover their own voices and styles through the written word. The study of literature, composition, and linguistics is an important component of a liberal arts curriculum. English graduates may apply their abilities to a broad range of careers in law, journalism, advertising, public relations, publishing, communications, library science, technical writing, government, business, and education.

Required Courses

ENG 31023 Advanced Expository Writing OR
ENG 40524 Process Writing
ENG 31723 Multicultural Literature
ENG 32523 The English Language
ENG 41823 Shakespeare Seminar
ENG 45023 Seminar: American Literature
ENG 45123 British Literature I
ENG 49201 Integrative Seminar in Criticism (CAPSTONE COURSE)

Arizona English Teaching Certification

Students seeking certification to teach must have a major area of study. This major area must include 30 semester credit hours of courses. Students should consult their academic advisor for more information regarding their major area. Students seeking certification in areas of study additional to their major must have a minimum of 24 semester credit hours of courses in an area. Students should consult their academic advisor requiring additional areas of certification.

HEALTH CARE MANAGEMENT

The Health Care Management major promotes an understanding of complex, evolving, and integrated health care and reimbursement systems. Students analyze perspectives, methods, and values associated with the delivery and financing of health services. They evaluate client needs, fiscal constraints, management practices, ethical principles, public policies, promotional strategies, and system designs to discover ways to meet the growing demands for affordable, efficient, responsible, and effective health care. The major promotes organizational insight and managerial ability for those who desire
leadership positions in health-related enterprises. It is especially suitable for health care professionals with technical/clinical degrees, nurses, reimbursement specialists, utilization review professionals, medical office or managed care personnel, and health insurance providers.

**Required Courses**

- ECO 30564  Economics for Managers
- HPS 40654  Health Care Law and Ethics
- OAD 36164  Health Care as Social Policy
- OAD 38564  Behavior in Health Care Organizations
- OAD 38663  Human Resources in Health Care Organizations
- OAD 48001  Finance and Regulations in Health Care Organizations
- OAD 49000  Planning, Organizing, and Leading in Health Care Organizations (CAPSTONE COURSE)

**HISTORY**

The History major promotes an understanding of the impact of human events on the past and present. The study of United States history is supplemented with a review of Western Civilization and the historical legacy of other parts of the world. Students strive to comprehend the forces that have contributed to domestic and international stability and instability; consider economic, social, and political developments, and ongoing struggles for human rights; and contextualize events through an understanding of issues related to gender, race, and culture. Students gain skills in critical interpretation and historiography. This major provides a strong foundation in the liberal arts and also prepares students for careers in teaching, law, government service, journalism, and other positions requiring a broad understanding of the forces that impact and shape the world.

**Required Courses**

- HPS 30754  America's Rise to World Power
- HPS 45553  Contemporary America 1945-Present
- HPS 35054  Seminar in World History I
- HPS 35154  Seminar in World History II
- HPS 35555  The Early Republic
- HPS 49400  Global Issues in Historical Perspective (CAPSTONE COURSE)

**Arizona History Teaching Certification**

Students seeking certification to teach must have a major area of study. This major area must include 30 semester credit hours of courses. Students should consult their academic advisor for more information regarding their major area. Students seeking certification in areas of study additional to their major must have a minimum of 24 semester credit hours of courses in an area. Students should consult their academic advisor requiring additional areas of certification.

**HUMAN RESOURCES**

The Human Resources major helps students develop, support, and administer personnel in business organizations. Students understand the challenges of employment and staffing; the complexities of compensation and benefits; the policies and programs that promote employee responsibility, production, and satisfaction; and the methods to hire, retain, and terminate employees based on legal policies and ethical parameters, protecting both the rights of workers and the interests of the company. They learn the role of human dynamics in coordinating, training, and supporting a diverse workforce. As coordinators of human capital, students must become adept at communication, critical thinking and problem solving in such areas as data management, systems design, and conflict management within changing organizational structures and unstable economic conditions. Graduates are prepared for support or supervisory personnel positions in a range of corporate, civic, or nonprofit organizations.

Minor available in Human Resources. Please check with your advisor for availability at your campus.

**Required Courses**

- ACC 30664  Managerial Accounting
- COM 32663  Business Mathematics
- ECO 30564  Economics for Managers
- MAT 20143  Business Mathematics
- OAD 40264  Planning and Budgeting
- OAD 30063  Behavior in Organizations
- OAD 30264  Employment Law and Politics
- OAD 32563  Human Resources Administration
- OAD 41564  Compensation and Benefits
- OAD 41764  Training and Development
- OAD 49200  Seminar in Applied Human Resources (CAPSTONE COURSE)

Two additional courses must be completed. Please see your academic advisor for course options.

**HUMAN SERVICES**

The Human Services major provides an introduction to policies and programs designed to meet community needs among varied populations. Students think critically about issues of diversity and social equity; and learn to help people cope with personal challenges such as poverty, substance abuse, mental health, and relational crisis. They analyze the social, legal, political, and governmental forces that influence the delivery of human services; and gain abilities in program implementation, client interviewing, data gathering, counseling, consulting, and case management. Students may choose to specialize in advocacy, child and family services, corrections, gerontology, or mental health programs. This major follows guidelines of the National Organization for Human Service Education which promotes the knowledge and skills needed by professionals who plan to commit their lives to serving others. Careers in private and public sectors include welfare agencies; church ministries; community development programs; youth and adult group homes; senior centers; retirement and nursing homes; case management agencies; homeless shelters; poverty assistance programs; and government, corrections or law enforcement agencies.
Minor available in Human Services. Please check with your advisor for availability at your campus.

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>COM 30163</td>
<td>Interpersonal Communication</td>
</tr>
<tr>
<td>HUS 30000</td>
<td>Social Welfare: Issues in Human Services</td>
</tr>
<tr>
<td>HUS 30253</td>
<td>Social Policy and the Community</td>
</tr>
<tr>
<td>HUS 40553</td>
<td>Skills and Techniques in Human Services</td>
</tr>
<tr>
<td>PSY 12053</td>
<td>Principles of Psychology</td>
</tr>
<tr>
<td>PSY 30353</td>
<td>Psychology of Abnormal Behavior</td>
</tr>
<tr>
<td>SOC 30653</td>
<td>Ethnic Relations and Multiculturalism</td>
</tr>
<tr>
<td>HUS 49000</td>
<td>Seminar in Human Services (CAPSTONE COURSE)</td>
</tr>
</tbody>
</table>

**INFORMATION TECHNOLOGY SYSTEMS**

The Information Technology Systems major provides knowledge and skills related to the programming, storage, networking, and communication of information in an organization. This preparation also includes basic concepts and principles of business practices along with skills in planning, problem-solving, decision-making, and systems analysis. Students develop a computer proficiency and gain the ability to apply information systems in organizations effectively, efficiently, and responsibly with an understanding of the critical nature of information management in a global economy. Graduates are prepared for private or public sector careers in database administration, systems analysis, network administration, software programming, Internet technologies, and help desk management.

**Technical Core Courses**

- Minimum of 15 semester credit hours including all of the following:
  - Database Management
  - Introduction to Information Technology (includes end-user application tools)
  - Networking
  - Operating Systems
  - Programming

**Technical Specialty Courses**

- Minimum of 20 semester credit hours.
- Can be technical electives in programming, database management, operating systems, or networking
- Can be industry-recognized certifications.
- Can be an internship.

**Technical Architecture Course**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>ITS 48163</td>
<td>Systems Analysis and Design</td>
</tr>
</tbody>
</table>

**Organizational Core Courses**

- Minimum of 15 semester credit hours including all of the following:
  - COM 30163 Interpersonal Communication
  - COM 30363 Organizational Communication OR
  - COM/ENG 30124 Professional Writing OR
  - COM 32663 Business Communication
  - OAD 30063 Behavior in Organizations
  - OAD 30563 Management
  - OAD 31664 Business Ethics
  - ITS 49100 Methodologies of Project Development (CAPSTONE COURSE)

*Additional courses may be required. Please see your academic advisor.

**MANAGEMENT**

The Management major promotes the conceptual awareness and practical abilities needed to supervise personnel and help organizations run efficiently, effectively, and ethically. Students learn how to plan, budget, coordinate, and influence within an organizational setting. They develop ways to analyze systems; interpret data; set priorities; administer human resources; improve customer service; adapt to internal and external changes; and understand how a manager's personal responsibility, integrity, and empathy can help motivate a diverse workforce. Communication, problem-solving, and decision-making are key skills that help students formulate strategic approaches to operational execution. Graduates are prepared for a wide range of leadership careers in business, government, and all types of organizations. Minor available in Management. Please check with your advisor for availability at your campus.

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>MAT 20143</td>
<td>Business Mathematics</td>
</tr>
<tr>
<td>ACC 30664</td>
<td>Managerial Accounting OR</td>
</tr>
<tr>
<td>OAD 40264</td>
<td>Planning and Budgeting</td>
</tr>
<tr>
<td>COM 32663</td>
<td>Business Communication</td>
</tr>
<tr>
<td>ECO 30564</td>
<td>Economics for Managers</td>
</tr>
<tr>
<td>OAD 30063</td>
<td>Behavior in Organizations</td>
</tr>
<tr>
<td>OAD 30563</td>
<td>Management</td>
</tr>
<tr>
<td>OAD 31664</td>
<td>Business Ethics</td>
</tr>
<tr>
<td>OAD 32563</td>
<td>Human Resources Administration</td>
</tr>
<tr>
<td>OAD 49300</td>
<td>Seminar in Applied Management (CAPSTONE COURSE)</td>
</tr>
</tbody>
</table>

**MATHEMATICS**

**Secondary Teaching Certification Only**

Mathematics is both a symbolic language and a way of thinking. A universal science and a key component of a liberal arts education, mathematics is a critical tool for technological advancement and practical problem-solving in a complex natural and social world. The major provides training in logic and critical thinking, and helps students gain mastery of calculus, algebra, geometry, statistics, and computer programming. Graduates are prepared for a wide range of careers including teaching, computer science, engineering, finance, actuarial science, business, investments, behavioral sciences, and research.

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>MAT 10443</td>
<td>Intermediate College Algebra</td>
</tr>
<tr>
<td>MAT 10643</td>
<td>College Algebra</td>
</tr>
</tbody>
</table>
MAT 1143    Pre-Calculus
MAT 21044   Calculus I
MAT 21144   Calculus II
MAT 22043   Linear Algebra
MAT 31044   Differential Equations
MAT 49201   Integrative Seminar in Mathematics

Arizona Mathematics Teaching Certification
Students seeking certification to teach must have a major area of study. This major area must include 30 semester credit hours of courses. Students should consult their academic advisor for more information regarding their major area. Students seeking certification in areas of study additional to their major must have a minimum of 24 semester credit hours of courses in an area. Students should consult their academic advisor requiring additional areas of certification.

POLICE SCIENCE/LAW ENFORCEMENT ADMINISTRATION

Offered Online
The Police Science/Law Enforcement Administration major promotes the knowledge and skills necessary to maintain social order, protect individual rights, meet public needs, and uphold the laws and institutions of democracy. Students study the theoretical, ethical, judicial, and practical issues related to the operations and responsibilities of a complex law enforcement organization. Within the contexts of current events, poverty, race, ethnicity, human relations, urban expansion, and public policy, students analyze the causes of deviant behavior in juvenile and adult offenders. In addition to critical thinking problem solving, and communication skills, students develop increased empathy and a greater understanding of diversity. They evaluate scientific advances and new technologies that support effective crime detection, intervention, and prevention. Students explore ways to improve community relations and gain civic support for their critical mission to protect and serve. The Police Science Bachelor of Arts degree is intended for students who are graduates of a Rio Salado College-affiliated police academy and have successfully completed the community college's associate's degree in Law Enforcement Technology. All other students pursue a B.A. degree in Law Enforcement Administration. Graduates of these programs are prepared to advance in rank and leadership responsibility.

Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>PLS 30000</td>
<td>Examination of the Criminal Justice System</td>
</tr>
<tr>
<td>PLS 30100</td>
<td>Individual Rights: Practices and Systems</td>
</tr>
<tr>
<td>PLS 30200</td>
<td>Police Responsibility, Ethics and Rights</td>
</tr>
<tr>
<td>PLS 30300</td>
<td>Understanding Criminal Behavior</td>
</tr>
<tr>
<td>PLS 40000</td>
<td>Race, Crime and Social Policy</td>
</tr>
<tr>
<td>PLS 40100</td>
<td>Public Safety Supervision</td>
</tr>
<tr>
<td>PLS 40200</td>
<td>Policing in Today's Communities</td>
</tr>
<tr>
<td>PLS 40300</td>
<td>Leadership in Law Enforcement</td>
</tr>
<tr>
<td>PLS 49100</td>
<td>Selected Contemporary Topics in Policing (CAPSTONE COURSE)</td>
</tr>
</tbody>
</table>

PSYCHOLOGY
Psychology is the study of human behavior. The major provides a foundation in human physiological, mental, intellectual, personality, and social development. Specific coursework is focused on research, theories and processes useful for understanding oneself and others both as individuals and as members of various societies, groups, cultures, and organizations. Psychology students are encouraged to think critically, to analyze and integrate information from other disciplines and sources, and to draw conclusions which can lead to the application of psychology to the identification and realization of individual and group goals. The study of psychology partners well with liberal arts coursework and facilitates ethical thinking, self-awareness and empathy within a global community. Students are prepared for graduate study leading to professions in counseling and psychotherapy, teaching, church ministry, youth work, law enforcement, research, marketing, organizational development, personnel services, social advocacy, community services, rehabilitation, gerontology, and social work.

Minor available in Psychology. Please check with your advisor for availability at your campus.

Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>PSY 12053</td>
<td>Principles of Psychology</td>
</tr>
<tr>
<td>PSY 30153</td>
<td>Theories of Personality</td>
</tr>
<tr>
<td>PSY 30353</td>
<td>Psychology of Abnormal Behavior</td>
</tr>
<tr>
<td>PSY 31354</td>
<td>Physiological Psychology</td>
</tr>
<tr>
<td>PSY 32253</td>
<td>Research Design and Analysis</td>
</tr>
<tr>
<td>PSY 32353</td>
<td>Developmental Psychology</td>
</tr>
<tr>
<td>PSY 40854</td>
<td>History and Systems of Psychology</td>
</tr>
<tr>
<td>SOC 30653</td>
<td>Ethnic Relations and Multiculturalism</td>
</tr>
<tr>
<td>PSY 49201</td>
<td>Seminar in Psychology (CAPSTONE COURSE)</td>
</tr>
</tbody>
</table>

PUBLIC ADMINISTRATION

The Public Administration major promotes an understanding of the policies, purposes, philosophies, responsibilities, management methods, and challenges of civic leadership. Students analyze complex organizational systems; learn budgeting processes; apply new technologies; identify ethical issues; and evaluate the goals of local, state, and national governmental agencies in a changing society. Critical thinking, problem-solving, and effective communication are important skills that students develop as they analyze case studies and commit themselves to continuous quality improvement. Graduates of this major are prepared to enter city, county, state, or national agencies that benefit from ethical management, efficient practices, positive public relations, and an empathetic response to the diverse social groups within and served by agencies.

Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>ECO 30564</td>
<td>Economics for Managers</td>
</tr>
<tr>
<td>HPS 13353</td>
<td>American Government</td>
</tr>
<tr>
<td>HPS 49300</td>
<td>Public Policy</td>
</tr>
<tr>
<td>OAD 30063</td>
<td>Behavior in Organizations</td>
</tr>
<tr>
<td>OAD 33064</td>
<td>Governmental Budgeting</td>
</tr>
</tbody>
</table>
undergraduate programs by location: Arizona

OAD 43564  Administration of Public Organizations
HPS 49300  Public Policy (CAPSTONE COURSE)

Substance Abuse Counseling

The Substance Abuse Counseling program provides both the theoretical knowledge and applied skills necessary to prepare the student to assist individuals in alleviating problems related to addictions. Starting with a foundation built on contemporary knowledge within the field of substance abuse and addictions theory, the program develops student skills in counseling techniques applicable within a therapeutic environment. The degree provides academic requirements for licensure as an Associate Substance Abuse Counselor.

As this major is meant to prepare future practitioners, students must apply and be accepted to this major. Due to the sensitive nature of work in the area of substance abuse counseling, students are admitted on the basis of many different expressions of their qualities and abilities: academic preparation, work experience, and factors relating to character and personality. Eligibility is based on factors that most likely predict successful completion of the program, skills in clinical skills, and eventual licensure as an Associate Substance Abuse Counselor (Arizona).

Academic Preparation

A minimum GPA of 3.0 in all previous college coursework in liberal arts/science courses. [Grades in courses that are vocational/technical or otherwise not related to the SAC curriculum will weigh less heavily in the decision.]

Work Experience

Students who have volunteer and/or work experience in behavioral healthcare environments bring an added level of preparation. Personal psychotherapy experiences may provide a familiarity with counseling activities, but this is not an automatic qualifier for appropriateness for study in substance abuse counseling. References must verify relevant field experience. A current resume, outlining all work and volunteer experiences, and noting reasons for leaving positions, is required of all applicants.

Personal Preparation

Section F.1 (Teaching, Training, and Supervision) of the American Counseling Association Code of Ethics and Standards of Practice states:

Counselors do not endorse students or supervisees for certification, licensure, employment, or completion of an academic or training program if they believe students or supervisees are not qualified for the endorsement. The potential student in Substance Abuse Counseling should be eligible upon admission into the program to meet state of Arizona licensing requirements concerning personal functioning/appropriateness. The Arizona Board of Behavioral Health Examiners considers criminal history, prior surrender/loss of a license in a profession, substance abuse, and other personal characteristics in granting/renewing licensure in Substance Abuse Counseling. The State of Arizona will require fingerprinting and verification through the National Practitioner Data Bank upon application for licensure. Applicants must complete and have notarized a questionnaire which evaluates the same information as required by the State of Arizona Board of Behavioral Health Examiners.

Personal preparation for study in Substance Abuse Counseling assumes that the individual demonstrates sustained personal, emotional, relationship, and lifestyle stability. Application materials may be obtained from your academic advisor or from the Professional Counseling Office (Rm 1071, Phoenix campus). Submit the following information to the Professional Counseling Office:

1. Application Form
2. Resume
3. Personal essay: 300-word minimum essay on interest in Substance Abuse Counseling and career goals
4. Notarized Background Affidavit
5. Signature Page for Student Impairment Policy
6. Three Reference Forms (completed and returned by your references)

Required Courses

(All courses must be completed at Ottawa University with the exception of PSY 12053)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 12053</td>
<td>Principles of Psychology</td>
</tr>
<tr>
<td>SAC 41300</td>
<td>Introduction to Substance Abuse, Addiction, and Related Disorders</td>
</tr>
<tr>
<td>SAC 41305</td>
<td>Psychophysiology and Pharmacology of Substance Abuse and Other Addictions</td>
</tr>
<tr>
<td>SAC 41310</td>
<td>Prevention, Assessment, and Treatment of Substance Abuse and Related Addictions</td>
</tr>
<tr>
<td>SAC 41315</td>
<td>Multicultural Competencies for Substance Abuse Counseling</td>
</tr>
<tr>
<td>SAC 41320</td>
<td>Group Dynamics and Substance Abuse Counseling</td>
</tr>
<tr>
<td>SAC 41325</td>
<td>Family Systems and Substance Abuse Counseling</td>
</tr>
<tr>
<td>SAC 41330</td>
<td>Legal and Ethical Issues for Substance Abuse Counseling</td>
</tr>
<tr>
<td>SAC 41400</td>
<td>Community Care I: Clinical Foundations</td>
</tr>
<tr>
<td>SAC 41405</td>
<td>Community Care II: General Assessment/Clinical Liaison</td>
</tr>
<tr>
<td>SAC 41410</td>
<td>Community Care III: ADBHS Clinical Training</td>
</tr>
<tr>
<td>SAC 41415</td>
<td>Community Care IV: Service Planning</td>
</tr>
<tr>
<td>SAC 49000</td>
<td>Field Placement in Substance Abuse Counseling (CAPSTONE COURSE)</td>
</tr>
</tbody>
</table>
Jeffersonville Campus
Bachelor of Arts
» Business Administration
» Human Resources
» Individualized
» Management

BUSINESS ADMINISTRATION
The Business Administration major focuses students on how a business firm can achieve its objectives in a competitive local, regional, national, or global environment while maintaining ethical principles and practices. This major integrates a broad range of theories, concepts, methods, policies, and practices through the study of finance, economics, law, ethics, marketing, human resources, management, and organizational behavior. Students analyze and evaluate business systems in terms of their efficiency, productivity, profit, and service. They study the challenges and opportunities facing existing companies and new ventures. As potential entrepreneurs, students synthesize their knowledge, analyze markets, and develop business plans. They learn to make convincing presentations to employees, customers, managers, board members, and investors. They appreciate how responsible business practices can improve economic standards, social stability, and international trade. Graduates are prepared for a range of career opportunities in both for-profit and nonprofit private entities as well as the public sector.

Minor available in Business Administration. Please check with your advisor for availability at your campus.

Required Courses
ACC 20364  Accounting for Business Operations
ACC 30664  Managerial Accounting
ECO 30564  Economics for Managers
OAD 30563  Management
OAD 31063  Business Law
OAD 31664  Business Ethics
OAD 31863  Marketing
OAD 40063  Financial Administration
OAD 49100  Strategies and Policies (CAPSTONE COURSE)

HUMAN RESOURCES
The Human Resources major helps students develop, support, and administer personnel in business organizations. Students understand the challenges of employment and staffing; the complexities of compensation and benefits; the policies and programs that promote employee responsibility, production, and satisfaction; and the methods to hire, retain, and terminate employees based on legal policies and ethical parameters, protecting both the rights of workers and the interests of the company. They learn the role of human dynamics in coordinating, training, and supporting a diverse workforce. As coordinators of human capital, students must become adept at communication, critical thinking and problem solving in such areas as data management, systems design, and conflict management within changing organizational structures and unstable economic conditions. Graduates are prepared for support or supervisory personnel positions in a range of corporate, civic, or nonprofit organizations.

Minor available in Human Resources. Please check with your advisor for availability at your campus.

Required Courses
ACC 30664  Managerial Accounting OR
OAD 40264  Planning and Budgeting
OAD 30063  Behavior in Organizations
OAD 30264  Employment Law and Policies
OAD 32563  Human Resources Administration
OAD 49200  Seminar in Applied Human Resources (CAPSTONE COURSE)

In addition, two courses must be completed from the following: (Please see your academic advisor for course options.)
OAD 30664  Labor Relations
OAD 32864  Employment and Staffing
OAD 41564  Compensation and Benefits
OAD 41764  Training and Development
OAD 41864  Managing Cultural Diversity
OAD 42464  Concepts of Career Development
OAD 44264  Employee Assistance

MANAGEMENT
The Management major promotes the conceptual awareness and practical abilities needed to supervise personnel and help organizations run efficiently, effectively, and ethically. Students learn how to plan, budget, coordinate, and influence within an organizational setting. They develop ways to analyze systems; interpret data; set priorities; administer human resources; improve customer service; adapt to internal and external changes; and understand how a manager’s personal responsibility, integrity, and empathy can help motivate a diverse workforce. Communication, problem-solving, and decision-making are key skills that help students formulate strategic approaches to operational execution. Graduates are prepared for a wide range of leadership careers in business, government, and all types of organizations.

Minor available in Management. Please check with your advisor for availability at your campus.

Required Courses
ACC 30664  Managerial Accounting OR
OAD 40264  Planning and Budgeting
OAD 30063  Behavior in Organizations
OAD 30563  Management
OAD 32563  Human Resources Administration
OAD 49300  Seminar in Applied Management (CAPSTONE COURSE)
In addition, two courses must be completed from the following:

- COM 30163 Interpersonal Communication OR
- COM 30363 Organizational Communication OR
- COM 40164 Intercultural and International Communication
- COM 40464 Persuasive Communication OR
- OAD 30363 Organizational Communication
- OAD 30364 Conflict Resolution OR
- OAD 39664 Managing Organizational Conflict
- OAD 31664 Business Ethics
- OAD 32064 Women in Management
- OAD 41464 Project Management
- OAD 41664 Performance Appraisal
- OAD 43264 Organizational Change
- ECO 20163 Macroeconomics
- ECO 20263 Microeconomics
- OAD 30063 Behavior in Organizations OR
- OAD 32563 Human Resources Administration
- OAD 30563 Management
- OAD 31063 Business Law
- OAD 31664 Business Ethics
- OAD 31863 Marketing
- OAD 40063 Financial Administration
- OAD 41064 International Business
- OAD 49100 Strategies and Policies (CAPSTONE COURSE)

**Kansas City Campus**

**Bachelor of Arts**

- Business Administration
- Education
- Health Care Management
- Human Resources
- Individualized
- Information Technology Systems
- Management
- Psychology

**BUSINESS ADMINISTRATION**

The Business Administration major focuses students on how a business firm can achieve its objectives in a competitive local, regional, national, or global environment while maintaining ethical principles and practices. This major integrates a broad range of theories, concepts, methods, policies, and practices through the study of finance, economics, law, ethics, marketing, human resources, management, and organizational behavior. Students analyze and evaluate business systems in terms of their efficiency, productivity, profit, and service. They study the challenges and opportunities facing existing companies and new ventures. As potential entrepreneurs, students synthesize their knowledge, analyze markets, and develop business plans. They learn to make convincing presentations to employees, customers, managers, board members, and investors. They appreciate how responsible business practices can improve economic standards, social stability, and international trade. Graduates are prepared for a range of career opportunities in both for-profit and nonprofit private entities as well as the public sector.

Minor available in Business Administration. Please check with your advisor for availability at your campus.

**Required Courses**

- ACC 20364 Accounting for Business Operations
- ACC 30664 Managerial Accounting

**EDUCATION**

The Elementary Education major is designed to produce teachers who have the knowledge, social competencies, methods, communication skills, and sensitivity to be effective in the school environment. Students complete methods courses, professional education course, and field experiences and observations. They develop critical thinking skills through an analysis of educational history, philosophy and psychology; measurement and evaluation of learning and classroom management. They gain awareness of cultural diversity and the social and political contexts of education. Elementary Education majors must also demonstrate ability in liberal arts areas including mathematics, science, writing, communication, and the fine arts. The education major is based on state, regional and national certification/licensure criteria and testing competencies. The Ottawa University teacher education program is state approved in Kansas and is also accredited by the National Council for the Accreditation of Teacher Education (NCATE).

Graduates of the Elementary Education major are prepared to serve in a variety of school settings, both public and private.

**Kansas Teacher Education Program**

The Ottawa University – Kansas Teacher Education Program’s mission is to be a learning community in which committed teachers are reflective inquirers with knowledge and skills to use best practices in order to provide every student a quality education.

**Governance**

The OU–Kansas Teacher Education Unit is the professional education unit responsible for all OU teacher education programs in Kansas. The responsibility of the Unit is governance of the teacher education program, including establishment of policy, curriculum approval, and program changes.

The OU–Kansas Teacher Education Committee (OUKTEC) is the administrative body charged with administering the program in Kansas, including the approval of candidates at each transition point.

**Admission to the Teacher Education Program – Transition Point 1**

Students apply formally for admission to the Teacher Education Program during preprofessional education courses. Criteria for
admission to the Teacher Education Program are:

» Completion of an application to the program.
» A cumulative grade point average of 2.50.
» Preprofessional Skills Test (PPST) scores on file in the Teacher Education Department.
» Two letters of recommendation from a high school faculty member, college faculty member or professional who can verify the candidate’s suitability for the teaching profession.
» Grade of C or higher in Introduction to Teaching/Orientation to the Teaching Profession/The Teaching Profession.
» Provision of a current health certificate to the Teacher Education Department.

Required Coursework for Licensure
The Ottawa University Teacher Education Program handbook required in the Preprofessional education courses serves as the official document regarding specific requirements for licensure.

General Education Requirements
The Ottawa University Teacher Education Program requires that each person seeking licensure complete a program that includes coursework in the area of general education. This work is designed to develop a broad understanding of the characteristics of the disciplines in the arts, humanities, natural sciences, and social sciences. It is also designed to assist the student in becoming competent in written and oral communication and in the use of mathematical properties, processes and symbols.

Admission to Student Teaching — Transition Point 2
Students must make a formal application to the OUKTEC for student teaching. Applications are reviewed and approved by the committee.

Student Teaching — Transition Point 3
To be approved for student teaching, a student must have completed all Teacher Education Program requirements for the specific license being sought. The student must maintain a cumulative grade point average no less than the state licensure requirement (currently 2.50) and earn a 2.75 or greater grade point average for all Ottawa University professional education and content area coursework. The student also must have no grade lower than "C" in preprofessional, professional and content area courses and have passing PPST scores on file in the Teacher Education Department. Student teaching represents the capstone experience for the professional training and comes at the end of all coursework. The student must submit an electronic portfolio for assessment.

Licensure — Transition Point 4
At the end of student teaching, students complete an application for licensure. Students must have fulfilled all requirements of the program and successfully completed their student teaching experience, and have submitted a completed electronic portfolio for approval. Information concerning grade point averages, passing PPST scores, passing Professional Learning and Teaching Test (PLT) scores, and the passing scores on the state required content test(s) must also be on file in the Teacher Education Program Office. This application, with a recommendation from the Licensure Officer of the University and accompanied by a fee paid by the student, is sent to the Kansas State Department of Education in Topeka. Teaching licenses are issued by the Kansas State Department of Education. Students seeking teaching licenses for states other than Kansas should consult with Teacher Education Program personnel for information.

Licensure Programs
Early Childhood-Late Childhood (K-6)

Preprofessional Requirements
EDU 20000 Technology for Educators
EDU 30731 The Teaching Profession Part I
EDU 30732 The Teaching Profession Part II
MAT 10543 Topics in Math
PSY 20153 Survey of Developmental Psychology

Professional Education Requirements
EDU 31132 The Exceptional Child
EDU 31233 Educational Psychology
EDU 31633 Assessment in Today’s Classroom
EDU 33035 Foundations of Schools in a Diverse Society
EDU 40632 Managing the Educational Environment

Content Area Coursework
EDU 20033 Integrating Fine Arts
EDU 30000 Elementary Reading Methods and Practicum: Part I
EDU 30001 Elementary Reading Methods and Practicum: Part II
EDU 30030 Elementary Math Methods and Practicum: Part I
EDU 30031 Elementary Math Methods and Practicum: Part II
EDU 30350 Elementary Science Methods and Practicum: Part I
EDU 30351 Elementary Science Methods and Practicum: Part II
EDU 31632 Reading in the Content
EDU 32734 Elementary Language Arts Methods
EDU 32834 Elementary Social Studies Methods
EDU 40233 The Differentiated Classroom
PED 30933 Health and Physical Education Methods for Elementary Classroom Teachers

All students seeking Elementary Licensure must develop a 20 semester credit hour area of emphasis in a discipline outside the education program. This concentration of courses could be in mathematics, language arts, social studies, or science.

Student Teaching Block
EDU 40933 Reflective Teaching
EDU 49001 Elementary Student Teaching I
EDU 49002 Elementary Student Teaching II

Licensure requirements are updated regularly. Students should consult with Teacher Education Program personnel for current requirements.
HEALTH CARE MANAGEMENT

Online Program
The Health Care Management major promotes an understanding of complex, evolving, and integrated health care and reimbursement systems. Students analyze perspectives, methods, and values associated with the delivery and financing of health services. They evaluate client needs, fiscal constraints, management practices, ethical principles, public policies, promotional strategies, and system designs to discover ways to meet the growing demands for affordable, efficient, responsible, and effective health care. The major promotes organizational insight and managerial ability for those who desire leadership positions in health-related enterprises. It is especially suitable for health care professionals with technical/clinical degrees, nurses, reimbursement specialists, utilization review professionals, medical office or managed care personnel, and health insurance providers.

Required Courses
OAD 38564  Behavior in Health Care Organizations
OAD 38663  Human Resources in Health Care Organizations
OAD 48001  Finance and Regulation in Health Care Organizations
OAD 49000  Planning, Organizing and Leading in Health Care Organizations
PSC 40654  Health Care Law and Ethics (CAPSTONE COURSE)

Health Care Specialty** Work done in health care training programs transfer as academic semester credit. Some of these semester credits are considered lower-division. For further information, please contact Ottawa University’s Kansas City campus registrar.

HUMAN RESOURCES
The Human Resources major helps students develop, support, and administer personnel in business organizations. Students understand the challenges of employment and staffing; the complexities of compensation and benefits; the policies and programs that promote employee responsibility, production, and satisfaction; and the methods to hire, retain, and terminate employees based on legal policies and ethical parameters, protecting both the rights of workers and the interests of the company. They learn the role of human dynamics in coordinating, training, and supporting a diverse workforce. As coordinators of human capital, students must become adept at communication, critical thinking and problem solving in such areas as data management, systems design, and conflict management within changing organizational structures and unstable economic conditions. Graduates are prepared for support or supervisory personnel positions in a range of corporate, civic, or nonprofit organizations.

Minor available in Human Resources. Please check with your advisor for availability at your campus.

Required Courses
ACC 30664  Managerial Accounting OR
OAD 40264  Planning and Budgeting

OAD 30063  Behavior in Organizations
OAD 30264  Employment Law and Policies
OAD 31664  Business Ethics
OAD 32563  Human Resources Administration
OAD 49200  Seminar in Applied Human Resources (CAPSTONE COURSE)

Two additional courses must be selected from the following list:
(See your academic advisor for course options.)
OAD 30664  Labor Relations
OAD 41664  Compensation and Benefits
OAD 41764  Training and Development
OAD 42464  Concepts of Career Development
OAD 44264  Employee Assistance

Three additional courses must be selected from the following list:
COM 30163  Interpersonal Communication
COM 31864  Group Processes
OAD 30141  Emotional Intelligence in the Workplace
OAD 30563  Management
OAD 32064  Women in Management
OAD 39664  Managing Organizational Conflict
OAD 41664  Performance Appraisal
OAD 43264  Organizational Change
OAD 45664  Recruitment and Selection
PSY 34154  Adult Learning and Development

INFORMATION TECHNOLOGY SYSTEMS
The Information Technology Systems major provides knowledge and skills related to the programming, storage, networking, and communication of information in an organization. This preparation also includes basic concepts and principles of business practices along with skills in planning, problem-solving, decision-making, and systems analysis. Students develop a computer proficiency and gain the ability to apply information systems in organizations effectively, efficiently, and responsibly with an understanding of the critical nature of information management in a global economy. Graduates are prepared for private or public sector careers in database administration, systems analysis, network administration, software programming, Internet technologies, and help desk management.

Technical Core Courses
Minimum of 15 semester credit hours including all of the following:
Database Management
Introduction to Information Technology (includes end-user application tools)
Networking
Operating Systems
Programming

Technical Specialty Courses
Minimum of 20 semester credit hours.
Can be technical electives in programming, database management, operating systems, or networking.
Can be industry-recognized certifications.
Can be an internship.

**Technical Architecture Course**

- ITS 48163 Systems Analysis and Design

**Organizational Core Courses**

Minimum of 15 semester credit hours including all of the following:

- COM 30163 Interpersonal Communication
- COM 30363 Organizational Communication OR
- COM/ENG 30124 Professional Writing OR
- COM 32663 Business Communication
- OAD 30063 Behavior in Organizations
- OAD 30563 Management
- OAD 31664 Business Ethics
- ITS 49100 Methodologies of Project Development (CAPSTONE COURSE)

*Additional courses may be required. Please see your academic advisor.

**MANAGEMENT**

The Management major promotes the conceptual awareness and practical abilities needed to supervise personnel and help organizations run efficiently, effectively, and ethically. Students learn how to plan, budget, coordinate, and influence within an organizational setting. They develop ways to analyze systems; interpret data; set priorities; administer human resources; improve customer service; adapt to internal and external changes; and understand how a manager's personal responsibility, integrity, and empathy can help motivate a diverse workforce. Communication, problem-solving, and decision-making are key skills that help students formulate strategic approaches to operational execution. Graduates are prepared for a wide range of leadership careers in business, government, and all types of organizations.

Minor available in Management. Please check with your advisor for availability at your campus.

**Required Courses**

- ACC 30664 Managerial Accounting OR
- OAD 40264 Planning and Budgeting
- OAD 30063 Behavior in Organizations
- OAD 30563 Management
- OAD 31664 Business Ethics
- OAD 32563 Human Resources Administration
- OAD 44464 Seminar in Applied Management (CAPSTONE COURSE)

Two additional courses must be selected from the following list:

- COM 30163 Interpersonal Communication
- OAD 32064 Women in Management
- OAD 39664 Managing Organizational Conflict
- OAD 41464 Project Management

**PSYCHOLOGY**

Psychology is the study of human behavior. The major provides a foundation in human physiological, mental, intellectual, personality, and social development. Specific coursework is focused on research, theories and processes useful for understanding oneself and others both as individuals and as members of various societies, groups, cultures, and organizations. Psychology students are encouraged to think critically, to analyze and integrate information from other disciplines and sources, and to draw conclusions which can lead to the application of psychology to the identification and realization of individual and group goals. The study of psychology partners well with liberal arts coursework and facilitates ethical thinking, self-awareness and empathy within a global community. Students are prepared for graduate study leading to professions in counseling and psychotherapy, teaching, church ministry, youth work, law enforcement, research, marketing, organizational development, personnel services, social advocacy, community services, rehabilitation, gerontology, and social work.

Minor available in Psychology. Please check with your advisor for availability at your campus.

**Required Courses**

- PSY 30153 Theories of Personality
- PSY 30353 Psychology of Abnormal Behavior
- PSY 31354 Physiological Psychology
- PSY 32253 Research Design and Analysis
- PSY 40854 History and Systems of Psychology
- PSY 49201 Seminar in Psychology (CAPSTONE COURSE)

*Additional courses may be required. Please see your academic advisor.
Milwaukee Campus
Bachelor of Arts

» Accounting
» Business Administration
» Communication
» Health Care Management
» Human Resources
» Human Services
» Individualized (Adult Education)
» Information Technology Systems
» Management
» Management of Computer Services
» Psychology

ACCOUNTING
The Accounting major helps students understand and master the conceptual framework used to measure and report an organization’s financial events. In accordance with professional and ethical standards, students analyze and evaluate accounting practices and systems to understand how they should and do function in business entities. They learn fiduciary responsibility and how to communicate with internal and external stakeholders. This major promotes skills in problem-solving, decision-making, systems analysis, and planning within financial, economic, managerial, and technological contexts. Accounting is an important foundation for careers in finance, auditing and administration within both the public and private sectors.

Minor available in Accounting. Please check with your advisor for availability at your campus.

Required Courses

ACCOUNTING
ACC 20364 Accounting for Business Operations
ACC 20464 Accounting for Investing and Financing Activities
ACC 30163 Cost Accounting OR
ACC 40264 Advanced Cost Accounting
ACC 33164 Intermediate Accounting I
ACC 33264 Intermediate Accounting II
ACC 36264 Federal Income Tax*
ACC 40164 Advanced Accounting
ACC 44163 Auditing
OAD 40063 Financial Administration
ACC 49060 Seminar in Applied Accounting (CAPSTONE COURSE)

*If transferred from another University, must be taken within the last five years.

COMMUNICATION
The Communication major is designed to help students understand and master the concepts and methods of communication in a wide array of settings. It promotes analysis, synthesis and evaluation of communication contexts and strategies and solutions to achieve, effectively and efficiently, a desired outcome with a specific audience. Students in this major develop critical-thinking skills and an awareness of cultural, social, intergenerational, and political diversity as it relates to communication. They are encouraged to relate communication insights to their personal and professional lives as they become capable problem solvers. Students improve on their communication abilities and develop their own style, aesthetics and processes to achieve positive relationships in a variety of settings. As an integral part of the Communication major, students will develop a philosophy for ethical, moral and lawful treatment of communication stakeholders. The Communication major prepares graduates for a wide range of careers including public relations, marketing, advertising, mass media, technical writing, arts communication, government, business, and law.

Minor available in Communication. Please check with your advisor for availability at your campus.

Required Courses

COMMUNICATION
COM 30163 Interpersonal Communication
COM 30263 Small Group Communication OR
PSY 32454 Group Dynamics
COM 30363 Organizational Communication
COM 40164 Intercultural and International Communication
COM 40464 Persuasive Communication
COM 49100 Seminar in Applied Communication (CAPSTONE COURSE)

HEALTH CARE MANAGEMENT
The Health Care Management major promotes an understanding of complex, evolving, and integrated health care and reimbursement systems. Students analyze perspectives, methods, and values associated with the delivery and financing of health services. They evaluate client needs, fiscal constraints, management practices, ethical principles, public policies, promotional strategies, and systems to discover ways to meet the growing demands for affordable, efficient, responsible, and effective health care. The major promotes organizational insight and managerial ability for those who desire leadership positions in health-related enterprises. It is especially suitable for health care professionals with technical/clinical degrees, nurses, reimbursement specialists, utilization review professionals, medical office or managed care personnel, and health insurance providers.

Required Courses
OAD 32563 Human Resources Administration
OAD 36164 Health Care as Social Policy
OAD 36664 Ethics in Health Care
OAD 46264 Health Care Finance
OAD 46464 Understanding Complex Organizations and Evolving Health Care Delivery Systems
OAD 49100 Strategies and Policies (CAPSTONE COURSE)

HUMAN RESOURCES
The Human Resources major helps students develop, support, and administer personnel in business organizations. Students understand the challenges of employment and staffing; the complexities of compensation and benefits; the policies and programs that promote employee responsibility, production, and satisfaction; and the methods to hire, retain, and terminate employees based on legal policies and ethical parameters, protecting both the rights of workers and the interests of the company. They learn the role of human dynamics in coordinating, training, and supporting a diverse workforce. As coordinators of human capital, students must become adept at communication, critical thinking and problem solving in such areas as data management, systems design, and conflict management within changing organizational structures and unstable economic conditions. Graduates are prepared for support or supervisory personnel positions in a range of corporate, civic, or nonprofit organizations.

Minor available in Human Resources. Please check with your advisor for availability at your campus.

Required Courses
OAD 30063 Behavior in Organizations
OAD 40264 Employment Law and Policies
OAD 32563 Human Resources Administration
OAD 40264 Planning and Budgeting
OAD 49200 Seminar in Applied Human Resources (CAPSTONE COURSE)

In addition, two courses must be completed from the following:
(See your academic advisor for course options)
OAD 30664 Labor Relations
OAD 32864 Employment and Staffing
OAD 30364 Conflict Resolution
OAD 41564 Compensation and Benefits
OAD 41664 Performance Appraisal
OAD 41764 Training and Development
OAD 41864 Managing Cultural Diversity
OAD 44264 Employee Assistance

HUMAN SERVICES
The Human Services major provides an introduction to policies and programs designed to meet community needs among varied populations. Students think critically about issues of diversity and social equity; and learn to help people cope with personal challenges such as poverty, substance abuse, mental health, and relational crisis. They analyze the social, legal, political, and governmental forces that influence the delivery of human services; and gain abilities in program implementation, client interviewing, data gathering, counseling, consulting, and case management. Students may choose to specialize in advocacy, child and family services, corrections, gerontology, or mental health programs. This major follows guidelines of the National Organization for Human Service Education which promotes the knowledge and skills needed by professionals who plan to commit their lives to serving others. Careers in private and public sectors include welfare agencies; church ministries; community development programs; youth and adult group homes; senior centers; retirement and nursing homes; case management agencies; homeless shelters; poverty assistance programs; and government, corrections or law enforcement agencies.

Minor available in Human Services. Please check with your advisor for availability at your campus.

Required Courses
HUS 30000 Social Welfare: Issues Human Services
HUS 30253 Social Policy and the Community
HUS 40454 Ethics in Human Services
HUS 40553 Skills and Techniques in Human Services I
HUS 40554 Skills and Techniques in Human Services II
HUS 49000 Seminar in Human Services (CAPSTONE COURSE)
PSY 30353 Psychology of Abnormal Behavior
SOC 30653 Ethnic Relations and Multiculturalism

INFORMATION TECHNOLOGY SYSTEMS
The Information Technology Systems major provides knowledge and skills related to the programming, storage, networking, and
communication of information in an organization. This preparation also includes basic concepts and principles of business practices along with skills in planning, problem-solving, decision-making, and systems analysis. Students develop a computer proficiency and gain the ability to apply information systems in organizations effectively, efficiently, and responsibly with an understanding of the critical nature of information management in a global economy. Graduates are prepared for private or public sector careers in database administration, systems analysis, network administration, software programming, Internet technologies, and help desk management.

**Technical Core Courses**
Minimum of 15 semester credit hours including all of the following:
- Database Management
- Introduction to Information Technology (includes end-user application tools)
- Networking
- Operating Systems
- Programming

**Technical Specialty Courses**
Minimum of 20 semester credit hours.
Can be technical electives in programming, database management, operating systems, or networking
Can be industry-recognized certifications.
Can be an internship.

**Technical Architecture Course**
- ITS 48163 Systems Analysis and Design

**Organizational Core Courses**
Minimum of 15 semester credit hours including all of the following:
- COM 30163 Interpersonal Communication
- COM 30363 Organizational Communication OR
- COM/ENG 30124 Professional Writing OR
- COM 32663 Business Communication
- OAD 30063 Behavior in Organizations
- OAD 30563 Management
- OAD 31664 Business Ethics
- ITS 49100 Methodologies of Project Development (CAPSTONE COURSE)

*Additional courses may be required. Please see your academic advisor.

**MANAGEMENT**
The Management major promotes the conceptual awareness and practical abilities needed to supervise personnel and help organizations run efficiently, effectively, and ethically. Students learn how to plan, budget, coordinate, and influence within an organizational setting. They develop ways to analyze systems; interpret data; set priorities; administer human resources; improve customer service; adapt to internal and external changes; and understand how a manager’s personal responsibility, integrity, and empathy can help motivate a diverse workforce. Communication, problem-solving, and decision-making are key skills that help students formulate strategic approaches to operational execution. Graduates are prepared for a wide range of leadership careers in business, government, and all types of organizations.

Minor available in Management. Please check with your advisor for availability at your campus.

**Required Courses**
- COM 30163 Interpersonal Communication OR
- COM 30363 Organizational Communication OR
- COM 40464 Persuasive Communication
- OAD 30063 Behavior in Organizations
- OAD 30563 Management
- OAD 32563 Human Resources Administration
- OAD 40264 Planning and Budgeting
- OAD 49300 Seminar in Applied Management (CAPSTONE COURSE)

One course must be completed from the following:
- OAD 30364 Conflict Resolution
- OAD 31664 Business Ethics
- OAD 32064 Women in Management
- OAD 41464 Project Management
- OAD 41664 Performance Appraisal

**MANAGEMENT OF COMPUTER SERVICES**
The Management of Computer Services major helps students develop and apply principles of administration, analysis, problem solving, and methods of information distribution across computer networks. The major promotes strong communication skills, ethical decision making, and a solid understanding of information technology. Students learn effective ways of managing and integrating people and computer information systems to meet the needs of complex and interconnected corporate, commercial, and governmental institutions. Graduates may be employed in the private and public sectors as information technology managers, project developers, team leaders, and computer service managers.

**Required Courses**
- COM 30163 Interpersonal Communication OR
- COM 30363 Organizational Communication OR
- COM 40464 Persuasive Communication
- OAD 30063 Behavior in Organizations
- OAD 30563 Management
- OAD 32563 Human Resources Administration
- OAD 40264 Planning and Budgeting
- ITS 48064 Management Information Systems (CAPSTONE COURSE)

One course must be completed from the following:
- OAD 30364 Conflict Resolution
- OAD 31664 Business Ethics
OAD 32064  Women in Management
OAD 41464  Project Management
OAD 41664  Performance Appraisal

Computer Technical Core
Minimum of 18 semester credit hours including all of the following:
  » Introduction to Computer Concepts
  » Computer Programming
  » Operating Systems OR
  » System Analysis and Design
  » Database Management
  » Networking

PSYCHOLOGY
Psychology is the study of human behavior. The major provides a foundation in human physiological, mental, intellectual, personality, and social development. Specific coursework is focused on research, theories and processes useful for understanding oneself and others both as individuals and as members of various societies, groups, cultures and organizations. Psychology students are encouraged to think critically, to analyze and integrate information from other disciplines and sources, and to draw conclusions which can lead to the application of psychology to the identification and realization of individual and group goals. The study of psychology partners well with liberal arts coursework and facilitates ethical thinking, self-awareness and empathy within a global community. Students are prepared for graduate study leading to professions in counseling and psychotherapy, teaching, church ministry, youth work, law enforcement, research, marketing, organizational development, personnel services, social advocacy, community services, rehabilitation, gerontology, and social work.

Minor available in Psychology. Please check with your advisor for availability at your campus.

Required Courses
  PSY 30153  Theories of Personality
  PSY 30353  Psychology of Abnormal Behavior
  PSY 31354  Physiological Psychology
  PSY 32253  Research Design and Analysis
  PSY 40854  History and Systems of Psychology
  PSY 49201  Seminar in Psychology (CAPSTONE COURSE)

*Additional courses may be required. Please see your academic advisor.

The College
Most courses at The College are 3 semester credit hours unless otherwise noted. For exceptions contact the faculty advisor.

Bachelor of Arts
  » Accounting
  » Art*
  » Biology*
  » Business Administration
  » Communication
  » Education*
  » English
  » Health Care Management
  » History/Political Science
  » Human Services
  » Individualized
  » Information Technology Systems
  » Mathematics*
  » Music
  » Physical Education*
  » Psychology
  » Religion
  » Sociology
  » Theatre

*Indicates teacher certification available.

ACCOUNTING
The Accounting major helps students understand and master the conceptual framework used to measure and report an organization's financial events. In accordance with professional and ethical standards, students analyze and evaluate accounting practices and systems to understand how they should and do function in business entities. They learn fiduciary responsibility and how to communicate with internal and external stakeholders. This major promotes skills in problem-solving, decision-making, systems analysis, and planning within financial, economic, managerial, and technological contexts. Accounting is an important foundation for careers in finance, auditing and administration within both the public and private sectors.

Minor available in Accounting. Please check with your advisor for availability at your campus.

Required Courses
  ACC 20364  Accounting for Business Operations
  ACC 20464  Accounting for Financing and Investing Activities
  ACC 30163  Cost Accounting
  ACC 33164  Intermediate Accounting I
  ACC 33264  Intermediate Accounting II
  ACC 36264  Federal Income Tax
  ACC 40164  Advanced Accounting
  ACC 44163  Auditing
  ACC 49060  Seminar in Applied Accounting (CAPSTONE COURSE)

Other Required Courses
  ECO 20163  Macroeconomics
  ECO 20263  Microeconomics
The College Teacher Licensure in Art (PreK-12)
Also see courses required detailed under the Education Department: Kansas Teacher Education Program within the Preprofessional Requirements, Professional Education Requirements, and Secondary School Licensure Requirements sections.

| ART 10321 | Photography |
| ART 10921 | Fibers |
| ART 11021 | Collage |
| ART 11121 | Crafts |
| ART 13023 | Art Fundamentals |
| ART 20623 | Art History I |
| ART 20723 | Art History II |
| ART 22023 | Drawing and Composition I |
| ART 23023 | Design I |
| ART 23423 | Graphic Art |
| ART 23523 | Painting I |
| ART 23723 | Ceramics I |
| ART 24000 | Computer Graphics |
| ART 30122 | Art Methods |
| ART 33023 | Design II |
| ART 49024 | Art Comprehensive |

Plus independent study in advanced/upper level studio work and/or internship.

BIOLOGY
Biology fosters an understanding and respect for the patterns and processes of the living world. Students develop technical and analytical skills that allow them to identify and evaluate the significance of biological problems across all levels of organization from the cell to the biosphere. The curriculum integrates the societal implications and consequences of contributions made by the field with an understanding of the moral and ethical decisions related to the life sciences. In this manner, students develop a personal philosophy of the living world that includes compassion and responsible action toward all life. This major prepares graduates for a wide range of scientific careers including positions in the health professions, teaching, and research.

**Required Courses**
A minimum of 32 semester credit hours in biology which must include:

| BIO 10042 | Principles of Biology Lab |
| BIO 10043 | Principles of Biology |
| BIO 20042 | Organismic Biology Lab |
| BIO 20043 | Organismic Biology |
| BIO 20342 | Human Anatomy and Physiology Lab |
| BIO 20343 | Human Anatomy and Physiology |
| BIO 30242 | Microbiology Lab |
| BIO 30243 | Microbiology |
| BIO 30643 | Environmental Biology OR |
| BIO 31141 | Ecology Lab AND |
| BIO 31143 | Ecology |
| BIO 38000 | Biology Seminar |
| BIO 40350 | Comparative Anatomy of Vertebrates OR |
| BIO 43000 | Human Developmental Biology |
| BIO 49041 | Integrative Survey |
Other courses in the department are required to reach the minimum of 32 semester credit hours in biology. Elective courses may depend upon the academic and career goals of the student.

The College Teacher Licensure in Biology
Also see courses required detailed under the Education Department: Kansas Teacher Education Program within the Pre-professional Requirements, Professional Education Requirements, and Secondary School Licensure Requirements sections.

- BIO 10042 Principles of Biology Lab
- BIO 10043 Principles of Biology
- BIO 20042 Organismic Biology Lab
- BIO 20043 Organismic Biology
- BIO 20342 Human Anatomy and Physiology Lab
- BIO 20343 Human Anatomy and Physiology
- BIO 30242 Microbiology Lab
- BIO 30243 Microbiology
- BIO 31141 Ecology Lab
- BIO 31143 Ecology
- BIO 31241 Genetics Lab
- BIO 31243 Genetics
- BIO 38000 Biology Seminar
- BIO 49041 Integrative Survey


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Plus 9 semester credit hours from the following:
- ECO 30363 Money and Banking
- ECO 40863 International Business
- OAD 10163 Personal Finance
- OAD 30063 Behavior in Organizations
- OAD 32563 Human Resources Administration
- OAD 40363 Advertising Strategies
- OAD 40563 Public Relations

Other Required Courses
- ACC 20364 Accounting for Business Operations
- ACC 20464 Accounting for Financing and Investing Activities
- ECO 20163 Macroeconomics
- ECO 20263 Microeconomics
- MAT 32044 Statistics
- PSY 12053 Principles of Psychology

COMMUNICATION

The Communication major is designed to help students understand and master the concepts and methods of communication in a wide array of settings. It promotes analysis, synthesis and evaluation of communication contexts and strategies and solutions to achieve, effectively and efficiently, a desired outcome with a specific audience. Students in this major develop critical-thinking skills and an awareness of cultural, social, intergenerational, and political diversity as it relates to communication. They are encouraged to relate communication insights to their personal and professional lives as they become capable problem solvers. Students improve on their communication abilities and develop their own style, aesthetics and processes to achieve positive relationships in a variety of settings. As an integral part of the Communication major, students will develop a philosophy for ethical, moral and lawful treatment of communication stakeholders. The Communication major prepares graduates for a wide range of careers including public relations, marketing, advertising, mass media, technical writing, arts communication, government, business, and law.

Minor available in Communication. Please check with your advisor for availability at your campus.

General Communication Emphasis

Required Courses
- ENG 30124 Professional Writing
- COM 10663 Survey of Mass Communication
- COM 30163 Interpersonal Communication
- COM 30363 Organizational Communication
- COM 40464 Persuasive Communication
- COM 41063 Internship: Communication
- COM 49062 Seminar in Media Issues

8 accumulated semester credit hours of required supporting activity with at least one semester in each of the following activities:
- COM 10662 Radio Workshop
- COM 20364 Newspaper Production
- COM 20461 Yearbook Production
- SPH 10121 Intercollegiate Forensics
Other Required Courses

ENG 23723  Intermediate Writing
ITS 12063  Introduction to Information Technology Systems
ITS 12100  Web Design
PSY 12053  Principles of Psychology
SPH 11023  Speech Preparation and Delivery

Professional Communication Emphasis

Required Major Courses

COM 10063  Survey of Mass Communication
COM 30163  Interpersonal Communication
COM 30363  Organizational Communication
COM 40464  Persuasive Communication
COM 41063  Internship: Communication
COM 49062  Seminar in Media Issues
ENG 30124  Professional Writing

8 accumulated semester credit hours of Required Supporting Activity, with at least one semester in each of the following activities:

COM 10662  Radio Workshop
COM 20361  Newspaper Production
COM 20461  Yearbook Production
SPH 10121  Intercolligate Forensics

Other Required Courses

ACC 20024  Fundamentals of Accounting
ENG 23723  Intermediate Writing OR
ENG 31023  Advanced Expository Writing
ITS 12063  Introduction to Information Technology Systems
ITS 12100  Web Design
OAD 30063  Behavior in Organizations
OAD 31063  Business Law
OAD 31863  Marketing
OAD 40563  Public Relations
PSY 12053  Principles of Psychology
SPH 11023  Speech Preparation and Delivery

Arts Communication Emphasis

Required Courses

COM 10063  Survey of Mass Communication
COM 30124  Professional Writing
COM 30163  Interpersonal Communication
COM 30363  Organizational Communication
COM 40464  Persuasive Communication
COM 41063  Internship: Communication
COM 49062  Seminar in Media Issues

20 or more semester credit hours in the emphasized area of art, music and theatre. Courses to be determined by the Department.

Other Required Courses

ACC 20024  Fundamentals of Accounting
ENG 23723  Intermediate Writing OR
ENG 31023  Advanced Expository Writing

ITS 12063  Introduction to Information Technology Systems
ITS 12100  Web Design
OAD 30063  Behavior in Organizations
OAD 31063  Business Law
OAD 31863  Marketing
OAD 40563  Public Relations
PSY 12053  Principles of Psychology
SPH 11023  Speech Preparation and Delivery

EDUCATION

The Elementary Education major and Secondary Education Certification/Licensure program are designed to produce teachers who have the knowledge, social competencies, methods, communication skills, and sensitivity to be effective in the school environment. Students complete methods courses, professional education course, and field experiences and observations. They develop critical thinking skills through an analysis of educational history, philosophy and psychology; measurement and evaluation of learning; and classroom management. They gain awareness of cultural diversity and the social and political contexts of education. Elementary Education majors must also demonstrate ability in liberal arts areas including mathematics, science, writing, communication, and the fine arts. The education major is based on state, regional and national certification/licensure criteria and testing competencies. The Ottawa University teacher education program is state approved in Kansas and is also accredited by the National Council for the Accreditation of Teacher Education (NCATE).

Secondary Education Certification/Licensure is not an academic major, but rather a required companion program to an academic major for students who wish to teach at the high school level. Students must complete a major in a high school subject area approved by the state (e.g. English, history, biology, mathematics), as well as professional knowledge and secondary methods courses, prior to the student teaching field experience. Prospective high school teachers learn to be sensitive to the unique needs, challenges and learning styles of a diverse adolescent student population.

Graduates of the Elementary Education major and Secondary Education Certification/Licensure program are prepared to serve in a variety of school settings, both public and private.

Kansas Teacher Education Program

The Ottawa University – Kansas Teacher Education Program's mission is to be a learning community in which committed teachers are reflective inquirers with knowledge and skills to use best practices in order to provide every student a quality education.

Governance

The OU-Kansas Teacher Education Unit is the professional education unit responsible for all OU teacher education programs in Kansas. The responsibility of the Unit is governance of the teacher education program, including establishment of policy, curriculum approval, and program changes.
The OU–Kansas Teacher Education Committee (OUKTEC) is the administrative body charged with administering the program in Kansas, including the approval of candidates at each transition point.

Admission to the Teacher Education Program – Transition Point 1

Students apply formally for admission to the Teacher Education Program during preprofessional education courses.

Criteria for admission to the Teacher Education Program are:

» Completion of an application to the program.
» A cumulative grade point average of 2.50.
» Preprofessional Skills Test (PPST) scores on file in the Teacher Education Department.
» Two letters of recommendation from a high school faculty member, college faculty member or professional who can verify the candidate's suitability for the teaching profession.
» Grade of C or higher in Introduction to Teaching/Orientation to the Teaching Profession/The Teaching Profession.
» Provision of a current health certificate to the Teacher Education Department.

Required Coursework for Licensure

The Ottawa University Teacher Education Program handbook required in the Preprofessional education courses serves as the official document regarding specific requirements for licensure.

General Education Requirements

The Ottawa University Teacher Education Program requires that each person seeking licensure complete a program that includes coursework in the area of general education. This work is designed to develop a broad understanding of the characteristics of the disciplines in the arts, humanities, natural sciences, and social sciences. It is also designed to assist the student in becoming competent in written and oral communication and in the use of mathematical properties, processes and symbols.

Admission to Student Teaching – Transition Point 2

Students must make a formal application to the OUKTEC for student teaching. Applications are reviewed and approved by the committee.

Student Teaching – Transition Point 3

To be approved for student teaching, a student must have completed all Teacher Education Program requirements for the specific license being sought. The student must maintain a cumulative grade point average no less than the state licensure requirement (currently 2.50) and earn a 2.75 or greater grade point average for all Ottawa University professional education and content area coursework. The student also must have no grade lower than "C" in preprofessional, professional, and content area courses and have passing PPST scores on file in the Teacher Education Department. Student teaching represents the capstone experience for the professional training and comes at the very end of all coursework. The student must submit an electronic portfolio for assessment.

Licensure – Transition Point 4

At the end of student teaching, students complete an application for licensure. Students must have fulfilled all requirements of the program and successfully completed their student teaching experience, and have submitted a completed electronic portfolio for approval. Information concerning grade point averages, passing PPST scores, passing Professional Learning and Teaching Test (PLT) scores, and the passing scores on the state required content test(s) must also be on file in the Teacher Education Program Office. This application, with a recommendation from the Licensure Officer of the University and accompanied by a fee paid by the student, is sent to the Kansas State Department of Education in Topeka. Teaching licenses are issued by the Kansas State Department of Education. Students seeking teaching licenses for states other than Kansas should consult with Teacher Education Program personnel for information.

Licensure Programs

Art .................................................. PreK-12
Biology .......................................... (6-12)
Early Childhood – Late Childhood .......... (K-6)
Health ............................................. (6-12)
Mathematics .................................... (PreK-12)
Physical Education ............................ (PreK-12)

Pre-professional Requirements

Required for all Teacher Education Programs.

EDU 10932 Introduction to Teaching OR
EDU 10934 Orientation to Teaching (required for transfer students during their first semester at Ottawa University)
EDU 20000 Technology for Educators
PSY 20153 Survey of Developmental Psychology

Professional Education Requirements

Required for all Teacher Education Programs and must have completed all Pre-professional courses to enroll in the following:

EDU 31132 The Exceptional Child
EDU 31233 Educational Psychology
EDU 31633 Assessment in Today's Classroom
EDU 33035 Foundations of Schools in a Diverse Society
EDU 40632 Managing the Educational Environment

Student Teaching Semester

EDU 40932 Reflective Teaching and Action Research
EDU 49001 Elementary Student Teaching I AND
EDU 49002 Elementary Student Teaching II OR
EDU 49021 Secondary Student Teaching I AND
EDU 49022 Secondary Student Teaching II

Content Area Coursework

All secondary teacher candidate education students must develop an academic major in a chosen discipline and complete additional coursework required in that content area for licensure. Specific coursework for teacher licensure is defined in each content area section. Licensure requirements are updated regularly. Student should
consult with Teacher Education Program personnel for current requirements.

**Elementary Education**

**Required Courses for Elementary Education Licensure (K-6):**

All elementary majors must develop a 20 semester credit hour area of emphasis in a discipline outside the Teacher Education Program (e.g., mathematics, language arts, social studies, or science) plus the following courses.

All elementary majors must have been admitted to the Teacher Education Program and have taken the PPST to enroll in the following:

- EDU 20033 Integrating Fine Arts
- EDU 30432 Elementary Science Methods
- EDU 30030 Elementary Math Methods and Practicum I
- EDU 30031 Elementary Math Methods and Practicum II
- EDU 31733 Reading and Language Arts Methods I
- EDU 31833 Reading and Language Arts Methods II
- EDU 32735 Elementary Reading/Language Arts Methods and Practicum
- EDU 32834 Elementary Social Studies Methods
- PED 30933 Health and Physical Education Methods for Elementary Classroom Teachers

**Secondary School Licensure Requirements**

**Required Courses for Secondary Education Licensure (PK -12 or 6-12):**

Secondary level licensure students must develop an academic major in a particular discipline (see catalog requirements for the major) and take the following additional courses:

- EDU 34500 Secondary Methods and Reading in the Content Area
- EDU 34600 Specialized Methods and Practicum

**ENGLISH**

The English major promotes understanding, analysis, and evaluation of a wide range of authors, characters, themes, plots, and styles in world literature. Through varied approaches to literary criticism, students learn to appreciate the ways in which creative writing can capture the essence of the human condition. They are encouraged to relate literary insights to their own lives as they become productive, sensitive, and ethical problem-solvers. Students reflect on their values and discover what it means to be a socially responsible citizen. They are exposed to varied world views and learn to respect diversity and the opinions of others. By identifying the techniques and impacts of successful writers, students develop their expressive abilities, identify important personal issues, increase empathy for others, and discover their own voices and styles through the written word. The study of literature, composition, and linguistics is an important component of a liberal arts curriculum. English graduates may apply their abilities to a broad range of careers in law, journalism, advertising, public relations, publishing, communications, library science, technical writing, government, business, and education.

**Required Courses**

36-40 semester credit hours which include:

- ENG 10223 Contemporary Literature or
- ENG 10323 Introduction to Literature and Film
- ENG 26023 From Homer to Herrick
- ENG 27023 From Voltaire to Victoria
- ENG 28023 From Wilde to Wai-Lin

Choose one of the following:

- ENG 30124 Professional Writing OR
- ENG 31023 Advanced Expository Writing OR
- ENG 32723 Creative Writing

Choose four of the following courses:

- ENG 33023 Image and Text
- ENG 33523 Environmental Literature
- ENG 34023 Protest Literature
- ENG 34523 Literature and Spirituality/Literature and the Sacred
- ENG 36023 Peace Literature
- ENG 37023 Literature of Personal Discovery

Choose three of the following:

- ENG 41823 Shakespeare Seminar and
- ENG 45023 Seminar in American Literature OR
- ENG 45123 Seminar in British Literature OR
- ENG 46023 Seminar in Genre Studies

**HEALTH CARE MANAGEMENT**

The Health Care Management major promotes an understanding of complex, evolving, and integrated health care and reimbursement systems. Students analyze perspectives, methods, and values associated with the delivery and financing of health services. They evaluate client needs, fiscal constraints, management practices, ethical principles, public policies, promotional strategies, and system designs to discover ways to meet the growing demands for affordable, efficient, responsible, and effective health care. The major promotes organizational insight and managerial ability for those who desire leadership positions in health-related enterprises. It is especially suitable for health care professionals with technical/clinical degrees, nurses, reimbursement specialists, utilization review professionals, medical office or managed care personnel, and health insurance providers.

**Required Courses**

- ACC 40464 Not-For-Profit Accounting
- OAD 22563 Introduction to Health Care Delivery Systems
- OAD 22564 Health Care and Social Behavior
- OAD 30563 Management
- OAD 32563 Human Resources
- OAD 40063 Financial Administration
- OAD 41065 Internship: Health Care
- OAD 46064 Strategic Planning and Marketing in Health Care
- OAD 48362 Health Care Policy
- OAD 49000 Planning, Organizing and Leading in Health Care Organizations (CAPSTONE COURSE)
Other Required Courses
ACC 20364 Accounting for Business Operations
ACC 20464 Accounting for Financing and Investing Activities
ECO 20163 Macroeconomics
ECO 20263 Microeconomics
ENG 23723 Intermediate Writing OR
ENG 31023 Advanced Expository Writing
ITS 12063 Introduction to Information Technology Systems
MAT 32044 Statistics
OAD 31664 Business Ethics
PSY 12053 Principles of Psychology
SOC 10453 Introduction to Sociology

HISTORY AND POLITICAL SCIENCE
The combined History and Political Science major synthesizes the study of past human activity and the nature, purpose, and principles of governmental systems throughout the world. Students develop an understanding of public events and trends in both national and international spheres. Political, social, and economic transactions are evaluated in the context of religious, philosophical, and cultural influences. Students in this major analyze the impact of past events on vital contemporary problems, including the interrelationships between society and the environment, issues of war and peace, and movements for social and political change. Engagement with complex issues of policy, politics, and civic priorities helps students develop critical thinking skills and sound problem-solving abilities. While this academic field promotes broad and disciplined minds in the liberal arts curriculum, it also prepares students for a variety of careers in government, law, teaching, politics, business, administration, research, and journalism.

Required Courses
HPS 10053 Introduction to World Geography
HPS 11053 The American Experience
HPS 13353 American Government
HPS 25353 World Civilization I
HPS 25453 World Civilization II
HPS 31653 Twentieth Century America
HPS 32253 Political Parties
HPS 33253 International Relations
HPS 34354 Seminar in American History and Government
HPS 35054 Seminar in World History

Other Required Courses
ENG 23723 Intermediate Writing OR
ENG 31023 Advanced Expository Writing
MAT 32044 Statistics
SPH 11023 Speech Preparation and Delivery

At least one course in ITS, ECO, SOC, and PSY.

HUMAN SERVICES
The Human Services major provides an introduction to policies and programs designed to meet community needs among varied populations. Students think critically about issues of diversity and social equity, and learn to help people cope with personal challenges such as poverty, substance abuse, mental health, and relational crisis. They analyze the social, legal, political, and governmental forces that influence the delivery of human services; and gain abilities in program implementation, client interviewing, data gathering, counseling, consulting, and case management. Students may choose to specialize in advocacy, child and family services, corrections, gerontology, or mental health programs. This major follows guidelines of the National Organization for Human Service Education which promotes the knowledge and skills needed by professionals who plan to commit their lives to serving others. Careers in private and public sectors include welfare agencies; church ministries; community development programs; youth and adult group homes; senior centers; retirement and nursing homes; case management agencies; homeless shelters; poverty assistance programs; and government, corrections or law enforcement agencies.

Minor available in Human Services. Please check with your advisor for availability at your campus.

Required Courses
HUS 20553 Social Welfare: Introduction to Human Services
HUS 21253 The Family
HUS 30253 Social Policy and the Community
HUS 40553 Skills and Techniques in Human Services
HUS 41053 Internship: Human Services
HUS 42053 Internship: Human Services

Minimum requirement for internship is 8 semester credit hours.

Other Required Courses
ENG 23723 Intermediate Writing OR
ENG 31023 Advanced Expository Writing
PHL 33024 Ethics and Society
PSY 12053 Principles of Psychology
PSY 20153 Survey of Developmental Psychology
PSY 30353 Psychology of Abnormal Behavior
SOC 10453 Introduction to Sociology
SOC 26052 Topics in the Social Sciences
SOC 30653 Ethnic Relations and Multiculturalism

Elective Courses
ENG 20833 Children's Literature
EDU 31132 Psychology of the Exceptional Child
ENG 31723 Multicultural Literature
HPS 13353 American Government
HPS 25453 World Civilization II
ITS 12063 Introduction to Information Technology Systems
MAT 32044 Statistics
MUS 10323 Jazz in America
OAD 30563 Management
PAC 11231 Nontraditional Team Sports I
PED 21433 Introduction to Nutrition
PHL 11023 Basic Issues in Philosophy
Advocacy Emphasis

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>HUS 20153</td>
<td>Issues in Child Welfare</td>
</tr>
<tr>
<td>HUS 26001</td>
<td>Issues in Advocacy</td>
</tr>
</tbody>
</table>

Children and Families Emphasis

Required Courses

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>HUS 20153</td>
<td>Issues in Child Welfare</td>
</tr>
<tr>
<td>SOC 30753</td>
<td>Human Sexuality</td>
</tr>
</tbody>
</table>

Corrections Emphasis

Required Courses

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>HUS 20153</td>
<td>Issues in Child Welfare</td>
</tr>
<tr>
<td>SOC 40753</td>
<td>Sociology of Deviance</td>
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</tbody>
</table>

Gerontology Emphasis

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>HUS 30153</td>
<td>Issues in Gerontology</td>
</tr>
<tr>
<td>HUS 30953</td>
<td>Death and Dying</td>
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</tbody>
</table>

Mental Health Emphasis

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>HUS 26002</td>
<td>Issues in Case Management</td>
</tr>
<tr>
<td>SOC 40753</td>
<td>Sociology of Deviance</td>
</tr>
</tbody>
</table>

Other focus areas can be created and approved by the Social Sciences Department.

INFORMATION TECHNOLOGY SYSTEMS

The Information Technology Systems major provides knowledge and skills related to the programming, storage, networking, and communication of information in an organization. This preparation also includes basic concepts and principles of business practices along with skills in planning, problem-solving, decision-making, and systems analysis. Students develop a computer proficiency and gain the ability to apply information systems in organizations effectively, efficiently, and responsibly with an understanding of the critical nature of information management in a global economy. Graduates are prepared for private or public sector careers in database administration, systems analysis, network administration, software programming, Internet technologies, and help desk management.

Technical Core

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>ITS 16163</td>
<td>Programming</td>
</tr>
<tr>
<td>ITS 23470</td>
<td>A+ Core Hardware</td>
</tr>
<tr>
<td>ITS 23471</td>
<td>A+ Operating Systems Technologies</td>
</tr>
<tr>
<td>ITS 30163</td>
<td>Database Management</td>
</tr>
<tr>
<td>ITS 33470</td>
<td>Networking</td>
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Technical Architecture

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>ITS 48163</td>
<td>Systems Analysis and Design</td>
</tr>
<tr>
<td>ITS 49100</td>
<td>Methodologies of Project Development (CAPSTONE)</td>
</tr>
</tbody>
</table>

Technical Specialty

Minimum of 18 semester credit hours required:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>ITS 12100</td>
<td>Web Design</td>
</tr>
<tr>
<td>ITS 17163</td>
<td>Game Programming</td>
</tr>
<tr>
<td>ITS 41063</td>
<td>Internship (The internship experience should be no less than 3 semester credit hours.)</td>
</tr>
</tbody>
</table>

Additional semester credit hours can include TechSkills courses or Topics in Information Technology.

Required Supporting Courses

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>ACC 20024</td>
<td>Fundamentals of Accounting</td>
</tr>
<tr>
<td>COM 30163</td>
<td>Interpersonal Communication</td>
</tr>
<tr>
<td>ENG 30124</td>
<td>Professional Writing</td>
</tr>
<tr>
<td>MAT 10643</td>
<td>College Algebra</td>
</tr>
<tr>
<td>OAD 30563</td>
<td>Management</td>
</tr>
<tr>
<td>OAD 30963</td>
<td>Behavior in Organizations</td>
</tr>
<tr>
<td>OAD 31664</td>
<td>Business Ethics</td>
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</tbody>
</table>

Elective Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITS 43000</td>
<td>Information Technology Project Management</td>
</tr>
<tr>
<td>ITS 48064</td>
<td>Management of Information Systems</td>
</tr>
</tbody>
</table>

MATHEMATICS

Mathematics is both a symbolic language and a way of thinking. As a universal science and a key component of a liberal arts education, mathematics is a critical tool for technological advancement and practical problem-solving in a complex natural and social world. The major provides training in logic and critical thinking, and helps students gain mastery of calculus, algebra, geometry, statistics, and computer programming. Graduates are prepared for a wide range of careers including teaching, computer science, engineering, finance, actuarial science, business, investments, behavioral sciences, and research.

Students seeking certification to teach must have a major area of study. This major area must include 30 semester credit hours of courses. Students should consult their academic advisor for more information regarding their major area. Students seeking certification in areas of study additional to their major must have a minimum of 24 semester credit hours of courses in an area. Students should consult their academic advisor requiring additional areas of certification.

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>MAT 21044</td>
<td>Calculus I</td>
</tr>
<tr>
<td>MAT 21144</td>
<td>Calculus II</td>
</tr>
</tbody>
</table>
MAT 22043  Linear Algebra
MAT 26043  College Geometry
MAT 30143  History of Mathematics
MAT 31044  Calculus III
MAT 32044  Statistics
MAT 33043  Differential Equations
MAT 42143  Abstract Algebra
MAT 43443  Numerical Methods
MAT 45143  Introduction to Real Analysis

Other Required Courses
ITS 16163  Computer Programming

The College Teacher Licensure in Mathematics (6-12)
Also see courses required detailed under the Education Department:
Kansas Teacher Education Program within the Pre-professional
Requirements, Professional Education Requirements, and Secondary
School Licensure Requirements sections.
ITS 16163  Computer Programming
MAT 21044  Calculus I
MAT 21144  Calculus II
MAT 22043  Linear Algebra
MAT 26043  College Geometry
MAT 30143  History of Mathematics
MAT 31044  Calculus III
MAT 32044  Statistics
MAT 42143  Abstract Algebra

Recommended courses
MAT 33043  Differential Equations
MAT 43443  Numerical Methods

MUSIC
The Music program promotes an understanding and appreciation of
musical expression as part of a liberal arts education. Students increase
their knowledge of theory and history across diverse musical cultures.
Music majors develop their abilities through ear-training, sight-singing,
harmony, orchestration, composition, and conducting. They may
pursue emphases in church music or applied music. Music majors and
other community members have a wide range of performance
opportunities through college choirs, instrumental ensembles, and
individual recitals. These performers develop a wide musical repertoire
that reinforces spiritual values, promotes the university's mission, and
provides an important outreach to local and regional audiences.
Graduates may go on to be professional musicians; composers;
arrangers; producers; music teachers; or creative associates in film,
theatre, or television.

Applied Music Emphasis
Required Courses
MUS 10123  Introduction to Creative Listening
MUS 25124  Styles I
MUS 25224  Styles II
MUS 32224  Styles III
MUS 32324  Styles IV
MUS 49023  Research and Performance

Participation in 2 semester credit hours of applied music each semester,
participation in an ensemble each semester, demonstration of piano
proficiency, and two recitals (Junior and Senior).

Church Music Emphasis
Required Courses
MUS 10123  Introduction to Creative Listening
MUS 16321  Applied Organ
MUS 22823  Church Music
MUS 23823  Hymnology
MUS 25124  Styles I
MUS 25524  Styles II
MUS 32223  Choral Conducting, Methods and Literature
MUS 32224  Styles III
MUS 32324  Styles IV
MUS 49023  Research and Performance

Participation in applied music and an ensemble each semester,
demonstration of piano proficiency and internship within church
setting, and senior recital.

PHYSICAL EDUCATION
The Physical Education major prepares students with the knowledge
and skills required for teaching motor skills, physical fitness, and
designing, developing, and managing recreation and/or fitness
programs. A multidisciplinary program that integrates principles and
practices from the natural, social, and behavioral sciences, the Physical
Education major provides opportunities for men and women from
different racial, ethnic, and cultural backgrounds to perform together in
the spirit of competition, cooperation, and celebration. Students use
their individual and collective abilities toward further development of
their bodies, minds, values, and attitudes. Consistent with the
University's mission statement, students' physical accomplishments and
interactions are based on a commitment to sportsmanship and ethics.
Students in this major play an important role in promoting physical
fitness, preventive health care, stress management, healthy lifestyles,
mental discipline, motivation, and teamwork. Graduates of this
program are prepared for careers or further study in the fitness
industry, sports, teaching, coaching, personal training, corporate fitness,
occupational or physical therapy, and recreation administration.

Health/Fitness Emphasis
Required Courses
PAC 10131  Coed Weight Training
PAC 11131  Lifetime Fitness
PAC 11231  Nontraditional Team Sports I
PAC XXXX  Additional PAC
PAC XXXX  Additional PAC
PED 10433  Personal and Community Health
PED 10732  First Aid OR Current First Aid and Adult and
Infant CPR certification
PED 11133 History and Principles of Health, Physical Education and Recreation
PED 20533 Care and Prevention of Athletic Injuries
PED 30233 Psychology and Sociology of Sports
PED 30333 Advanced Athletic Training
PED 32533 Kinesiology
PED 33532 Adaptive Physical Education
PED 34533 Exercise Physiology
PED 34630 Athletic Training Practicum OR PED 34640 Health and Fitness Practicum
PED 41033 Internship: Physical Education
PED 41733 Theory of Administration in Health, Physical Education and Recreation
PED 46000 Senior Seminar

Other Required Courses
BIO 10042 Principles of Biology Lab
BIO 10043 Principles of Biology
BIO 20342 Human Anatomy and Physiology Lab
BIO 20343 Human Anatomy and Physiology
BIO 21443 Introduction to Nutrition
CHE 10041 Concepts of Chemistry Lab and CHE 10044 Concepts of Chemistry OR
CHE 12041 General Chemistry I Lab and CHE 12044 General Chemistry I
COM 30163 Interpersonal Communication OR
SPH 11023 Speech Preparation and Delivery
ENG 23723 Intermediate Writing OR
ENG 31023 Advanced Expository Writing
OAD 30563 Management
PSY 12053 Principles of Psychology

Recreation and Sports Administration Emphasis

Required Courses
PAC 10131 Coed Weight Training
PAC 11131 Lifetime Fitness
PAC 11231 Nontraditional Team Sports I
PAC 11331 Folk and Square Dancing
PAC XXXX Additional PAC
PED 10732 First Aid OR Current First Aid and Adult and Infant CPR Certification
PED 11133 History and Principles of Health, Physical Education and Recreation
PED 13733 Principles of Officiating Fall Sports OR
PED 14733 Principles of Officiating Spring Sports
PED 20533 Care and Prevention of Athletic Injuries
PED 23733 Teaching Fall Sports OR
PED 24733 Teaching Spring Sports
PED 30233 Psychology and Sociology of Sports
PED 30833 Elementary Physical Education Methods
PED 31833 Recreation and Sports Programming
PED 34610 Coaching Practicum OR
PED 34630 Athletic Training Practicum
PED 34650 Recreation Administration Practicum
PED 40433 Principles of Coaching
PED 41033 Internship: Physical Education
PED 1733 Theory of Administration in Health, Physical Education and Recreation
PED 46000 Senior Seminar

One coaching methods course.

Other Required Courses
BIO 10042 Principles of Biology Lab
BIO 10043 Principles of Biology
COM 30163 Interpersonal Communication OR
SPH 11023 Speech Preparation and Delivery
ENG 23723 Intermediate Writing OR
ENG 31023 Advanced Expository Writing
OAD 30563 Management
OAD 31063 Business Law
OAD 31863 Marketing
PED 33532 Adaptive Physical Education
PSY 12053 Principles of Psychology

Elective Courses
ACC 20024 Fundamentals of Accounting
HPS 13353 American Government
ITS 12063 Introduction to Information Technology Systems
PED 23733 Teaching Fall Sports
PED 34533 Exercise Physiology

Additional PAC and coaching methods courses.

Coaching
This is not a major. Courses designed to introduce students to and prepare them for coaching in organized athletic programs. It is a supplement to any other major field of study and is encouraged for students seeking teacher certification or pursuing other majors who desire to pursue a coaching position or career in an educational or recreation setting. Completion of the program results in coaching certification through the American Sport Education Program (ASEP).

Required Courses
PAC 10131 Coed Weight Training
PAC 11131 Lifetime Fitness
PED 10732 First Aid OR Current First Aid and Adult and Infant CPR certification
PED 13733 Principles of Officiating Fall Sports OR
PED 14733 Principles of Officiating Spring Sports
PED 20533 Care and Prevention of Athletic Injuries
PED 23733 Teaching Fall Sports OR
PED 24733 Teaching Spring Sports
PED 30233 Psychology and Sociology of Sports
PED 30833 Elementary Physical Education Methods
PED 31833 Recreation and Sports Programming
PED 34610 Coaching Practicum OR
PED 34630 Athletic Training Practicum
PED 34650 Recreation Administration Practicum
PED 40433 Principles of Coaching
PED 41033 Internship: Physical Education
PED 1733 Theory of Administration in Health, Physical Education and Recreation
PED 46000 Senior Seminar

Two coaching methods courses.

Elective Courses
BIO 21443 Introduction to Nutrition
PED 32533 Kinesiology
PED 34533 Exercise Physiology
PED 41733 Theory of Administration in Health, Physical Education and Recreation

The College Teacher Licensure in Physical Education (PreK-12)

Also see courses required detailed under the Education Department: Kansas Teacher Education Program within the Pre-professional Requirements, Professional Education Requirements, and Secondary School Licensure Requirements sections.

Required PAC Courses
PAC 10131 Coed Weight Lifting
PAC 11131 Lifetime Fitness
PAC 11231 Non-traditional Team Sports I
PAC 11331 Folk and Square Dancing
PAC XXXX Additional PAC

Required PED Courses
PED 10433 Personal and Community Health
PED 10732 First Aid
PED 11133 History and Principles of Health, Physical Education and Recreation
PED 20533 Care-Prevention of Athletic Injuries
PED 23733 Teaching Fall Sports
PED 24733 Teaching Spring Sports
PED 30032 Elementary and Secondary Rhythms and Dance
PED 30233 Psychology and Sociology of Sports
PED 30833 Elementary Physical Education Methods
PED 30834 Practicum in Teaching Physical Education in Elementary School
PED 33532 Adaptive Physical Education
PED 34533 Exercise Physiology
PED 41733 Theory of Administration in Health, Physical Education, and Recreation

Required Supporting Courses
BIO 10042 Principles of Biology Lab
BIO 10045 Principles of Biology
BIO 20342 Human Anatomy and Physiology Lab
BIO 20343 Human Anatomy and Physiology

and empathy within a global community. Students are prepared for graduate study leading to professions in counseling and psychotherapy, teaching, church ministry, youth work, law enforcement, research, marketing, organizational development, personnel services, social advocacy, community services, rehabilitation, gerontology, and social work.

Minor available in Psychology. Please check with your advisor for availability at your campus.

Required Courses
PSY 12053 Principles of Psychology
PSY 20153 Survey of Developmental Psychology
PSY 30153 Theories of Personality
PSY 30353 Psychology of Abnormal Behavior
PSY 31354 Physiological Psychology
PSY 32153 Social Psychology
PSY 32253 Research Design and Analysis
PSY 40553 Counseling Theories and Dynamics
PSY 40854 History and Systems of Psychology

Other Required Courses
COM 30163 Interpersonal Communication
HUS 21253 The Family
MAT 32044 Statistics
SOC 10453 Introduction to Sociology
SOC 30653 Ethnic Relations and Multiculturalism
SOC 30753 Human Sexuality

RELIGION

The Religion major promotes an investigation of the basic questions of existence: human origin, meaning, purpose, spirituality, and divinity. The major at the College promotes a Christian worldview. It fosters a comprehension of religious beliefs and practices throughout the world. Students analyze sacred literature and historical contexts to understand the interactions of religion and culture. They consider the role of religion in contemporary America as they seek to clarify their own convictions and moral precepts. Study in this field can profoundly shape individual identity as students examine their personal attitudes, values, and beliefs. Students gain Biblical, theological, and philosophical knowledge that helps them develop respect and appreciation for diversity among persons of different religions, ideologies, and ethnicities. They are encouraged to become critical thinkers, expand their world views, and develop a personal sense of responsibility to minister to others. Graduates are prepared to continue their education at the graduate level, enter Christian ministry, teach, or pursue a wide range of careers dedicated to assisting and serving others.

Required Courses
PHL 21023 Basic Issues in Philosophy
REL 20223 Introduction to the Gospels
REL 21023 Christian Thought I
REL 30123 Biblical Book
REL 30323 The Pentateuch
REL 31023  Christian Thought II
REL 40224  Christian Ethics
REL 41523  Issues in Science and Religion
REL 43823  World Religions
REL 44823  The Life and Thought of Paul
REL 49023  Comprehensive in Religion

Plus 3 hours from the following:
PHL 33024  Ethics and Society
REL 30223  Jewish-Christian Relations
REL 31223  Introduction to Biblical Hebrew
REL 33023  Liberation Theology
REL 41223  Introduction to New Testament Greek

**Other Required Courses (choose one)**
ENG 23723  Intermediate Writing OR
ENG 31023  Advanced Expository Writing

**SOCILOGY**
The Sociology major promotes the systematic study of collective human behavior. Students are required to explore social processes within and among varied groups and societies; to analyze the beliefs and actions of individuals within the context of social norms, values, conventions, structures, institutions, and patterns of behavior; to develop a greater awareness of culture, race, and ethnicity and the sources of social conflict and misunderstanding; to explore methods for promoting group interaction and cooperation; to assess, evaluate, and explain social behavior, programs, and processes; to gather and interpret data in valid, reliable, and generalizable ways; and to think critically about social issues and develop ways to solve complex problems in a global community. Graduates are prepared for advanced study or careers in social research, consulting, teaching, law enforcement, community organization, urban planning, organizational development, and administration of social service agencies.

**Sociology Emphasis**

**Required Courses**
SOC 10453  Introduction to Sociology
SOC 11753  Social Problems and American Values
SOC 26053  Cultural Anthropology
SOC 26052  Topics in Social Sciences
SOC 30653  Ethnic Relations and Multiculturalism
SOC 30753  Human Sexuality
SOC 32253  Research Design and Analysis
SOC 40753  Sociology of Deviance
SOC 40854  Field Research

**Other Required Courses**
ECO 20163  Macroeconomics
HPS 25353  World Civilization I
HPS 25453  World Civilization II
MAT 32044  Statistics
PSY 32153  Social Psychology

**Anthropology Emphasis**

**Required Courses**
SOC 10453  Introduction to Sociology
SOC 26053  Cultural Anthropology
SOC 26052  Topics in Social Sciences
SOC 32253  Research Design and Analysis
SOC 40753  Sociology of Deviance
SOC 40854  Field Research

**Other Required Courses**
ART 20623  Art History I
BIO 31143  Ecology
ENG 31723  Multicultural Literature
SPA 10124  Elementary Spanish I
HPS 25353  World Civilization I
HPS 25453  World Civilization II
PSY 32153  Social Psychology
REL 33823  World Religions

**THEATRE**
The Theatre major introduces students to dramatic literature, acting, directing, design, and criticism. Theatre production is a synthesis of many art forms including creative writing, voice, movement, dance, painting, visual composition, sound, music, lighting, costume design, and set construction. Through an introduction to different theatrical styles, periods, and conventions, students can visualize and recreate playwrights’ attempts to capture universal themes, conflicts, and human relationships across time, place, and culture. This exercise in creative empathy and expression can help students understand themselves, others, and the world community. In addition to serving as a strong liberal arts foundation, the theatre program includes main-stage productions and dramatic activities that prepare students for graduate study and professional schools or careers in stage, film, or television production, theatre history, playwriting, criticism, and teaching; or theatre management, public relations, promotion, and communication.

**Theatre/Theatre Performance Emphasis**

**Required Courses**
SPH 10923  Voice and Diction
SPH 20523  Oral Interpretation
THE 11421  Applied Theatre*
THE 14123  Stagecraft
THE 14623  Introduction to Theatre
THE 20023  Acting I
THE 31523  History of Theatre
THE 31623  History of Theatre II
THE 36000  Topics in Theatre
THE 40023  Acting II
THE 40624  Directing
THE 42023  Theatre Practicum OR
THE 49023  Senior Comprehensive in Theatre

*Applied Theatre is taken each semester (maximum of eight) except while enrolled in Theatre Practicum or Performance Comprehensive.
Other Required Courses
COM 30163  Interpersonal Communication
ENG 31823  Shakespeare Seminar
MUS 16221  Applied Voice
PSY 12053  Principles of Psychology

PRE-PROFESSIONAL PROGRAMS

Pre-med, Pre-health Professions and Graduate Studies

The health professions are a growing field, with careers as medical doctors (MD), dentists, physician assistants, pharmacists, medical technologists, nurses, laboratory researchers, and many others. The professional schools are looking for college graduates who help patients with personal, social and spiritual problems, in addition to their physical well-being. Ottawa University’s broad, comprehensive pre-professional programs prepare students for medical school, dental school, and a full range of other demanding programs within the health professions, and for graduate degrees (MS and PhD). All professional degree programs expect students to come with a breadth of exposure to chemistry, physics, and mathematics and foundational courses in biology (genetics, ecology, microbiology, zoology, and human anatomy and physiology). The pre-professional major is a demanding program that prepares committed, diligent students for the career of their choice. Through the skilled assistance of professors in the Department of Natural Science and Mathematics, who are also academic advisors, students develop a "custom" course program from this full spectrum of science offerings to prepare them for their desired career.

PRE-MINISTERIAL PROGRAM

Study for the ministry does not presuppose any particular undergraduate course of study. In addition to a sense of vocation for the ministry, most seminaries are more concerned with whether an applicant has acquired a broad background of knowledge and the skills of communication and critical thinking than with his/her undergraduate major. As a result, students may attend seminary having pursued virtually any area of concentration. It is clear, however, that some majors may be more helpful to seminary studies than others, and pre-ministerial students are urged to choose a course of study that will enhance their effectiveness both in seminary and in the ministry. Thus, pre-ministerial students often major in psychology, sociology, English, human services, philosophy, or religion (though some seminaries discourage applicants from an undergraduate major in religion, since so much of that study will be duplicated in their seminary training). In keeping with the need for a broad background of knowledge, pre-ministerial students are urged to be sure that they have an adequate introduction to the major areas of liberal arts study and, in particular, to the disciplines dealing with the study of society, government, economics, ethics, philosophy, literature, human behavior, and the arts. In addition, pre-ministerial students are encouraged to acquire particular kinds of managerial and interpersonal skills that will be of use in their ministry and, therefore, should consider the following courses as especially relevant to their pre-ministerial program, regardless of their particular major:

- ACC 20024  Fundamentals of Accounting
- COM 30163  Interpersonal Communication
- ENG 23723  Intermediate Writing
- ENG 31023  Advanced Expository Writing
- ITS 12063  Introduction to Information Technology Systems
- PHL 21723  Introduction to Logic
- PSY 32153  Social Psychology
- SPH 11023  Speech Preparation and Delivery

PRE-LAW PROGRAM

Admittance to professional school of law is available to students with a variety of major fields of concentration. Law schools are less interested in a specific program of study that could be called a pre-law major, but rather are interested in a number of specific skills, most of which are concentrated in the use of language and the communication arts.

Students seeking admittance to law schools are advised to select a major appropriate to their own interests but to be sure to include as many courses as possible to assist them for the use of the English language in its written and oral forms. In addition, students are encouraged to consider that the practice of law involves the handling and administration of other people's money and estates and will also involve dealing with all types of individuals. Thus, students are well advised to seek those courses that prepare them to understand human growth and development, general psychological principles, and sufficient accounting or related business courses to familiarize them with the administrative details of the handling of financial affairs. Therefore, in addition to the student's specific major field, the following courses should be considered as recommended for pre-law majors:

- ACC 20364  Accounting for Business Operations
- ACC 20464  Accounting for Investing and Financing Activities
- ECO 20163  Macroeconomics
- ENG 23723  Intermediate Writing
- ENG 31023  Advanced Expository Writing
- ITS 12063  Introduction to Information Technology
- PHL 21723  Introduction to Logic
- PSY 12053  Principles of Psychology
- PSY 32153  Social Psychology
- SOC 10153  Social Thought
- SPH 11023  Speech Preparation and Delivery

PRE-ENGINEERING STUDIES

Many of the problems facing our society need technological solutions that will come only with a strong work force of engineers and scientists. Just to be technically trained will not be sufficient. Engineers must be sensitive to the environmental, societal, and human implications of both problems and solutions. It is essential that engineers be liberally educated to meet the demands of a changing world. At Ottawa University, the primary objective is to provide such a
liberal arts education. The pre-engineering curriculum is designed to do this while providing a grounding in science and mathematics courses to prepare the student for the upper-level engineering courses that he/she will encounter after transferring to an engineering college to complete his/her studies.

The pre-engineering program operates as follows: The student meets with the Pre-Engineering Advisor at Ottawa University and develops a contract. In most cases, all the requirements for a degree from The University can be met in the three-year period except for the required major in mathematics and the 124 semester credit hour rule for graduation. The contract specifies that after appropriate courses in applied mathematics are completed at an engineering school chosen by the student, the major in mathematics will be considered fulfilled. The same type of specifications is made concerning the 124 semester credit hour requirement. When Ottawa University receives official transcripts showing that these additional courses and hours have been completed, a Bachelor of Arts degree is granted. This program is the same regardless of the engineering school chosen and the area of interest, civil, mechanical, electrical, etc. In the advising process, it is beneficial for the student to be guided by a catalog from the school to which he/she wishes to transfer. It is important that the Pre-Engineering Advisor be contacted as soon as possible so that an individualized (adult education) plan can be developed. For a list of required mathematics courses at Ottawa University, see the required major courses for mathematics in this catalog.

The student should be prepared with a solid mathematics background in high school work, including geometry, two years of algebra and trigonometry or pre-calculus. In addition to the technical courses, the student should take courses in such areas as English composition, psychology, religion, sociology, and economics, not only to meet graduation requirements at both Ottawa University and the engineering school but, more importantly, because they are the foundation of a liberal education.

**INTERNATIONAL UNDERGRADUATE PROGRAMS**

Ottawa University has established international instructional sites in Hong Kong, Malaysia and Singapore. The instructional sites offer the undergraduate Bachelor of Arts in Business Administration (BABA) degree completion program.

**BUSINESS ADMINISTRATION**

Offered at: Hong Kong, Malaysia, Singapore

The Business Administration major focuses students on how a business firm can achieve its objectives in a competitive local, regional, national, or global environment while maintaining ethical principles and practices. This major integrates a broad range of theories, concepts, methods, policies, and practices through the study of finance, economics, law, ethics, marketing, human resources, management, and organizational behavior. Students analyze and evaluate business systems in terms of their efficiency, productivity, profit, and service. They study the challenges and opportunities facing existing companies and new ventures. As potential entrepreneurs, students synthesize their knowledge, analyze markets, and develop business plans. They learn to make convincing presentations to employees, customers, managers, board members, and investors. They appreciate how responsible business practices can improve economic standards, social stability, and international trade. Graduates are prepared for a range of career opportunities in both for-profit and nonprofit private entities as well as the public sector.

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>LAS 30012</td>
<td>Proseminar</td>
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<tr>
<td>COM 32663</td>
<td>Business Communication</td>
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<td>OAD 30563</td>
<td>Management</td>
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<td>OAD 31863</td>
<td>Marketing</td>
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<td>OAD 30063</td>
<td>Behavior in Organizations</td>
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<tr>
<td>LAS 39000</td>
<td>Cross-Cultural Issues in International Business</td>
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<tr>
<td>OAD 30763</td>
<td>Business Statistics</td>
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<tr>
<td>ECO 40963</td>
<td>International Economics</td>
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<td>OAD 40063</td>
<td>Financial Administration</td>
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<tr>
<td>OAD 49100</td>
<td>Strategies and Policies (CAPSTONE COURSE)</td>
</tr>
<tr>
<td>LAS 45012</td>
<td>Graduation Review</td>
</tr>
</tbody>
</table>

*Coursework is listed in enrollment sequence.

**ONLINE UNDERGRADUATE PROGRAMS**

Ottawa University offers a number of undergraduate and graduate programs online. Some of these programs are also offered in classroom format. Students interested in online programs should contact one of the adult campus locations or the Office of International Programs.

Online programs are available in Health Care Management and Police Science/Law Enforcement Administration.

For more information about an online program contact us through e-mail at admisss.online@ottawa.edu or contact an Ottawa University campus in your area.

**HEALTH CARE MANAGEMENT**

The Health Care Management major promotes an understanding of complex, evolving, and integrated health care and reimbursement systems. Students analyze perspectives, methods, and values associated with the delivery and financing of health services. They evaluate client needs, fiscal constraints, management practices, ethical principles, public policies, promotional strategies, and system designs to discover ways to meet the growing demands for affordable, efficient, responsible, and effective health care. The major promotes organizational insight and managerial ability for those who desire leadership positions in health-related enterprises. It is especially suitable for health care professionals with technical/clinical degrees, nurses,
GRADUATE PROGRAMS
Graduate Program Goal Statement
Ottawa University graduate programs are based on the expectation that bachelor's degree holders are prepared through the liberal arts to be reflective inquirers. The reflective inquirer is prepared to succeed in graduate programs that are based on the model of the reflective practitioner. The reflective practitioner applies values, critical reasoning and inquiry in professional settings, utilizes knowledge and skills appropriately and is self-directed in continued professional learning and development. Ottawa University is committed through the reflective practitioner emphasis to prepare professionals who successfully adapt to changes in career demands and opportunities.

Ottawa University fills a need for graduate level education that is both practical in nature and accessible to a broader audience than a traditional model whose theoretical emphasis may be less suited to the working adult student and that requires considerable prerequisite preparation. Ottawa University graduate students are valued both as members of the learning team and the instruction team. Graduate faculty, who are reflective practitioners themselves, have significant academic and professional experience in the course areas they teach and value the varied backgrounds and insights of the adult learner.

Ottawa University graduate programs include a concentrated foundation with emphasis placed on advanced concepts and applications. Programs require students to access research in the field, critically analyze relevant data and utilize a variety of sources for values-based practice, planning, and ethical decision making. Graduate students are challenged through rigorous research-based writing assignments, scholarly discourse and professional presentations and demonstrations, all of which are focused on reflective approaches to practice and application. Students are supported through individualized graduate faculty and advisors and a community of mutual respect and service.

Outcomes for Graduate Study
The University-wide outcomes for graduate programs were designed as an active expression of the Ottawa University mission and purposes. They were developed by faculty and formally adopted by the Graduate Council and University Academic Council. The overall guiding purpose of graduate study is to provide adult-oriented, practical and professional programs:

» To prepare individuals for master's level professional positions in a given field.

» To improve opportunities for individuals seeking advancement within the field.

» To prepare individuals to make parallel moves into related fields and specialties.

Program emphasis is on the reflective practitioner with course content designed to focus on real-life, values oriented practices within the field. Entrance requirements reflect the desire to accommodate working
adults who make career choices later in life, have related work experience and are best served by a nontraditional graduate program in their field.

All Ottawa University graduate programs have in common five general outcomes that relate to intellectual and professional development.

To demonstrate cognitive development, graduate students will:

» Analyze, integrate and apply theories, research and techniques to plan and serve effectively within one's professional field of study.

» Acquire knowledge of laws, ethics and values and apply this knowledge to make decisions appropriate to one's professional practice.

» Communicate effectively as professionals.

To demonstrate affective development, graduate students will:

» Demonstrate an understanding of the value of continued personal and professional development.

» Model Ottawa University values and culture by practicing mutual respect, encouragement and support within and beyond the learning community.

Academic Advisement

Ottawa University graduate faculty and advisors provide academic advisement by telephone, e-mail or by office appointment. They assist students with course selection and academic program content and design issues.

Graduate Program Admission

Admission to the graduate programs at Ottawa University is limited; only the most qualified candidates are accepted. The minimum requirements for regular admission include the following (additional requirements and exceptions may vary by program or location as noted):

» Completed application form and fee.

» Official transcript indicating an earned bachelor's degree from a regionally accredited institution with a minimum junior/senior grade point average (GPA) of 3.00 on a 4.00 scale (see additional GPA and course requirements for Arizona Professional Counseling Program).

» Official transcripts of graduate coursework, if applicable.

» Knowledge of introductory statistics as demonstrated by a course grade of "C" or better, standardized examination score, or similar type of acceptable evidence. (MAED, MAPC applicants only)

» Three letters of recommendation from individuals familiar with the applicant's academic and professional abilities.

» Current resume. Preference is given to applicants with at least two years of relevant employment or volunteer experience. A copy of a current state certification or teaching license is also required for all concentrations in the MAED program with the exception of School Guidance Counseling and Montessori studies.

» Essay of 300-500 words describing the applicant's professional development and expectations for graduate study and demonstrating the ability to organize thoughts in a clear, concise manner.

» Personal interview with program director or designee (Kansas and Arizona Professional Counseling applicants only).

» Those interested in applying to the MBA Program at the Milwaukee campus should consult the Milwaukee campus on its admission requirements.

» International students interested in applying to the Graduate Program should consult the graduate program at the location where they are applying.

Provisional admission may be granted to a student under the following conditions:

1) Junior/Senior GPA is between 2.5 and 2.9

2) Student has not completed necessary preparatory coursework required for the program to which they are applying

3) Student lacks satisfactory grades in preparatory coursework

4) Student lacks professional or interpersonal skills required for full admission into a program leading to licensure, based upon recommendation by the Admissions Committee

Students granted provisional admission based on criterion 1 must successfully complete 12 hours of OU coursework with no course grade below a B in order to be granted full admission. Students granted provisional admission based on any of the other criteria must meet all other requirements outlined in their provisional acceptance in order to be granted full admission.

Special Graduate Students

Individuals with a bachelor's degree from a regionally accredited college or university may apply to take individual courses as a special student. In Arizona, a maximum of nine credits may be taken as a Special Graduate Student before an application for formal admission is submitted. Completion of coursework as a special student does not guarantee admission to a graduate program or the transfer of the coursework into a program. Individuals enrolled in a graduate program at another school may also apply to take courses as a special student with a written request from the school at which they are pursuing their degree. Please note that Special Graduate Students are not eligible for financial aid programs.

Post-master's Graduate Programs Admission

Applicants for the Certificate of Advanced Graduate Studies (CAGS) must be formally admitted to the program. Completed application packets are received up to the final day of registration for each academic term. A completed application requires the following:
» Application for the Certificate of Advanced Graduate Study.
» Official transcripts documenting the completion of an earned master's degree from a regionally accredited college or university, as well as all additional graduate work. (Transcripts should be sent to the attention of the Office of Graduate Studies or attached unopened to the application.)
» A resume of educational background, employment and volunteer experience, and, honors and recognition received for academic achievement employment performance and volunteer service.
» Non-refundable $50 application fee payable to Ottawa University.

See additional admission requirements for Arizona Professional Counseling Program.

General Policy on Transfer Credit
Students may transfer courses completed at a regionally-accredited institution with a grade of "B" or better as follows: 9 semester credit hours for a 36- to 44-hour degree, 12 semester hours for a 45- to 50-hours degree, and 15 semester hours for a 60-hour degree.

Students with a master's degree from another regionally accredited institution containing coursework applicable to counseling may petition to transfer up to 30 semester credit hours of approved coursework toward Ottawa University's 50 to 60 semester credit hour concentration in Professional Counseling.

Additional hours may be transferred into Ottawa University graduate programs of 50 hours or more with departmental approval.

Second Master's Degrees
Individuals with a master's degree or its equivalent from a regionally accredited college or university containing coursework applicable to the Master of Arts in Professional Counseling may apply to transfer up to 30 semester credit hours of approved coursework toward the 60 semester credit hour Master of Arts in Professional Counseling when completing a minimum of 30 semester credit hours at Ottawa University. Dual or second master's degrees in Human Resources and Business Administration also are available.

Semester Calendar
Ottawa University graduate programs follow a 12-week semester, completing the 45-hour classroom contact standard. Typically, a 3 semester credit hour course meets one evening per week for 12 weeks. Saturday courses meet five times throughout the semester from 8:30 a.m. to 5:00 p.m. Other times are established for day and summer courses.

It is anticipated that students complete all coursework for a 36 semester credit hour degree within a 24-month period; however, Ottawa University respects individual differences and such a suggestion is not mandatory. Graduate students in Professional Counseling who take two courses per term should complete the degree in three-to three and one-half years. Through careful planning and the use of summer school, the time can be reduced.

Financial Assistance
The University strives to provide financial aid for the greatest possible number of students who need assistance and qualify for it. Students may apply for employer tuition reimbursement, federal financial aid and veteran's benefits. Aid from non-university sources may be available in the form of guaranteed bank loans. The University Department of Financial Aid can assist you with such applications.

To be eligible for financial aid, a graduate student must be admitted to a regular OU program and be taking 3 semester credit hours for half-time and 6 semester credit hours for full-time benefits. Students enrolled under Special Student status are not eligible for aid.

Financial aid applications may require four to six weeks.

Student Rights and Responsibilities
Student rights and responsibilities are fully described in the Ottawa University Student Handbooks, which may be obtained from your advisor or a receptionist at any of the campuses.

Graduate Programs by Location
ARIZONA CAMPUSES

Master of Arts
» Education
» Human Resources
» Professional Counseling

Master of Business Administration

Post-baccalaureate Teacher Certification Program in Elementary and Secondary Education

Professional Education Program for Certified Teachers

Certificate of Advanced Graduate Studies

MASTER OF ARTS IN EDUCATION
Concentrations Available:
» Bilingual/English as a Second Language
» Curriculum and Instruction
» Education Intervention
» Montessori Early Childhood Education
» Montessori Elementary Education
» Professional Development
» School Guidance Counseling
The Master of Arts in Education is a 30, 36, or 45 credit hour program depending on ones study concentration. Formal course work is designed to help the adult student acquire subject matter mastery, apply knowledge and conduct research in various areas within the field of education. The program of study consists of foundation (including a Master's Research Project), concentration, and elective courses (in some programs). The program has been created to provide graduates with the skills and knowledge necessary to:

» Improve and enhance their teaching and services to students.
» Provide their students with an enhanced learning environment.
» Prepare and plan for change in schools.
» Assist schools and the community to improve education for all students.
» Assess outcomes of school curricula, programs, services, and activities.
» Assume leadership roles in education.
» Engage in continued professional growth.

Additional graduate level courses may be applicable toward an advanced post-master’s program such as the Certificate of Advanced Graduate Studies in Education Administration, School Guidance Counseling, Education Intervention, and Community College Counseling.

Thesis Option

For those students interested in writing a thesis, a thesis research track is available. Please discuss this option with a graduate advisor.

PROFESSIONAL EDUCATION PROGRAM (PEP)

Applying Semester Credit From PEP

Educators may petition to apply select courses from the Ottawa University Professional Education Program (PEP), as electives, into the Curriculum and Instruction, Education Intervention or Professional Development study concentrations. Please consult with a graduate advisor. For the BLE/ESL concentration, up to 21 semester credit hours from prescribed endorsement courses are applicable to the Master of Arts in Education.

MONTESSORI PROGRAM INFORMATION

Policies and Procedures for Montessori Programs

Students seeking to earn a Master of Arts in Education with a concentration in Montessori Early Childhood Education and/or Montessori Elementary Education should plan to take 21 semester credit hours of coursework off-site at the Villa Montessori School at 4535 North 28th Street in Phoenix. The Montessori aspect of the graduate program is presented in partnership with the Center for Montessori Teacher Education/New York (CMTE/NY), which is an affiliate of the American Montessori Society (AMS). The remaining 15 semester credit hours of coursework are on-site and consist of five prescribed education foundation courses.

Concurrent Application/Enrollment:

The Master of Arts in Education

At the time of enrollment in the CMTE/NY Montessori program, students should also apply for admission into Ottawa University's graduate program. Upon acceptance into the graduate program, students may enroll in the specified OU-Montessori courses at the cost of $55 per semester credit hour. This cost is in addition to the charge required by CMTE/NY.

Tuition and Fees for 21 Semester Credit Hours of Ottawa University Montessori Coursework

Program fees are to be paid to CMTE/NY plus $55 per semester credit hour to Ottawa University.

Tuition and Fees for 15 Semester Credit Hours of Ottawa University Foundation Coursework

Upon completion of the Montessori-related study concentration, students continue in the education foundation portion (15 semester credit hours) of the graduate program at Ottawa University. The cost for the education foundation courses is the standard tuition prescribed by the Ottawa University course schedule.

A Special Note: Montessori Programs

Successful completion of the graduate-level coursework in the Master of Arts in Education does not ensure certification to teach in all public schools in the State of Arizona. A portion of the Master of Arts program may apply to certain teacher certification requirements. Students wishing to complete the Teacher Certification program would need to enroll in the Teacher Certification program coursework at Ottawa University.

For questions regarding Teacher Certification, please contact the Director of Graduate Studies in Education or the Associate Dean of Education at Ottawa University's Phoenix campus.

For further information concerning the Montessori course offerings, please contact Betty Matthews, Villa Montessori School, at 602-955-2210.

BILINGUAL EDUCATION/ENGLISH AS A SECOND LANGUAGE

The concentration in Bilingual Education/English as a Second Language (BLE/ESL) emphasizes a program of study to enhance opportunities for successful academic progress by elementary or secondary students who are monolingual in another language or have English only as a second language. Program completion is designed to meet the Bilingual Education or ESL endorsement for teachers certified in Arizona.

NOTE:

The English as a Second Language endorsement for teachers certified in Arizona requires 6 semester credit hours in a single second language.
(or verification of second language learning experience by the Arizona Department of Education). The Bilingual Education endorsement requires successful completion of the Arizona Department of Education language examination in order to demonstrate fluency. The Bilingual Education endorsement also requires either student teaching in a bilingual setting or two years of verifiable bilingual teaching experience.

B = Required for BLE endorsement
E = Required for ESL endorsement

Foundation Courses (15 semester credit hours)
EDF 7103 Philosophy, Accountability and Change
EDF 7163 Research: Assessment and Evaluation
EDF 7203 Diverse Community of Learners
EDF 7303 Leadership and Management of Change
EDF 8503 Master's Research Project

Concentration Courses (21 semester credit hours)
With advisor approval, select from:
EDC 7263 Philosophical Foundations for Bilingual/Multicultural Education: B + E
EDC 7273 Methods of Assessing BIE/ESL Students and Programs: B + E
EDC 7323 Reading, Writing and Content Area Methods: E
EDC 7343 Multicultural Concepts Impacting School and Community: B + E
EDC 7523 ESL Methods of Instruction: E
EDC 7763 Applied Linguistics: B + E
EDC 7873 ESL Practicum: E
EDC 7903 Bilingual Education Methods in Spanish: B
EDC 7904 Bilingual Methods of Instruction for the Multilingual Classroom: B
EDC 7905 Bilingual Practicum: B

COMMUNITY COLLEGE COUNSELING

The concentration in Community College Counseling prepares the student with a proactive, up-to-date body of knowledge required of the guidance counselor in the Community College setting with its diverse community of students. Included is instruction in counseling theories and techniques in guidance counseling, personality theories and personality development, testing theories and applications, group counseling and group dynamics, career counseling and career resources, and individual assessment processes.

Foundation Courses (15 semester credit hours)
EDF 7103 Philosophy, Accountability and Change
EDF 7203 Diverse Community of Learners
EDF 7403 School Counseling in a Changing Environment
EDF 7163 Research: Assessment and Evaluation
EDF 8503 Master's Research Project

Concentration Courses (27 semester credit hours)
EDC 7133 Counseling and the Helping Professions
EDC 7433 Social and Cultural Concerns in Counseling

EDC 7803 Psychological Testing
EDC 7823 Life Planning and Career Development
EDC 7833 Human Growth and Development
EDC 7923 Counseling Theories
EDC 7933 Group Counseling and Dynamics
EDC 8013 Professional and Ethical Issues in Counseling
EDC 8463 Practicum in School Guidance Counseling

Elective Courses (3 semester credit hours)
Select from:
EDC 7603 Conflict Resolution in an Educational Environment
EDC 7703 School and Community Resources for Education Intervention
EDC 7753 Assessment Techniques for At-Risk Learners
EDC 8113 Theory and Techniques in Marriage and Family Counseling
EDC 8213 Family Systems Theory
EDC 8283 Child and Adolescent Therapy

CURRICULUM AND INSTRUCTION

The concentration in Curriculum and Instruction is a curriculum-based program designed to combine excellence in instructional methodologies used in education with foundation coursework that focuses on the at-risk student in the mainstream. An integration of personal and group motivational techniques and theories in organizational management and a summary of legal issues in education introduces the student to innovative, applied models of instruction.

Foundation Courses (15 semester credit hours)
EDF 7103 Philosophy, Accountability and Change
EDF 7163 Research: Assessment and Evaluation
EDF 7203 Diverse Community of Learners
EDF 7303 Leadership and Management of Change
EDF 8503 Master's Research Project

Concentration Courses (16 semester credit hours)
EDC 7213 Classroom Management
EDC 7214 Research and Field Activities: Classroom Management
EDC 7223 Educational Test and Measurements
EDC 7224 Research and Field Activities: Educational Tests and Measurements
EDC 7233 History and Philosophy of Education
EDC 7234 Research and Field Activities: History and Philosophy of Education
EDC 7243 Education Psychology
EDC 7244 Research and Field Activities: Education Psychology

Elective Courses (5 semester credit hours)
EDC 7293 Instructional Theory and Techniques (2 semester credit hours)
EDUCATION INTERVENTION

The concentration in elementary and secondary Education Intervention emphasizes a new focus on curriculum and educational leadership. This program of study is an aggressive, proactive, research-based approach toward identifying and implementing innovative, positive and practical solutions to situations faced by the multifaceted at-risk students in the community. This program may be designed for certification in Education Administration.

Foundation Courses (15 semester credit hours)

EDC 7603 Philosophy, Accountability and Change
EDC 7603 Research: Assessment and Evaluation
EDC 7603 Diverse Community of Learners
EDC 7603 Leadership and Management of Change
EDC 7603 Master's Research Project

Concentration Courses (15 semester credit hours)

EDC 7603 Conflict Resolution in an Educational Environment
EDC 7603 Theory and Techniques for Education Intervention
EDC 7603 School and Community Resources for Education Intervention
EDC 7603 Assessment Techniques for At-Risk Learners
EDC 7603 Materials and Strategies for Success with At-Risk Learners

Elective Courses (6 semester credit hours)

With advisor approval, select two courses from other graduate offerings or from the Professional Education Program (PEP).

EDC 7603 Philosophy, Accountability and Change
EDC 7603 Research: Assessment and Evaluation
EDC 7603 Diverse Community of Learners
EDC 7603 Leadership and Management of Change
EDC 7603 Master's Research Project

EDUCATION TECHNOLOGY

This concentration incorporates theory and application of technology into contemporary programs in school systems from pre-kindergarten through graduate studies. Included are program applications in distance learning, models regarding the administration of technology programs, computer assisted instruction, and the integration of technology within various education offerings, programs, and organizational systems. An emphasis is placed on global perspectives in facilitating learning.

Foundation Courses (15 semester credit hours)

EDF 7103 Philosophy, Accountability and Change
EDF 7203 Diverse Community of Learners
EDF 7403 School Counseling in a Changing Environment
EDF 7603 Research: Assessment and Evaluation
EDF 7603 Master's Research Project

Concentration Courses (18 semester credit hours)

EDC 7613 Introduction to Educational Technology: Theory and Application
EDC 7623 Foundations in Distance Learning
EDC 7663 Technology Integration in K-12 Schools
EDC 7683 Instructional Theory and Strategy in Technology Integration
EDC 7663 Administration of the Technology Program
EDC 7663 Computer Assisted Instruction
EDC 7663 Technology Integration in K-12 Schools
EDC 7683 Instructional Theory and Strategy in Technology Integration

Elective Courses (3 semester credit hours)

Other EDC or EDF or adviser approved course or transfer credit.

MONTESSORI EARLY CHILDHOOD EDUCATION (AGES 2 1/2-6)

The concentration in Montessori Early Childhood Education (ages 2 1/2-6) involves a partnership with the Center for Montessori Teacher Education/New York, an American Montessori Society affiliate. This program operates on a two-year cycle beginning each August and continues until April of the following year. Classes meet one weekend per month, usually Friday evening and all day Saturday and Sunday. At times, Monday may be included. A detailed schedule is sent prior to the beginning of the program. A practicum phase begins the second year of the program or can be deferred. Special workshops in movement, art, science, geography, and music are given throughout the two-year program.

Foundation Courses (15 semester credit hours)

EDF 7103 Philosophy, Accountability and Change
EDF 7163 Research: Assessment and Evaluation
EDF 7203 Diverse Community of Learners
EDF 7603 Leadership and Management of Change
EDF 7603 Master's Research Project

Concentration Courses (21 semester credit hours)

EDC 7173 Montessori Education: Philosophical Approach, Curriculum Design and Teaching Strategies (Early Childhood)
EDC 7283 Methods of Observation/Clinical Experiences/Child Development
EDC 7363 Early Childhood/Montessori Methods
EDC 7373 Early Childhood Language and Reading Methods
EDC 7383 Early Childhood Math Methods
EDC 7773 Early Childhood Practicum (I) Ages 2 1/2 - 6
EDC 7783 Early Childhood Practicum (II) Ages 2 1/2 - 6

MONTESSORI ELEMENTARY EDUCATION (AGES 6-9)

The concentration in Montessori Elementary Education (ages 6-9) involves a partnership with the Center for Montessori Teacher Education/New York, an American Montessori Society affiliate. This program begins with an introductory course in June of each year (for students who do not have Early Childhood Certification). The program continues with a summer session mid-June to mid-July, a weekend session in January and a summer session in June for one week. A nine-month practicum can begin the second year of the program or be deferred to the following year.
Transferable Credits
A maximum of 9 semester credit hours may be transferred from graduate education or related coursework. Courses applicable to graduate programs at granting institutions transfer on a credit for credit basis. Other post-graduate education coursework may be acceptable on a partial credit basis.

SCHOOL GUIDANCE COUNSELING
The concentration in School Guidance Counseling emphasizes the complex demands of the school counselor by providing in-depth, realistic information to deal with students in a dynamic school and community environment including early intervention and team consultation. Program completion is designed to meet the School Guidance Counseling requirements for certification in Arizona. In Arizona, neither teaching experience nor teacher certification is required to be a School Guidance Counselor.

Foundation Courses (15 semester credit hours)
- EDF 7103 Philosophy, Accountability and Change
- EDF 7163 Research: Assessment and Evaluation
- EDF 7203 Diverse Community of Learners
- EDF 7303 Leadership and Management of Change
- EDF 8503 Master's Research Project

Concentration Courses (21 semester credit hours)
- EDC 7183 Montessori Education: Philosophical Approach and Methods of Observations/Clinical Experiences
- EDC 7563 Montessori Math and Geometry Methods
- EDC 7573 Elementary Language Arts and Reading Methods
- EDC 7583 Montessori Cultural Subjects Methods
- EDC 7673 Curriculum Design and Teaching Strategies (Montessori Elementary)
- EDC 7863 Elementary Practicum (I) Ages 6-9
- EDC 7883 Elementary Practicum (II) Ages 6-9

PROFESSIONAL DEVELOPMENT
The concentration in Professional Development is designed for educators who have successfully completed five or more years teaching in the classroom or equivalent educational experience. The program's focus is to examine one's professional growth by evaluating past formal and informal experiences and to assess future development through planning, research and portfolio production. Program completion also prepares educators for development and implementation of positive changes to enhance the education profession.

Foundation Courses (15 semester credit hours)
- EDF 7103 Philosophy, Accountability and Change
- EDF 7163 Research: Assessment and Evaluation
- EDF 7203 Diverse Community of Learners
- EDF 7303 Leadership and Management of Change
- EDF 8503 Master's Research Project

Concentration Courses (18 semester credit hours)
- EDC 7133 Counseling and the Helping Professions
- EDC 7433 Social and Cultural Concerns in Counseling
- EDC 7824 Life Planning/Career Development for School Counselors
- EDC 7933 Group Counseling and Dynamics
- EDC 8014 Professional and Ethical Issues for School Counselors
- EDC 8284 Child and Adolescent Development
- EDC 8463 Practicum in School Guidance Counseling
- HRC 7000 Graduate Statistics Workshop (NC)

Elective Courses
3 semester credit hours from this list or other approved graduate course in counseling. Select from:
- EDC 7804 Educational Testing Seminar (2 credits)
- EDC 8143 Intro to Substance Abuse, Addiction, and Related Disorders
- EDC 8454 Wellness Counseling
- EDC 8083 Fundamental Theory & Treatment of Trauma, Abuse and Deprivation
- EDC 8273 Family and Societal Gender Issues

Elective Courses (9 semester credit hours)
With advisor approval, select three courses from other Ottawa University EDC graduate offerings or from transfer credits.
MASTER OF ARTS IN HUMAN RESOURCES

Concentrations

» Human Resources Development
» Human Resources Management
» Organization Change Management
» Substance Abuse Counseling

Ottawa University’s Master of Arts in Human Resources degree is designed for working adults who wish to increase their human resources skills. Not only is the program designed to provide professional growth for human resources professionals but also for individuals who are seeking licensure in Substance Abuse Counseling – Level III (Arizona only) (individuals are responsible for contacting the Arizona Board of Behavioral Health Examiners for complete information on licensure). The program has been created to provide graduates who work in human resources and management with the skills and knowledge necessary to:

» Assume leadership roles in human resources and related professions.
» Assume positions as human resources managers, consultants, employee and student development counselors, or trainers.
» Apply human resources theory, research and methods appropriate to their positions.
» Prepare and plan for change in organizations.
» Assess outcomes of human resources and related programs, services and activities.
» Engage in continued professional growth in human resources and related fields.

The program seeks to promote professional excellence, academic attainment and the ability to synthesize, integrate and apply knowledge in meaningful and relevant ways.

The Master of Arts in Human Resources consists of no less than 36 semester credit hours of formal coursework designed to help the adult student acquire subject matter mastery, apply knowledge and conduct research in various areas within the broad field of human resources.

Thesis Option

For those students in the Human Resources and Management concentrations who are interested in writing a thesis, a research track is available. Please discuss this option with a graduate advisor. This option is not relevant to those in the Substance Abuse Counseling concentration.

HUMAN RESOURCES DEVELOPMENT

Foundation Courses (12 semester credit hours)

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<tr>
<th>Course</th>
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<tr>
<td>HRF 7001</td>
<td>Value Systems and Professional Ethics</td>
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<tr>
<td>HRF 7111</td>
<td>Trends, Issues and Perspectives in Human Resources</td>
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<tr>
<td>BUS 7681</td>
<td>Project Management</td>
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<tr>
<td>HRC 7561</td>
<td>Recruitment, Selection and Placement</td>
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<tr>
<td>HRC 7601</td>
<td>Training and Development</td>
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<td>HRC 7661</td>
<td>Organizational Consultation Skills</td>
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<td>HRC 7711</td>
<td>Organizational Change Theory and Strategy</td>
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<tr>
<td>HRC 7781</td>
<td>Strategies for Human Resource Development</td>
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<tr>
<td>HRC 7811</td>
<td>Career Development</td>
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<tr>
<td>HRC 7871</td>
<td>Employee Assistance and Counseling</td>
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Elective Courses (6 semester credit hours)

Select two courses from the concentration course list or in Human Resources Management, Organization Change Management or Master of Business Administration.

HUMAN RESOURCES MANAGEMENT

Foundation Courses (12 semester credit hours)

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<tr>
<td>BUS 7681</td>
<td>Project Management</td>
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<tr>
<td>HRC 7361</td>
<td>Managing Human Resource Costs</td>
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<tr>
<td>HRC 7461</td>
<td>Wage, Salary and Benefit Administration</td>
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<td>HRC 7511</td>
<td>Personnel and Labor Relations</td>
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<td>Organizational Change Theory and Strategy</td>
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<tr>
<td>HRC 7741</td>
<td>Employment Law</td>
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Elective Courses (6 semester credit hours)

Select two courses from the concentration course list or in Human Resources Development, Organizational Change Management or Master of Business Administration.
ORGANIZATIONAL CHANGE MANAGEMENT

Foundation Courses (12 semester credit hours)
- HRF 7001 Value Systems and Professional Ethics
- HRF 7111 Trends, Issues and Perspectives in Human Resources
- HRF 7161 Research: Assessment and Evaluation
- HRF 8481 Applied Case Studies in Human Resources

Concentration Courses (18 semester credit hours)
Select six courses from:
- HRC 7611 Organizational Behavior and Theory
- HRC 7411 Human Resource Planning and Administration
- BUS 7681 Project Management
- HRC 7661 Organizational Consultation Skills
- HRC 7711 Organizational Change Theory and Strategy
- HRC 7721 Management and Development of Teams
- HRC 7841 Managing a Culturally Diverse Workforce
- HRC 7961 Managing Organizational Conflict

Elective Courses (6 semester credit hours)
Select two courses from the concentration course list or in Human Resources Management, Human Resources Development or Master of Business Administration.

SUBSTANCE ABUSE COUNSELING
Note: Students within this degree concentration are selected, advised, and supervised through the Professional Counseling graduate program.

Foundation Courses (12 semester credit hours)
- HRF 7111 Trends, Issues, and Perspectives in Human Resources
- HRC 7871 Employee Assistance and Counseling
- HRF 7161 Research: Assessment and Evaluation
- PYF 8012 Professional and Ethical Issues in Counseling (Replaces BUS 7200)

Concentration Courses (24 semester credit hours)
- PYC 7922 Counseling Theories
- PYC 7932 Group Counseling and Dynamics
- PYC 7422 Social and Cultural Concerns in Counseling
- PYC 8062 Pre-Practicum in Counseling Skills
- PYC 8142 Introduction to Addictions and Related Disorders
- PYC 8152 Psychophysiology and Pharmacology of Addictions
- PYC 8162 Prevention, Assessment, and Treatment of Addictions
- PYF 8462 Practicum in Counseling (Addictions)

Elective Courses (minimum of 6 semester credit hours)
Select at least two courses from the following:
- PYC 7822 Life Planning and Career Development
- PYC 7832 Human Growth and Development OR
- PYF 8282 Child and Adolescent Therapy

PYC 8112 Theory and Techniques in Marriage and Family Counseling
PYC 8082 Fundamental Theory and Treatment of Trauma, Abuse, and Deprivation
PYC 8122 Human Sexuality
PYC 8132 Expressive Therapies

MASTER OF ARTS IN PROFESSIONAL COUNSELING
Ottawa University offers a number of options in counseling to meet a variety of needs of adult students, including a Master of Arts degree with various concentrations and specialities and the post-master’s Certificate of Advanced Graduate Studies (CAGS).

Concentrations Available:
- Addiction Studies
- Christian Counseling
- Clinical Counseling
- Employee Assistance and University Student Counseling
- Expressive Arts Therapy
- Marriage and Family Therapy
- Treatment of Trauma, Abuse and Deprivation

Graduates of Ottawa University’s Master of Arts in Professional Counseling are well-qualified professionals who have advanced their intellectual and academic development and have developed greater understanding and knowledge of concepts, ideas, and information in the profession through research, examination, inquiry, and application.

The goal of the Master of Arts in Professional Counseling is to graduate well-qualified, competent, caring individuals who are prepared to:
- Achieve professional licensure as a Licensed Associate Counselor (LAC in Arizona).
- Understand and follow ethical guidelines for professional counselors.
- Practice only at his/her level of competence.
- Have good, basic diagnostic skills.
- Have a good understanding of various treatment options relative to diagnosis/client needs (including multicultural sensitivity).
- Offer a good understanding of resources and referrals to meet client needs.
- Model healthy personal and interpersonal behaviors (e.g., conflict management)
- Demonstrate professional communication skills (spoken and written).
- Continue professional development through life-long learning.
Have basic skills for management and practice development.

Be a contributing member of his/her community.

Advanced graduate study prepares individuals to perform more effectively in current areas of service, to qualify for positions of greater responsibility, and to establish a private practice (once independent level of licensure is obtained, which, in Arizona, follows initial licensure as a Licensed Associate Counselor and successful completion of 3200 hours of supervised clinical work). Independently licensed counselors may work in educational/university, health care, business, and mental health agency counseling settings, and/or may provide consulting, supervision, and training services.

Admissions Requirements for Graduate Study in Professional Counseling

The admissions selection process is designed to identify students who have potential for completing the counseling program and achieving licensure as a professional counselor. Due to the sensitive nature of work in the area of professional counseling, students are admitted on the basis of many different expressions of their qualities and abilities: academic preparation, work experience, and factors relating to character and personality.

Academic Preparation

Admission requirements include an undergraduate degree from a regionally accredited college or university and 12 semester credit hours of psychology or related behavioral science/services/social science courses. The program prerequisite courses are Abnormal Psychology, Developmental Psychology/Human Development, Theories of Personality, or equivalents. It is strongly recommended that the applicant has taken an undergraduate statistics course in addition to the 12 hours named above; if not, those admitted to the program will be required to complete a graduate statistics workshop. A minimum GPA of 3.0 (on 4.0 scale) in field-related coursework is expected. Similar proficiency is expected in upper-level work (final 60 hours of bachelor degree work) in the humanities and related science courses. Performance in coursework in areas such as computer technology, media design, engineering, and others not as directly relevant to preparation in behavioral health is given less weight in evaluating academic preparation. Applicants must provide transcripts for all undergraduate and post-graduate work.

Work Experience

Students who have volunteer and/or work experience in professional counseling environments bring an added level of preparation. This type of experience may be considered when academic coursework has not been in the psychology/health services/social sciences area. Personal psychotherapy experiences may provide a familiarity with professional counseling activities, but this is not an automatic qualifier for appropriateness for graduate study in professional counseling. A current resume, outlining all work and volunteer experiences, and noting reasons for leaving positions, is required of all applicants.

Non-Academic Preparation

Section E1 (Teaching, Training, and Supervision) of the American Counseling Association Code of Ethics and Standards of Practice states: Counselors do not endorse students or supervisees for certification, licensure, employment, or completion of an academic or training program if they believe students or supervisees are not qualified for the endorsement.

Personal preparation for graduate-level study in Professional Counseling assumes that the individual demonstrates sustained personal, emotional, relationship, and lifestyle stability. The potential graduate student in Professional Counseling should be eligible upon admission into the program to meet state of Arizona licensing requirements concerning personal functioning/appropriateness. The Arizona Board of Behavioral Health Examiners considers criminal history, prior surrender/loss of a license in a profession, substance abuse, and other personal characteristics in granting/renewing licensure in Professional Counseling. The State of Arizona will require fingerprinting and verification through the National Practitioner Data Bank upon application for licensure. Applicants much complete and have notarized a questionnaire which evaluates the same information as required by the State of Arizona Board of Behavioral Health Examiners.

Reference Forms

Applicants must submit three completed reference forms from former professors, professionals within the mental health field, or work supervisors qualified to comment on the applicant's potential for successful graduate study in professional counseling. These questionnaires require comments on the applicant’s intellectual, academic, personal, social, and emotional qualities that may pertain to graduate study and to success in the field of counseling psychology. Reference forms are included with the application packet. It is the applicant's responsibility to forward them to those individuals from whom s/he wishes a reference. The reference information is then forwarded directly to the graduate office to be added to other application materials.

Personal Statement on Career Development

Applicants should submit a 300- to 500-word statement describing their professional career development. This essay should demonstrate the ability to organize thoughts in writing and present them in a clear manner. The statement should also demonstrate the applicant's reflection on previous experience in his or her employment, teaching, volunteer, or personal history and their contribution to the development of the applicant's professional career. It is helpful to demonstrate how both formal and informal learning have impacted the career development and to indicate the applicant's expectation for the contribution additional graduate study can make to professional growth.

Interview

An applicant placed in the pool of potential admitants will be invited to campus for an interview or, if distance is prohibitive, will be invited to interview by telephone.
Certificate of Advanced Graduate Studies
An individual who holds a masters degree in counseling or a related field and wishes to complete academic eligibility for licensure as a professional counselor and/or seeks continuing professional education may apply for the Certificate of Advanced Graduate Studies option. A minimum of 15 hours of coursework in the Professional Counseling Graduate Program is required for the CAGS certificate. Admission standards: Master's degree in an approved area of counseling (as per Arizona Board of Behavioral Health Examiners definition); three letters of reference; completion of appropriate prerequisite coursework for courses selected in CAGS study; interview; personal preparation, as outlined for other applicants to graduate study in professional counseling.

Special Student Status
An individual who holds a master's degree in counseling but needs to complete one or more of the following three courses, currently required by the State of Arizona for eligibility for licensure, may apply for special student status: Counseling Theories, Multi-Cultural Foundations, Professional Counseling Ethics. For information on course availability and registration procedures, contact the program director. (See also general information about "Special Graduate Students" in Ottawa University Graduate Bulletin – Arizona.). Personal preparation, as outlined for other applicants to graduate study in professional counseling, is also required.

Additional Information
Professional Certification/Licensure
All the programs offered in the Master of Arts in Professional Counseling are designed to meet the education requirements of the Arizona Board of Behavioral Health Examiners in Professional Counseling. Final decisions regarding licensure rest with a respective state's licensing board. Students interested in certification in a specialized area (e.g., art therapy, marriage and family therapy) are responsible for requesting updated information from certifying bodies about current certification requirements in order to plan their graduate coursework. Final decisions regarding certification in areas of concentration are determined by the certifying bodies. Post-graduate individuals with a master's degree in Professional Counseling or equivalent, which does not fulfill all the course/training requirements to meet eligibility for licensure, may complete such requirements through our Certificate in Advance Graduate Studies (CAGS) program. Also, professionals who are already licensed and wish to expand their expertise into new areas of specialization may do so through our CAGS program.

Other Counseling-Related Graduate Programs
» Master of Arts in Human Resources – Substance Abuse Counseling Concentration

Counseling Career Education Ladder
Individuals with bachelor's degrees who wish to pursue graduate studies in counseling-related studies, but are not in a position to complete the 60 semester credit hour program at this time should consider completing the 36-hour MAHR in Substance Abuse Counseling. Later, using many of the Ottawa University courses in transfer, one may be eligible to complete a 60 semester credit hour Master of Arts in Professional Counseling as a second master's degree. The minimum residency requirement for a second master's degree in MAPC is 30 semester credit hours. The coursework for the first master's degree should be completed no earlier than seven years before starting on the second master's degree.

Counseling Practicum and Internship Procedures
An integral part of training in counseling is exposure to counseling activities in the field. The MAHR – Substance Abuse Counseling and MAEd – School Guidance Counseling degree programs each require a practicum placement. The MAPC degree requires both a practicum and an advanced practicum/internship training experience.

Registration for a practicum or internship requires special forms and pre-approval. All graduate students must arrange individual appointments with the counseling practicum/internship advisor to formalize placements.

» Final approval by the advisor must be completed at least four weeks before the beginning of the term in which the placement is to occur. Registration, including payment of fees, must be completed at least two weeks before the beginning of the placement. No students should begin any activity at a placement site until the dates of the approved formal placement. Students are responsible to fully complete all training and documentation requirements for practicum and internship activities.

» MAPC and MAHR students are required to show proof of Malpractice Liability Insurance that must be in effect for all dates of placement.

» Students who need a second term in which to complete their placement requirements must receive approval from the counseling practicum advisor and register for one semester credit hour in either PYF 8482 Practicum in Counseling – Continuing or PYF 8492 Advanced Practicum/Internship in Counseling – Continuing for the following term (EDC course designations for School Guidance Counseling).

Supervision
Each practicum or internship site must assign a permanent supervisor who provides weekly supervision to the counselor trainee. This site supervisor must be certified as an independent practitioner at the master's level or above in an area covered by the Board of Behavioral Health Examiners, licensed by the Board of Psychologist Examiners, or certified as a school counselor or school psychologist by the Board of Education (for School Guidance Counselor MAEd students). In addition to the site supervision, each student is assigned to a trainee group which meets with an Ottawa University faculty member.
Prerequisites for PYF 8462 Practicum in Counseling
(MAPC and MAHR counseling students)

- Minimum of 18 semester credit hours of graduate coursework including PYF 8012 Professional and Ethical Issues in Counseling and PYC 8062 Pre-Practicum in Counseling Skills.
- Recommendations from two graduate instructors. (Obtain forms from Office of Graduate Studies.)
- Approved Practicum Proposal showing a minimum of 200* contact hours written for the selected site
- Signed Site Agreement form.
- Active Malpractice Liability Insurance
- Enrollment in an Ottawa University Practicum Supervision Group
- Final approval by practicum/internship coordinator.

*Additional hours may be required for certain specialties, certificates, or licenses; new minimum number of contact hours for Practicum is effective for students admitted to degree program for Summer term, 2004, and thereafter.

Prerequisites for PYF 8472 Advanced Practicum/Internship in Counseling

- Successful completion of PYF 8462 Practicum in Counseling or equivalent.
- Recommendations from both PYF 8462 Practicum in Counseling practicum group supervisor and from a faculty member from a clinical or specialization course.
- Minimum 50 semester credit hours of graduate coursework in counseling.
- Approved Internship Proposal showing a minimum of 300* contact hours.
- Signed Site Agreement form.
- Active Malpractice Liability Insurance
- Enrollment in an Ottawa University Internship Supervision Group
- Final approval by practicum/internship coordinator.

*Additional hours may be required for certain specialties, certificates, or licenses; new minimum number of contact hours for Advanced Practicum/Internship is effective for students admitted for Summer term, 2004, and thereafter.

Satisfactory Progress

Academic

Graduate students in the professional counseling (MAPC) program are expected to maintain a minimum GPA of 3.0 each term while in the program. Students who receive more than two grades of "C" or less or who obtain a GPA less than 3.0 in coursework may be dismissed from the program immediately. Courses with grades below a "C" are not accepted towards the degree. (Note: Courses with a grade of "C" which are accepted towards a degree in counseling are accepted by the Arizona Board of Behavioral Health Examiners.) "Incompletes" are generally not assigned in graduate courses. However, under special circumstances, Incompletes may be given (see Policy on Incompletes). Incompletes should be cleared as soon as possible (preferably, within the term following the assignment of the I grade). Students in the MAPC program will not be allowed to register for further courses if they have two or more current Incompletes on their transcript.

Students in the MAPC program are encouraged to apply for a leave of absence if circumstances in their lives become prohibitive and interfere with expected attendance and timely, adequate completion of course and training activities.

Non-academic: Special Statements on Student Behavior

Due to the sensitive nature of the work of counselors, student progress is also evaluated on factors such as personal integrity and emotional maturity.

Graduate counseling students are expected to conduct themselves with honesty and integrity with respect to research, clinical activities, reports,
presentations, and other course requirements. Examples of academic dishonesty include, but are not limited to: misrepresentation of another author's words and/or ideas as one's own without proper referencing/footnoting in a paper or presentation, fabrication and misrepresentation of research results or clinical documentation or logs, signing supervisors' or other approvers' names to supervision or other reference forms, submitting the same paper/presentation or substantial portions of it for two separate courses without prior consent of the instructors concerned, allowing another student to use your product as his or her own without proper credit to you as the author, writing a paper for or providing answers on a project/assessment for another student who is representing these as his or her own, having another individual complete an assignment or assessment for you which you offer as your own product without proper identification of the contributor/editor. Academic dishonesty can result in dismissal from the program. All students who attend graduate counseling classes must also abide by the following:

POLICY ON STUDENT IMPAIRMENT, ETHICAL MISCONDUCT, PROBLEMATIC BEHAVIOR, AND COMPETENCE

Introduction
The purpose of this policy is to clarify and identify areas of professionalism and ethical conduct expected of the students in the Graduate Professional Counseling Program at Ottawa University (and/or taking courses designated as PYC/PYF in the professional counseling curriculum), and to describe the procedures for identifying, assessing, and addressing issues related to impairment, ethical misconduct, problematic behavior, and competence.

The Program for Graduate Studies in Professional Counseling at Ottawa University has a responsibility to protect clients, students, faculty, and the public from harm. The Program also has a responsibility to protect students' rights. This policy has been developed with both of these principles in mind.

The policies are consistent with the American Counseling Association's Code of Ethics and Standards of Practice. It is the responsibility of each student and faculty member to uphold the standards of professional and ethical conduct and to confront and question instances when unprofessional or unethical conduct is suspected. To have knowledge of unprofessional or unethical conduct and not confront it places one in violation of Section H.2 of the Code of Ethics and Standards of Practice of the American Counseling Association, which explicitly assigns professionals the responsibility to monitor peer conduct and confront unethical behavior. This policy of conduct applies to all students who enroll in PYC/PYF courses, independent of their degree/certificate program.

Definitions
Impairment
Defined as an interference in professional functioning that is reflected in one or more of the following ways:

» Inability or unwillingness to acquire and integrate professional standards into one's repertoire of professional behavior;
» Inability to acquire professional skills and reach an accepted level of competency; or
» Inability to control personal stress, psychological dysfunction, or emotional reactions that may affect professional functioning.

More specifically, such health or mental health conditions often include, but are not limited to, the following:
» physical and emotional hardships
» chemical dependency
» stress, burnout, and workaholism
» extreme personal/relationship difficulties
» emotional and mental disorders

A person may experience health or mental health difficulties without being considered impaired. Thus, a definition of the term impairment must include both a deterioration in functioning and an associated health or mental health condition.

The following examples serve to illustrate some, but not all, possible forms of student impairment: A student is witnessed by his peers to be drinking alcohol during class breaks. He is falling behind in his academic work, and often falls asleep in class. Both faculty and students have noticed a drastic change in his behavior over the past few months.

» A student who is typically known to be quite competent and organized gradually begins to fall behind academically. At first, she works with her instructors to make up the work. Then, after several weeks of sporadic attendance, she no longer attempts to get caught up. Other students notice that she is tearful and withdrawn whenever they see her. When they express their concern, she tells them she thinks she has become severely depressed.

» A clinical supervisor begins to notice that a student has been arriving on site later and later over the past several weeks. When she asks the student about this behavior, he makes an excuse and promises to improve. Not only does he continue to arrive late, he also begins to make significant mistakes on paperwork and to miss appointments with clients. Meanwhile, he tells several classmates that he is considering divorcing his wife of 10 years. He appears visibly distraught and distracted to his peers.

(Source: Wright State School of Professional Psychology Handbook)

Incompetence
Defined as a lack of ability, which may include either professional or interpersonal skill, or academic deficiency. When students continue to provide psychological services beyond their current level of competence, this is an ethical violation.
Ethical Misconduct

Occurs when the Ethical Principles of Psychologists and Code of Conduct produced by the American Psychological Association (APA) and/or the American Counseling Association's Code of Ethics and Standards of Practice are not followed. These codes are intended to provide both the general principles and the specific decision rules to cover most situations encountered by psychologists/counselors in their professional activities. They have as their primary goal the welfare and protection of the individuals and groups with whom psychologists/counselors work. It is the individual responsibility of each psychologist/counselor to aspire to the highest possible standards of conduct. Psychologists/counselors respect and protect human and civil rights, and do not knowingly participate in or condone unfair discriminatory practices.

Problematic Behavior

Refers to a student's behaviors, attitudes, or characteristics that may require remediation, but are perceived as not excessive or unexpected for professionals in training. Performance anxiety, discomfort with clients' diverse lifestyles and ethnic backgrounds, and lack of appreciation of agency norms are examples of problematic behaviors that are usually remedied and not likely to progress into impairment status. (Adapted from Lamb, Cochran, & Jackson, 1991. Professional Psychology: Research and Practice, 22, 291-296.)

Procedures

Impairment, incompetence, ethical misconduct, and/or problematic behavior may be identified in a variety of ways and by a variety of persons, including but not limited to students, faculty, university staff, clinical supervisors, clients, and/or members of the public. Responses to concerns may range from informal advisement, to formal review with remediation, to formal review with temporary suspension from program, or to dismissal from graduate program.

Courses of Action

In some situations, informal action may be an appropriate first step. Here, the student, staff person, clinical supervisor, or faculty member speaks directly with the individual, discussing the area(s) of concern and attempting to guide the individual towards change. The individual making the informal intervention should document concerns and actions, as well as the student's responses, in the form of notes, that are forwarded to the Director of Graduate Studies in Professional Counseling. These notes would be retained in confidence and no further action would be taken unless there are similar reports by others and/or indication that the informal action was not successful for this student. Any reports to the Director by this student are also documented by the Director and held in confidence in the Director's files.

Making a formal charge of unethical or unprofessional conduct with either the Director or Assistant Director of Graduate Studies in Professional Counseling is an appropriate initial action when the violation does not seem amenable to an informal corrective action or if the violation is of a more serious nature. It is also possible for the students, staff, clinical supervisors, faculty, or members of the general public to employ both informal and formal approaches. For example, one who intervenes informally in an instance of suspected unethical or unprofessional conduct and is not satisfied with the results of that intervention may decide to proceed to formal action.

Students, staff, clinical supervisors, faculty, or members of the general public who are unsure whether to intervene informally or formally (or whether they are obligated to take action at all) are urged to seek counsel and advice from the Director or Assistant Director of Graduate Studies in Professional Counseling.

Formal Intervention

Initial formal, written reports of suspected unethical or unprofessional conduct should be made either to the Director of Graduate Studies in Professional Counseling or, if related to practicum/internship activities, to the Assistant Director of Graduate Studies in Professional Counseling. The written statement should address the following questions:

- What are the actual behaviors that are of concern, and how are those behaviors related to the goals of the program?
- How and in what settings have these behaviors been manifested?
- What were the negative consequences for the graduate program, training agency or others (e.g., clients, other students) of the problematic behaviors?
- Who observed the behaviors in question?
- Who or what was affected by the behavior (other students, clients, agency, atmosphere, training program, etc.)?
- What was the frequency of this behavior?
- Has the student been made aware of this behavior, and, if so, how was it done, and has the feedback to the student regarding the behavior been documented in any way? What was the student's response to the feedback?
- How serious is this behavior on the continuum of ethical and professional behavior?

*Adapted from Lamb, Cochran, & Jackson, 1991

Determining Appropriate Action

The Director and/or Assistant Director of Graduate Studies in Professional Counseling, or an investigative committee appointed by the Director, will take appropriate action to evaluate the nature and severity of the issues raised in the complaint. Faculty, supervisors, or others identified in the report as related to the incident(s)/behavior(s) in question can be contacted for additional information on the complaint. The Director and Assistant Director of Graduate Studies in Professional Counseling (and the Director of another OU graduate program in which the student is enrolled, i.e., Business or Education, if appropriate) (hereafter known as the Review Team) will schedule a meeting with the student within 10 days of receiving the written complaint. At this meeting, areas to be reviewed and discussed will
likely include the nature, severity, and consequences of the situation and specifics, as outlined in the nine questions addressed in the complaint. The student will be asked to reply to the issues raised. In addition, possible avenues of remediation will be discussed; the student will be asked to make suggestions for remediation, as well as those presented by members of the Review Team.

While each case is different and requires individual assessment, the following factors may indicate that the problem is more serious and may represent an impairment rather than a problematic behavior:

- The student does not acknowledge, understand or address the problematic behavior when it is identified.
- The problematic behavior is not merely a reflection of a skill deficit that can be rectified by training.
- The quality of service delivered by the person suffers.
- The problematic behavior is not restricted to one area of professional functioning.
- The behavior has the potential for ethical or legal ramifications if not addressed.
- A disproportionate amount of attention by training personnel is required.
- Behavior that does not change as a function of feedback.
- Behavior negatively affects public image of agency of the University or training site.

Ample time will be allowed in this meeting for the student to present his/her view of the situation and to ask questions. After this meeting with the student, the Review Team will meet to determine next steps. If it is determined that further steps are required in response to the situation, they will develop a written plan for remediation or some other appropriate course of action and will schedule a meeting to discuss this concern with the student within four weeks of their initial meeting with the student. Students may submit their own ideas for remediation in writing to the Director of Graduate Studies in Professional Counseling during this period. The Review Team will consider the student’s recommendations in developing their own recommendations. The plan will be in writing and documented by the Director of Graduate Studies in Professional Counseling. The written report of the Review Team will be reviewed in a second meeting with the student within four weeks of the first meeting.

Team findings and recommendations may include, but are not limited to:

- Student continues in program activities while completing, under monitoring, a recommended plan for remediation.
- Student continues in program but with a limitation on program activities while completing, under monitoring, a recommended plan of remediation.
- Student is temporarily suspended from program activities (leave of absence) while completing, under monitoring, a recommended plan of remediation.
- Student is permanently suspended from program with recommendations for personal remediation.

The student will be given the opportunity to accept the recommendations, to provide a written rebuttal, and/or to appeal. If the student chooses to provide a rebuttal, the Review Team will meet again to consider any new evidence presented by the student, and will provide written documentation of their decision within three weeks of the date the rebuttal was received.

If the student wishes to appeal the Review Team’s decision, he or she may contact the Associate Dean of Human Services and Business.

Regardless of the outcome of the meeting, the student and the Director of Graduate Studies in Professional Counseling (and the Director of the student’s graduate program, if appropriate) will schedule a follow-up meeting to evaluate the student's adjustment to the process, and to recommend potential sources of guidance and assistance when necessary.

The remediation process will follow the written plan, which must include scheduled review dates and target dates for each issue identified. Examples of actions that may be included in the remediation plan include – but are not limited to – an increase in didactic instruction, a decrease in course load, a decrease in or temporary suspension of clinical responsibilities, increased supervision and/or faculty advisement, leave of absence, and individual psychotherapy. Progress must be reviewed at least once each semester for one year, or until the situation is considered remedied. Additional reviews may be scheduled as necessary. After each review, a copy of the current Remediation Plan, including student comments and the Review Team’s signatures must be filed in the student’s portfolio. If progress is viewed by the Review Team as insufficient, they may recommend either a change in the remediation plan or dismissal. The student will have an opportunity for rebuttal or appeal, as described above. Further grievance procedures follow those outlined in the Ottawa University Student Handbook (p. 49).

Emergency Suspension

The Director of Graduate Studies in Professional Counseling may impose an emergency suspension when a student's behavior constitutes a grave breach of professional ethics, when such behavior places other people's welfare in jeopardy, or threatens to disrupt the educational process of the School. Students placed on emergency suspension will not be permitted to continue to participate in some or all of the activities related to graduate study in professional counseling and/or PYC or PYF courses (e.g., to take examinations or submit papers or other course work, engage in practicum/internship activities) without written permission from the Director of Graduate Studies in Professional Counseling. Emergency suspensions will remain in effect until the Review Team recommends another course of action.

Additional Points of Emphasis

- Clearly not every contingency can be covered in this policy.
Exceptions may be made in unusual circumstances and/or if public/student welfare is at risk.
Confidentiality should be maintained at all times.
This policy is subject to annual review/revision.

Background Affidavit
Students in a program which leads to licensure as a professional counselor or substance abuse counselor must provide at the time of application to the program and updated annually, a completed, notarized affidavit which is identical to the background affidavit required by the State of Arizona Board of Behavioral Health Examiners for qualification and renewal of licensure. This form is available through the Graduate Studies Office.

DEGREE REQUIREMENTS

Core/Foundation Courses
All students in the 60 semester credit hour degree program are required to complete the following courses (36 hours total, 3 credit hours each):

Required Sequence of Courses for First 30 Semester Credit Hours:
- PYF 7132 Counseling and the Helping Professions
- PYF 7922 Counseling Theories
- PYC 7422 Social and Cultural Concerns in Counseling
- PYC 8062 Pre-Practicum in Counseling (60 contact hours)***
- PYC 7832 Human Growth and Development
- PYC 7932 Group Counseling and Dynamics
- PYC 7822 Life Planning and Career Development
- PYC 8012 Professional Issues in Counseling
- PYC 7802 Psychological Testing
- PYF 8462 Practicum in Counseling (240 contact hours)***

*** Reflects changes in requirements, effective July 1, 2004.

After Practicum (PYC 8462) students complete the remaining core course(s) and concentration/elective courses, and then complete PYC 8472 Internship (see the Coordinator of Training Placements two semesters ahead to arrange placement).

Students who entered the degree or CAGS program prior to July 1, 2004, are able to complete their degree/certificate according to requirements that were applicable in the catalog of the term in which they entered the program. However, these students also have the option to change their course/concentration plan to match the new requirements that are effective July 1, 2004. Students who are interested should meet with their advisors for guidance and to complete a written request to change their degree/concentration/certificate requirements.

Graduate Statistics Workshop (non-credit):
Students who enter the program without background preparation in statistics will be required to complete a non-credit, one-day Graduate Statistics Workshop within their first 6 hours in the program. However, this workshop is recommended for all professional counseling students.

Comprehensive Examination (non-credit):
The Counselor Preparation Comprehensive Examination (CPCE) is a standardized, national assessment that is offered three times each calendar year. The multiple choice format assesses core competency areas: Human Growth and Development, Social and Cultural Foundations, Helping Professions, Group Work, Career and Lifestyle Development, Appraisal, Research and Program Evaluation, and Professional Orientation and Ethics. For further information on this assessment, see www.cce-global.org/cpce.htm. This Comprehensive Examination may be taken at any time after completing all core/foundation courses (and may be repeated, if necessary).

Professional Growth Seminars
Professional Growth Seminars (PGS) are required, non-semester credit seminars on current topics in the practice of counseling designed to supplement the formal graduate program through ongoing professional development. The number of seminars required varies by concentration:

- 36 to 45 semester credit hour programs (MAHR – Substance Abuse Counseling) - 24 hours
- 50 semester credit hour program - 30 hours
- 60 semester credit hour program (MAPC) - 36 hours
- 50-semester credit hour option discontinued for new students entering MAPC program after July 1, 2004.

Students should plan to complete one third of the total number of required PGS seminars each calendar year (e.g., 12 hours per calendar year for those in the 60 semester credit hour degree program). A current schedule of upcoming seminars is available on the internet at: www.ottawa.edu/gradcounseling. Reservations may also be made through this site. Payment is made at the door before the seminar, and certificates are distributed at the seminar. Students are responsible for submitting copies of the certificates to the Office of Graduate Studies so semester credit is noted on transcripts for attendance. (Only OU PGS appear on the transcript; other seminars attended are noted only in the student file.) Students are encouraged to keep copies of all materials which are submitted for later re-verification.

Students must complete 36 hours of Professional Growth Seminars while in the degree program. One half of these training hours must be from Ottawa University activities. Non-OU workshops must be offered by approved professional organizations. Students should complete 3-6 hours each term or at least 12 hours per calendar year.

Areas of Concentration
In addition to the basic degree requirements (36 semester credit hours), students complete a minimum of 24 semester credit hours towards the 60 semester hour degree in selected areas of concentration of study. The specific courses and number of required semester hours for concentrations vary. Students may begin taking courses towards their
concentration after completing the Pre-Practicum course (see required sequence for core courses).

Each concentration has a set of required specialty courses. Students may pursue more than one concentration if they are able to complete the required coursework for each separate concentration (e.g., 12 hours of specialty courses in Addiction Studies plus 15 hours of specialty courses in Treatment of Trauma, Abuse, and Deprivation).

Concentrations available:

» Addiction Studies* (12 semester credit hours of specialty courses and 12 semester credit hours of electives)

» Christian Counseling (39 semester credit hours of specialty courses and specified electives completed at Ottawa University and Phoenix Seminary)

» Clinical Counseling*** (15 semester credit hours of specialty courses and 9 semester credit hours of electives)

» Employee Assistance and University Student Counseling* (21 semester credit hours of specialty courses and 3 semester credit hours of electives)

» Expressive Arts Therapy (33 semester credit hours of specialty courses)

» Marriage and Family** (15 semester credit hours of specialty courses and 9 semester credit hours of electives or 30 semester credit hours of specialty courses for certification-level study)

» Treatment of Trauma, Abuse, and Deprivation (15 semester credit hours of specialty courses and 9 semester credit hours of electives)

*New, July 1, 2004
**Replaces (1) Marriage, Family, and Addictions Recovery Therapy, and (2) Marriage, Family, and Child Therapy
***Modifies former requirements for Clinical Counseling concentration.

The 50 semester credit hour option, Agency Counseling, was deleted as a concentration for students entering the program after July 1, 2004, due to the impending requirement, January 1, 2008, of a 60-semester credit hour degree for licensure in Arizona. The 60-hour degree is currently the standard in many other states.

Students who entered the degree or CAGS program prior to July 1, 2004, are able to complete their degree/certificate according to requirements that were applicable in the catalog of the term in which they entered the program. However, these students also have the option of changing their course/concentration plan to match the new requirements that are effective July 1, 2004. Students who are interested should meet with their advisors for guidance and to complete a written request to change their degree/concentration/certificate requirements.

Disorders in diverse client populations. Specialty Courses (12 semester credit hours)

PYC 8142 Introduction to Addictions and Related Disorders (Previous title: Addictive Disorders)
PYC 8152 Psychophysiology and Pharmacology of Addictions
PYC 8162 Prevention, Assessment, and Treatment of Addictions
PYC 7552 Special Topics: Counseling OR
PYC 8552 Advanced Special Topics: Counseling

Electives (12 semester credit hours)
Select 12 semester credit hours from PYC/PYF courses. Recommended choices for electives are:

PYC 8122 Human Sexuality
PYC 8112 Theories and Techniques in Marriage and Family Counseling
PYC 8212 Family Systems Theory
PYC 8272 Family and Societal Gender Issues
PYC 8262 Advanced Group Counseling: A Systems Approach
PYC 8082 Fundamental Theory and Treatment of Trauma, Abuse, and Deprivation
PYC 8132 Expressive Therapies

CHRISTIAN COUNSELING
This special cooperative program with Phoenix Seminary is designed for students who are interested in a program that leads to certification/licensure in professional counseling combined with coursework providing a focus for Christians who work as counselors in Christian and secular settings. Students in the Christian Counseling specialty must be simultaneously, but separately, admitted to both the Ottawa University and Phoenix Seminary programs. The program consists of significant coursework from both schools. Courses are listed in the suggested order of sequence. Upon successful completion of all requirements of each school, graduates are awarded the Ottawa University Master of Arts in Professional Counseling (MAPC), the Ottawa University Certificate of Advanced Graduate Studies in Clinical Counseling (CAGS), and the Phoenix Seminary Graduate Diploma in Christian Counseling (GDCC). Students in this program are provided a detailed course of study that must be followed carefully. With additional coursework, graduates may pursue a Master of Divinity degree from Phoenix Seminary. For Phoenix Seminary information, contact the Phoenix Seminary Admissions Department at 480-443-1020.

Counseling Core (36 semester credit hours)

PYF 7132 Counseling and the Helping Professions
PYF 7162 Methods and Models of Research
PYC 7832 Human Growth and Development
PYC 7802 Psychological Testing
PYC 7822 Life Planning and Career Development
CF 501 Counseling Theories and Techniques (taken at Phoenix Seminary)*

ADDICTION STUDIES
This concentration prepares students in assessment and treatment of substance abuse, behavioral addictive disorders, and co-occurring...
PYC 7932  Group Counseling and Dynamics
PYC 7422  Social and Cultural Concerns in Counseling
PYF 8012  Professional and Ethical Issues in Counseling
PYC 8062  Pre-Practicum in Counseling
CG 530  Counseling Practicum (taken at Phoenix Seminary)*
PYF 8472  Advanced Practicum/Internship in Counseling

*Includes outside discussion groups.

Clinical Courses (18 semester credit hours)
PYC 7862  Biological Bases of Abnormal Behavior
PYC 8092  Integration of Psychology and Christianity

Additional courses to be taken at Phoenix Seminary:
CF 504  Marriage Counseling (2 semester credit hours)
CF 505  Family Counseling (2 semester credit hours)
CF 510  Human Sexuality: A Christian View (3 semester credit hours)
CF 511  Addictive Disorders (2 semester credit hours)
CF 512  Recovery from Unhealthy and Abusive Families (2 semester credit hours)
CF 520  Christian Counseling Workshop (5 semester credit hours)
CF 521  Christian Counseling Workshop (5 semester credit hours)

Elective Courses (9 semester credit hours)
Any approved PYC/PYF 3 semester credit hour course.
Select three from courses from the following to be taken at Phoenix Seminary:
CF 503  Counseling Issues and Strategies (2 semester credit hours)
CF 507  Marriage and Family Ministry (2 semester credit hours)
CF 514  Child and Adolescent Counseling (2 semester credit hours)
CF 516  Trauma, Loss and Grief (2 semester credit hours)

Culminating Requirements (3 semester credit hours)
PYF 8472  Advanced Practicum/Internship in Counseling
PYC 8512  Comprehensive Examination in Counseling (no semester credit)
HRC 7551  Statistics Workshop (if required) (no semester credit)

Additional Phoenix Seminary Requirements (12 semester credit hours)
BI 500  Introduction to Biblical Interpretation (2 semester credit hours)
BI 525  Wisdom Literature (2 semester credit hours)
BI 505  The Gospels (2 semester credit hours)
TH 500  Survey of Christian Theology (4 semester credit hours)

MI 505  Contemporary Moral Issues (2 semester credit hours)

CLINICAL COUNSELING
This concentration is intended for the general practitioner.

Specialty Courses (15 semester credit hours)
Required: (3) PYC 7862 Biological Bases of Abnormal Behavior AND
Select four courses from four of the following groups (one course from a group):

Group I:
PYC 8122 Human Sexuality OR
PYC 8082 Fundamental Theory and Treatment of Trauma, Abuse, and Deprivation

Group II:
PYC 8132 Expressive Therapies OR
PYC 8192 Introduction to Art Therapy: History and Theory

Group III:
PYC 8142 Introduction to Addiction and Related Disorders OR
PYC 8452 Wellness Counseling

Group IV:
PYC 8282 Child and Adolescent Therapy OR
PYC 8362 Counseling Adults: I. Early to Middle Adulthood OR
PYC 8372 Counseling Adults: II. Late Adulthood

Group V:
PYC 8032 Clinical Assessment OR
PYC 8040 Advanced Psychodiagnostics, Treatment Planning, and Program Evaluation

Group VI:
PYC 8112 Theory and Techniques in Marriage and Family Counseling OR
PYC 8212 Family Systems Theory OR
PYC 8272 Family and Societal Gender Issues

Elective Courses (9 semester credit hours)
Choose from any PYC/PYF offerings (or HRC/EDC courses, if approved by advisor)

EMPLOYEE ASSISTANCE AND UNIVERSITY STUDENT COUNSELING

Specialty Courses (21 semester credit hours)
PYC 7862  Biological Bases of Abnormal Behavior
PYC 8040  Advanced Psychodiagnostics, Treatment Planning, and Program Evaluation
PYC 8362  Counseling Adults: I. Early to Middle Adulthood
PYC 8142  Introduction to Addictions and Related Disorders
PYC 8162  Prevention, Assessment, and Treatment of Addictions
PYC 8452  Wellness Counseling
PYC 8462  Employee Assistance and Counseling