



Saint Martin's  
UNIVERSITY

SAINT MARTIN'S UNIVERSITY

# ACADEMIC CATALOG

UNDERGRADUATE PROGRAMS

2024-2025

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# ACCREDITATION

Saint Martin's University is a comprehensive institution offering undergraduate and graduate level programs. Established in 1895, Saint Martin's is a Catholic university and is the educational apostolate of St. Martin's Abbey, a Benedictine monastery of the Roman Catholic Church. Members of the Abbey pray, work and live together on the University campus.

Saint Martin's University is accredited by the Northwest Commission on Colleges and Universities. Accreditation of an institution of higher education by the Northwest Commission on Colleges and Universities indicates that it meets or exceeds criteria for the assessment of institutional quality evaluated through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the Northwest Commission on Colleges and Universities is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

This school is authorized under federal law to enroll non-immigrant alien students.

The undergraduate and graduate programs in business administration and accounting are accredited by the Accreditation Council for Business Schools and Programs (ACBSP, [www.acbsp.org](http://www.acbsp.org)).

The education programs are accredited by the Washington State Board of Education ([www.sbe.wa.gov](http://www.sbe.wa.gov)).

The University is a member of the; Association of Catholic Colleges and Universities; Council for Independent Colleges; Council for the Advancement and Support of Education; Independent Colleges of Washington; National Association of Independent Colleges and Universities; Association of Benedictine Colleges and Universities; United Nations Academic Impact; and the Carnegie Academy for the Scholarship of Teaching and Learning.

Saint Martin's University's programs of study are approved by the Washington Student Achievement Council (formerly the Higher Education Coordinating Board) for enrollment of people eligible to receive educational benefits under Title 38 and Title 10.

Saint Martin's University reserves the right to make changes as it deems necessary to procedures, policies, calendar, curriculum, overall academic programs or majors and costs.

# UNDERGRADUATE PROGRAMS

Saint Martin's University prepares students for successful lives. Our undergraduate majors span the liberal arts and science, business, education and engineering. Saint Martin's University prides itself in smaller class sizes, a wide array of opportunities to conduct research projects, participate in practicums, cultural activities, internships, and study abroad programs.

## 2024-2025 DEGREE CONFERRAL DATES

Fall 2024 .....December 14, 2024

Spring 2025.....May 10, 2025

Summer 2025 .....August 23, 2025

The full academic calendar can be found at <https://www.stmartin.edu/academics/academic-calendar-catalog/academic-calendar>

## BACHELOR'S DEGREES

The university confers the following bachelor's degrees: Bachelor of Arts, Bachelor of Science, Bachelor of Science in Civil or Mechanical Engineering, Bachelor of Science in Nursing, and Bachelor of Science in Social Work. In most cases, these degree programs can be completed within eight academic semesters.

## GENERAL REQUIREMENTS FOR BACHELOR'S DEGREES

Students must successfully complete a minimum of 120 credit hours with a cumulative Saint Martin's University grade point average (GPA) of at least 2.00, in addition to the following:

- 40 semester credits of upper-division coursework.
- a major sequence with a minimum of 20 upper division credit hours and
- cumulative grade point average of 2.00 in all upper division courses for the major.
- all university core requirements (please see the next catalog section)
- complete at least 30 credits in residence with Saint Martin's.
- support and/or elective courses necessary to meet the 120 semester credits unit requirement.

*Note: some departments require more than 120 semester hours to complete the bachelor's degree. Students should consult with their departments to determine the minimum number required for their major.*

## UNDERGRADUATE MAJORS AND AREAS OF STUDY

Undergraduate opportunities for major, minors, course work, areas for Washington state teaching certification, and academic certificates are indicated in the table below:

AREAS OF STUDY	MAJORS	MINORS	COURSES ONLY	WASHINGTON TEACHING CERTIFICATE	CERTIFICATE
Accounting	•	•			•
Art			•		
Biology	•	•		•	
Bilingual Education				•	
Business Administration (Concentrations in Accounting, Business Analytics, Economics, Finance, International Business, Management and Marketing)	•	•			•
Chemistry	•	•		•	
Chinese			•	•	
Civil Engineering	•				
Communication Studies	•	•			
Computer Science	•	•			•
Criminology and Criminal Justice	•	•			
Economics		•			
Educational Studies	•	•			
Elementary Education	•				
Electrical Engineering		•			
English Language Learners				•	
Environmental Studies	•	•		•	
Exercise Science	•	•			
Finance		•			
French		•		•	
Geography			•		
Gender and Identity Studies		•			
Global Studies		•			
History	•	•		•	
Information Technology	•				
Interdisciplinary Studies	•				
Japanese Studies		•		•	
Legal Studies		•			
Literary Studies	•	•			
LPN to BSN	•				
Marketing		•			
Management		•			•
Mathematics	•	•		•	
Mechanical Engineering	•				
Music	•	•		•	
Native Voices		•			
Nursing	•				
Philosophy		•			
Physical Education (health/fitness cert.)		•		•	
Physics		•			
Political Science	•	•			
Psychology	•	•			
Public Health		•			
Race and Ethnic Studies		•			
Reading		•		•	

RN to BSN Nursing Program	•				
Russian			•		
Science (middle level cert.)				•	
Secondary Education	•				
Social Justice		•			
Social Studies				•	
Social Work (Concentrations in Substance Use Disorder and Trauma Studies)	•	•			
Sociology and Cultural Anthropology	•	•			
Spanish		•		•	
Special Education	•	•		•	
Speech			•		
Substance Use Disorder		•			
Sustainable Food Systems		•			
Theatre Arts	•	•		•	
Theology and Religious Studies	•	•			
Women's Gender & Ethnic Studies	•				
Writing		•			
Pre-Professional Preparation					
Dentistry			•		
Law			•		
Medicine			•		
Nursing			•		
Optometry			•		
Pharmacy			•		
Physical Therapy			•		
Veterinary Medicine			•		



# CORE PROGRAM

## MISSION

The Core Program consists of classes which ensure deep engagement by students and faculty in subjects which collectively constitute the heart of the learning experience at Saint Martin's University. The Core consists of nine-twelve courses plus the Capstone; roughly half the Core is offered in 4-credits, while the rest consists of 3-credit courses.

The Core Program, developed by faculty from across disciplines and colleges/schools, translates the Catholic intellectual tradition and Benedictine foundations of the university into a set of academic values and practices that are fully consonant with the AAUP statement on academic freedom.

## LEARNING OUTCOMES

**Critical Thinking:** Students will be able to raise vital questions, gather evidence while suspending judgment, and construct compelling arguments.

**Lifelong Learning:** Students will be able to demonstrate the skills and dispositions, such as curiosity, initiative, independence, transfer and reflection, that enable a lifelong engagement in intellectual growth.

**Communication Skills:** Students will be able to listen carefully and thoughtfully, and to express ideas effectively, through writing and speech.

**Social Responsibility and Civic Engagement:** Students will demonstrate the ability to develop, articulate, and act upon ethical convictions, specifically in regard to social justice concerns. Students will demonstrate the knowledge, skills, values and motivation to make a difference in the civil life of a community.

**Global Learning and Intercultural Competence:** Students will value global communities and practice/demonstrate empathetic sensitivity and awareness of diversity (e.g., ethnic, economic, religious, gender).

## CORE CURRICULUM

The Core Curriculum consists of three distinct phases: Foundations, offered at the 100-level, intended to transition incoming students into the university; Conversatio Seminars, offered at the 200-level, designed to garner particular question, problem, or issue; and Ora et Labora Seminars, offered at the 300-level, fashioned to transition from ora (mindful listening, reading and learning) to labora (work in the world).

## FOUNDATIONS REQUIREMENTS:

All traditional first time first year students entering the university, including those with Running Start, AP and/or International Baccalaureate credits, are required to take COR 100. Transfer students entering the university with fewer than 20 semester credits are also required to take COR 100. COR110 and COR340W are not fulfilled with AA-DTA degree and are required of all transfer students. Transfer students without a DTA Associate's degree or Bachelor's degree may be required to take additional CORE courses, depending on a course-by-course evaluation of their transfer coursework.

Students who take a Math course numbered from 121 through 201 will have satisfied the requirement for COR130. Students seeking a B.A. whose major or minor does not require a World Language and who do not place into a 201-level language course or higher are required to take COR 140.

Students may not use CORE courses that are cross-listed with a requirement in their major to satisfy a CORE curriculum requirement.

### Conversatio requirements:

Students are required to take one of each type of seminar; at least one of the five seminars taken at the 200-level must be writing intensive. It is highly recommended that students have taken COR120 or the equivalent before registering for a writing-intensive course.

### Ora et Labora requirements:

Students are required to take two different seminars; at least one of the two seminars taken at the 300-level must be writing intensive. It is highly recommended that students have taken COR120 or the equivalent before registering for a writing-intensive course.

**COR100 First-year Seminar (4)**

A seminar that introduces students to the foundational values and practices of Catholic Benedictine education, and helps them navigate the culture of academic life by establishing a foundation of academic expectations, skills, and practices required for success at the university.

**COR110 Religious Studies (3)**

A foundational course that introduces students to the academic study of religion, with a focus on traditional and emerging beliefs and practices that shape individuals and communities both locally and globally.

# CORE PROGRAM

- **COR 120 Critical Reading and Writing (4)**

A seminar designed to develop foundational skills in critical reading, thinking and writing. Includes reading of and writing in a variety of rhetoric's, with a special focus on the argumentative essay. Admission to this class is dependent upon placement by writing test or passing ENG 100 with a grade of C- or higher.

Students placed into ENG 100 are strongly advised to enroll in ENG 100 at the soonest possible semester, in order to take COR 120 before enrolling in the majority of their CORE classes.

- **COR 130 Quantitative Reasoning or Applied Mathematics (3)**

A foundational course in quantitative reasoning and mathematics, with a special focus on applying such reasoning to practical problems.

- **COR 140\* World Languages and Cultures (4)**

A foundational course in the study of a World Language that helps prepare students to be global citizens by providing real-world language acquisition experiences that enable them to become proficient in the areas of speaking, oral comprehension, reading, and writing.

**COR 140C – Chinese**

**COR 140F – French**

**COR 140J – Japanese**

**COR 140R – Russian**

**COR 140S – Spanish**

**COR 195 – Special Topics – To be arranged with the department**

- **COR 210 –Humanities (3)**

**COR 210W –Humanities – Writing Intensive (4)**

An interdisciplinary seminar that considers important questions, problems or issues arising in the Humanities, with a view to introducing students to humanistic modes of inquiry.

**COR 210D – World Languages**

**COR 210P – Philosophy**

**COR 210R – Religious Studies**

**COR 210Y – Literary Studies**

- **COR 220 – Social Sciences (3)**

**COR 220W – Social Sciences – Writing Intensive (4)**

An interdisciplinary seminar that considers important questions, problems or issues arising in the Social Sciences, with a view to introducing students to socioscientific modes of inquiry.

**COR 220C – Communication Studies**

**COR 220E – Economics**

**COR 220G – Gender & Identity Studies**

**COR 220T – World Politics**

**COR 220J – Criminal Justice**

**COR 220P – Psychology**

**COR 220S – Society and Social Justice**

- **COR 230 – Natural Sciences with Laboratory (4)**

An interdisciplinary course with a laboratory that considers important questions, problems or issues arising in the Natural Sciences, with a view to introducing students to various scientific modes of inquiry.

**COR 230B – Biology w/ Lab**

**COR 230C – Chemistry w/ Lab**

**COR 230E – Environmental Science w/ Lab**

## **COR 230P – Physics/Astronomy w/ Lab**

- **COR 240 – Artistic and Creative Expression (3)**  
**COR 240W – Artistic and Creative Expression – Writing Intensive (4)**

A seminar that introduces students to the importance of the arts and artistic expression. May include a creative and/or self-expressive component.

**COR 240A – Artistic Studies**

**COR 240M – Musical Studies**

**COR 240T – Theatrical Studies**

- **COR 250 – Historical and Political Studies (3)**  
**COR 250 W – Historical and Political Studies—Writing Intensive (4)**

A course that considers the origins and development of the United States as a civilization and a nation, with a view to introducing students to historical and political modes of inquiry.

**COR 250P – United States Politics**

**COR 250U – US History**

- **COR 310 – Community: The Call to Serve the Common Good (3)**  
**COR 310 W – Community: The Call to Serve the Common Good – Writing Intensive (4)**

Throughout its long history, the Benedictine monastic tradition has maintained an abiding commitment to community. This commitment involves cultivating a profound awareness of being rooted in and responsible to a particular place, as well as an ethic of mutual labor and service. This practical focus on community building finds its expression at Saint Martin's in an attempt to forge connections between the individual and the communal, the local and the global, the past, present and future. This interdisciplinary seminar explores issues confronting global communities and situates them in their social, cultural, and/or historical context.

**COR 320 – Hospitality and Openness to Others (3)**

**COR 320 W – Hospitality and Openness to Others – Writing Intensive (4)**

Benedictines take tremendous pride in their hospitality. When an outsider arrives at the monastery, every effort is made to ensure the guest feels at home. In the context of the Catholic Benedictine intellectual tradition, hospitality enjoins us to be open-minded, to recognize the needs, talents and gifts of others, and to be transformed by engaging with people different than ourselves. This seminar explores questions of otherness and alterity from an interdisciplinary perspective.

**COR 330 – Stewardship: Responsible Use of Creation (3)**

**COR 330 W – Stewardship: Responsible Use of Creation – Writing Intensive (4)**

The Rule of Saint Benedict expresses reverence toward God's creation and demands respectful interactions with the natural world. As a Benedictine university, Saint Martin's is committed to fostering an awareness of our own ecological ethics. This seminar explores environmental issues and questions of sustainability from an interdisciplinary perspective.

**COR 340 – Ethics and the Dignity of Work (3)**

**COR 340 W – Ethics and the Dignity of Work – Writing Intensive (4)**

A seminar on critical philosophical inquiry of the human condition, right conduct, and problems of rationality, primarily focused on the western intellectual tradition with respect to the Benedictine experience of assiduous study in relation to prayer, work, and community.

**COR400 – Capstone**

A culminating experience for students cross listed with their major capstone or senior research project.

# INTERNSHIPS

## VISION, MISSION, OR PURPOSE

Internships can be on-campus or off-campus experiential learning activities designed to make connections between the theory and practice of academic study and the practical application of that study in a professional work environment.

Through course assignments and workplace projects the student will apply, connect, and extend academic theory and competencies for the purpose of developing professional skills and affiliations.

## LEARNING OUTCOMES

Students who successfully complete an internship will be able to:

- Apply knowledge gained in the classroom (or major) to real-world challenges in an internship environment.
- Develop and enact a compelling professional vision that values diversity and inclusion in the workplace.
- Apply ethics and professionalism in the workplace.

Students who successfully complete an intermediate internship will be able to:

- Student will be able to articulate and apply principles learned in and outside of the classroom.
- Student will complete assignments that encourage in-depth reflection of the internship experience.
- Student will gain self-understanding, self-confidence, and interpersonal skills.
- Student will develop work competencies for a specific profession or occupation.
- Student will explore career options, and gain general work experience

Students who successfully complete an advanced internship will be able to:

- Explore and articulate five strengths, skills, and values in relation to the internship experience and your future professional plans.
- Examine experiences in and observations of the internship and to share and reflect on these insights.
- Consider and draw conclusions about new knowledge and skills related to career decisions.
- Examine and reflect on the internship site's organizational culture, communication systems, and leadership; styles of teamwork, supervision, and professionalism; and career/occupational preferences in the workplace

# COLLEGE OF ARTS AND SCIENCES

## FACULTY

**Aaron Coby**

*Dean*

**Julie Chavez**

*Associate Dean*

The College of Arts and Sciences is the heart of the liberal arts tradition of Saint Martin's University and the cornerstone of its undergraduate learning experience. The College empowers students to pursue a lifetime of learning and accomplishment, prepared to make a positive difference in their lives and the lives of others through the interaction of faith, reason and service in the communities of which they are a part. It does so through a humanistic, Benedictine education in the liberal arts that provides Core and elective courses, as well as major and minor programs in the arts, letters, sciences, and other select disciplines. It also promotes events, initiatives, services, and diversity to enrich the intellectual, artistic, cultural, civic, and spiritual lives of both its students and the community.

## PROGRAMS IN HUMANITIES

Humanities programs lie at the heart of human society and how we view ourselves and our world. At their best, the Humanities facilitate our understanding and employment of scientific and technological shifts and complement the social sciences' redefinitions of human paradigms and interactions. In this post-Humanist age, which emphasizes how human beings are not apart from but a part of a diverse and interconnected world, the Humanities are more important than ever in discovering and understanding, and recovering the interconnectedness of all things. Graduates from the Humanities programs are especially adept in the acquisition and expression of knowledge through language, employing historical and diverse perspectives of problems, and communicating between groups that use discipline-sensitive lexicons.

Literary Studies, Interdisciplinary Studies, World Languages, Philosophy, Music, Religious Studies, Theology, Fine Arts, and Theatre Arts — the Humanities taught at Saint Martin's — share the facility of bringing people and ideas together in a mutually beneficial process of the advancement of knowledge and understanding, representing our best efforts to fulfill our school's mission.

## PROGRAMS IN SCIENCE AND MATHEMATICS

The science and mathematics programs of Saint Martin's University will prepare students well for a career in any of our major programs: biology, chemistry, environmental studies, exercise science, mathematics, or nursing. A minor in physics is also offered. The division emphasizes critical analysis skills, logical problem solving, and collaborative work skills. These are skills that prepare students for STEM careers and beyond.

## PROGRAMS IN SOCIAL SCIENCES

The social sciences are concerned with the development of human society, the nature of social institutions and roles, human behavior and the ideas that have shaped human life. At Saint Martin's University, the social sciences are represented by majors in communications, criminal justice, gender and identity studies, history, political science, psychology, social work and sociology and cultural anthropology. Minors are available in communications, criminal justice, history, political science, international relations, psychology, social work, sociology and cultural anthropology. Limited coursework in geography is also offered within the social science programs.

# BIOLOGY

## FACULTY

**Robert Bode**

*Associate Professor*

**Aaron Coby**

*Professor*

**Taylor Dodson**

*Assistant Professor*

**Samuel Fox**

*Associate Professor*

**Megan Friesen**

*Assistant Professor*

**Mary Jo Hartman**

*Professor*

**James Hutcheon**

*Adjunct Faculty*

**Amanda Kugel**

*Adjunct Faculty*

**Wendy Noffke**

*Adjunct Faculty*

**Margaret Olney**

*Professor*

**Lynette Rushton**

*Adjunct Faculty*

**Yoshihiro Yamamoto**

*Adjunct Faculty*

## VISION, MISSION, OR PURPOSE

Biology plays an important role in education and human life. The goal of the department of biology is to enable students to gain an understanding of the phenomena of living organisms. Courses are designed to demonstrate the natural interrelationships among living organisms and also between them and their environments.

The Biology program offers courses that prepare students for careers in teaching, research, government and industry, and for entry into graduate and professional schools. Areas of concentration include environmental science, marine biology, microbiology, molecular biology, human biology and botany. Opportunities for internships are available in these and many other areas. Under the direction of its faculty, the department also offers students the opportunity to pursue research.

## LEARNING OUTCOMES

Demonstrate an enhanced understanding of the fundamental principles of biology.

- Demonstrate an enhanced understanding of the fundamental principles of biology.
  - Evolution: The diversity of life emerges over time by processes of mutation, selection, and genetic change.
  - Information Flow, Exchange, and Storage: The growth and behavior of organisms are governed by the expression of genetic information in context.
  - Structure and Function: Basic units of structure define the function of all living things.
  - Pathways and Transformations of Energy and Matter: Biological systems grow and change by processes based upon chemical transformation pathways and are governed by the laws of thermodynamics.
  - Systems: Living systems are interconnected and interacting.
- Conduct independent studies in Biology using the scientific method.

- Clearly express themselves in written and oral communication.
- Demonstrate an awareness and understanding of the ethical issues involved in scientific endeavors.

## PRE-HEALTH PROGRAMS

Saint Martin's University has a long and successful history of placing students into professional programs. Saint Martin's offers pre-health instruction that prepares students for admission into professional healthcare graduate schools including medical schools, osteopathic medical schools, dental schools, physical therapy schools, pharmacy schools and chiropractic colleges. The necessary preparatory pre-health curriculum varies from one field of study to another and from one graduate school to another. Programs usually include:

- Completion of a four-year undergraduate degree.
- Completion of a standardized preadmission examination, usually taken during a student's junior year. (The exam required depends on the intended field of graduate study.)
- Completion of relevant undergraduate pre-health classes, typically including:
  - Two semesters of general biology.
  - Two semesters of inorganic chemistry.
  - Several upper-division biology electives
  - Two semesters of introductory physics.
  - One or two semesters of organic chemistry.
  - Two or more semesters of mathematics.
  - Some schools require additional coursework in biochemistry, calculus and the social sciences.

Clinical work during a student's undergraduate career is often preferred – and sometimes required – prior to acceptance into a professional healthcare school. These experiences are available through the department of biology's internship program.

Students enrolled in pre-health programs will be assigned a pre-health advisor. The advisor will design coursework that best fits individual needs and goals.

Pre-health advising is provided through the biology department at Saint Martin's. Pre-health students may select any major field of study in pursuit of their degree, assuming that the relevant pre-health requirements are met as outlined above.

## REQUIRED COURSES OR OTHER DEGREE REQUIREMENTS

### Bachelor of Science in Biology

Core Curriculum Requirements (Please see the Core Curriculum section of the catalog)

#### Required Foundational Courses (39 semester hours)

BIO 141/142 .....General Biology I with Laboratory and General Biology II with Laboratory

CHM 141/142 .....General Chemistry I and II with Laboratory

Two mathematics courses

PHY 141/142 .....General Physics I and II with Laboratory

CHM 201 .....Organic Chemistry I with Laboratory

Required Senior Seminar and Research (6 semester hours)

BIO 400 .....Senior Seminar (2 semester hours)

BIO 401 .....Senior Seminar Research (4 semester hours)

*Elective Courses (20 semester hours, with at least 14 upper division credits), including at least one course from each of the following three categories:*

#### Molecular/cellular biology:

BIO 352 .....Advanced Microbiology

BIO 370 .....Cell Biology

BIO 375 .....Genetics with Laboratory

#### Organismal biology:

BIO 305 .....Botany with Laboratory

BIO 314 .....Invertebrate Zoology with Laboratory

BIO 228 .....Anatomy and Physiology I Laboratory

BIO 251 .....Microbiology for Applied Health

BIO 385 .....Developmental Biology

#### Ecology:



BIO 310 .....	Marine Biology with Laboratory
BIO 344 .....	Evolution
BIO 350 .....	Microbial Ecology
BIO 357 .....	Ecological Botany with Laboratory
BIO 358 .....	Ecology
BIO 359 .....	Field Ecology

**Remaining semester hours chosen from:**

BIO 203 .....	Human Nutrition (Equivalent to NUR/EXS 203)
BIO 301 .....	Biostatistics with Laboratory
BIO 305 .....	Botany with Laboratory
BIO 307 .....	Medical Botany with Laboratory
BIO 310 .....	Marine Biology with Laboratory
BIO 314 .....	Invertebrate Zoology with Laboratory
BIO 228 .....	Anatomy and Physiology I
BIO 229 .....	Anatomy and Physiology II
BIO 330 .....	Advanced Anatomy and Physiology Human
BIO 344 .....	Evolution
BIO 350 .....	Microbial Ecology
BIO 251 .....	Microbiology for Applied Health
BIO 352 .....	Advanced Microbiology
BIO 357 .....	Ecological Botany with Laboratory
BIO 358 .....	Ecology
BIO 359 .....	Field Ecology
BIO 360 .....	Advanced Ecology
BIO 370 .....	Cell Biology
BIO 380 .....	Techniques in Laboratory Instruction
BIO 382 .....	Vertebrate Embryology
BIO 385 .....	Developmental Biology
BIO 390 .....	Internship
BIO 395 .....	Special Topics
BIO 397 .....	Directed Study
BIO 399 .....	Biological Research and Data Presentation
CHM 362 .....	Biochemistry

**The following courses are recommended for students planning to pursue graduate studies in biology:**

CHM 362 .....	Biochemistry
MTH 201 .....	Introduction to Statistics
MTH 171/172 .....	Calculus I and Calculus II
CHM 202/202L .....	Organic Chemistry II/Laboratory

## MINOR IN BIOLOGY

This program is a 22-semester-hour course of study for students interested in the biological sciences but do not plan to major in biology. The biology minor consists of the following:

BIO 141 .....	General Biology I with Laboratory
BIO 142 .....	General Biology II with Laboratory

### 200-399 level Courses (14 semester hours)

**At least one 200-399 4 credit biology course with a laboratory is required.**

10 additional semester hours in biology courses numbered 200 or above (excluding BIO 390, BIO 401, BIO 402)

**Elective classes include the following**

BIO 301 .....	Biostatistics with Laboratory
BIO 305 .....	Botany with Laboratory
BIO 307 .....	Medical Botany with Laboratory
BIO 310 .....	Marine Biology with Laboratory
BIO 314 .....	Invertebrate Zoology with Laboratory
BIO 228 .....	Anatomy/Physiology I
BIO 229 .....	Anatomy/Physiology II
BIO 344 .....	Evolution
BIO 350 .....	Microbial Ecology
BIO 251 .....	Microbiology for Applied Health
BIO 352 .....	Advanced Microbiology
BIO 357 .....	Ecological Botany with Laboratory
BIO 358 .....	Ecology
BIO 359 .....	Field Ecology
BIO 360 .....	Advanced Ecology
BIO 370 .....	Cell Biology
BIO 380 .....	Techniques in Laboratory Instruction
BIO 382 .....	Vertebrate Embryology
BIO 385 .....	Developmental Biology
BIO 395 .....	Special Topics
BIO 397 .....	Directed Study
BIO 399 .....	Research

**REVISED WASHINGTON STATE EDUCATION ENDORSEMENTS**

For information on the Washington State teacher education endorsement in biology, please refer to the requirements as outlined in the College of Education and Counseling section of the undergraduate academic catalog.

# CHEMISTRY

## FACULTY

**Sailaja Arungundram**

*Assistant Professor*

**Brandy Fox '06**

*Associate Professor*

**Daniel Gruber**

*Assistant Professor*

**Uma Logenthiran**

*Lab Instructor*

**Arwyn Smalley**

*Professor*

**Priyanka Thakral**

*Adjunct Faculty*

## VISION, MISSION, OR PURPOSE

Chemistry is necessary to understand the world around us. Our senses work because of complex chemical reactions in our bodies; all matter is made of chemicals; and everything anywhere that exists or occurs involves chemistry.

This major prepares students interested in entering industry or academia in chemistry, and is necessary for anyone interested in studying such subjects as biology, physiology, psychology, geology, environmental science, engineering, law, medicine and dentistry.

## LEARNING OUTCOMES

- Competency in four of the five sub-categories of chemistry (analytical, organic, biochemistry, inorganic, physical)
- Safely and effectively work in a chemistry laboratory environment, including following procedures, designing experiments, and interpreting results
- Utilize computer technology to collect and analyze data, simulate chemical systems, search literature, and prepare and give presentations
- Use critical thinking skills to evaluate the behavior of known systems and predict the behavior of new ones
- Engage with society by delivering chemical knowledge to the general public in an accessible way, and preparing for a career in industry or academia
- Effective communication of chemistry in oral and written forms, including a written thesis on individual research and an oral defense of that thesis

## REQUIRED COURSES OR OTHER DEGREE REQUIREMENTS

Saint Martin's offers both a Bachelor of Arts degree and a Bachelor of Science degree in chemistry. All courses contain a strong emphasis on classroom instruction and development of competent laboratory technique. In advanced courses, students receive hands-on training in operation and use of all department instruments.

The curriculum leading to the Bachelor of Arts degree in chemistry serves the needs of those seeking a broader education. Many students opt for the Bachelor of Arts program and complete the requirements for a second degree with a major in biology while in the University's pre-medicine program. This curriculum is recommended for students entering the allied health fields and for those who desire to teach science at the secondary school level. Students working toward a Bachelor of Arts degree are expected to complete Elements of Research (CHM 375), Thesis (CHM 475), and Research (CHM 450).

The curriculum leading to the Bachelor of Science degree in chemistry is designed to prepare students for positions in industry and government or for further education at the graduate level. Degree requirements are based on American Chemical Society standards. Students working toward a Bachelor of Science degree will complete Elements of Research, Research, and Thesis (CHM 375, 450, and 475).

An internship program is available to all chemistry majors, although it is not a requirement. All chemistry majors are encouraged to take ENG 306, Professional and Academic Writing Skills, as an elective.

Prerequisites for all chemistry courses must be passed with a grade of "C-" or better.

## BACHELOR OF SCIENCE IN CHEMISTRY

Core Curriculum Requirements (Please see the Core Curriculum section of the catalog)

Major in Chemistry (68-69 semester hours)

Lower-Division Courses (20 semester hours of chemistry; 10 of physics; 8 of mathematics, as specified)

CHM 141/141L, 142/142L .....	General Chemistry I and II/Laboratory
CHM 201/201L .....	Organic Chemistry I/Laboratory
CHM 202/202L .....	Organic Chemistry II/Laboratory
PHY 171/171 L .....	Introductory Physics/Laboratory
PHY 172/172L .....	Introductory Physics/Laboratory
MTH 171, 172 .....	Calculus I,II

Upper-Division Courses (30-31 hours in chemistry, as specified below)

CHM 331/331L .....	Quantitative Analysis/Laboratory
CHM 345/345L .....	Molecular Structure Analysis
CHM 355 .....	Inorganic Chemistry
CHM 371/371L, 372/372L .....	Physical Chemistry/Laboratory
CHM 375 .....	Elements of Research
CHM 450 .....	Research
CHM 475 .....	Thesis

Plus at least one of the following: CHM 351 Organic Chemistry III; CHM 362/362L Biochemistry/Laboratory; CHM 395 Special Topics; MTH 322 Differential Equations

## MINOR IN CHEMISTRY (30 SEMESTER HOURS, AS SPECIFIED BELOW)

Lower-Division Courses

CHM 141/141L, 142/142L .....	General Chemistry/Laboratory
CHM201/201L .....	Organic Chemistry I/Laboratory
CHM 202/202L .....	Organic Chemistry II/Laboratory

Upper-Division Courses

CHM 331/331L .....	Quantitative Analysis/Laboratory
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Six semester hours in chemistry courses numbered 300 or above, exclusive of CHM 375, CHM 390, CHM 450, CHM 475 (only one credit of CHM 380 and one of CHM 385 may be applied toward the chemistry minor)

## REVISED WASHINGTON STATE EDUCATION ENDORSEMENTS

For information on the Washington State teacher education endorsement in chemistry, please refer to the requirements as outlined in the College of Education and Counseling section of the undergraduate academic catalog.

# COMMUNICATION STUDIES

## FACULTY

**Doug Barker**

*Adjunct Faculty*

**Ernesto Chavez**

*Instructor*

**Irina Gendelman**

*Professor*

**John Hopkins**

*Chief Diversity Office*

**Austin Jenkins**

*Adjunct Faculty*

**Shawn Newman**

*Instructor*

**Jenny Serpa**

*Adjunct Faculty*

**Johnathan Tomhave**

*Adjunct Faculty*

**Celest Trimble**

*Assistant Professor, Education*

## VISION, MISSION, OR PURPOSE

Communication Studies is an interdisciplinary program that uses critical and cultural studies to understand the central role of communication in society, with a focus on social justice. This program provides a broad overview of the different areas of communication, including the historical, institutional and social contexts of mass media and communication technologies; communication laws and ethics; rhetorical and semiotic analysis; as well as self-reflective citizen engagement and the creation of communication media (written, oral and visual). Communication Studies prepares students for careers in a wide range of fields, from public relations and advertising to media arts production to work in the public sector and more. Communication Studies majors are also prepared to continue their studies in graduate school, specializing in the humanities, social sciences, public relations, digital media or filmmaking.

## LEARNING OUTCOMES

- Demonstrate a general understanding of communication forms, concepts, theories, and ethical considerations.
- Attain hands-on experience of various communication practices through media production courses and internships.
- Demonstrate an understanding of social scientific research including both quantitative and qualitative research design.
- Evaluate and critique a particular question or issue through communication and media theories, research, and policies; and convey them verbally, in writing and/or through a creative project in order to produce a Senior Thesis that meets the major and degree requirements, and professional standards.

**The Communication studies program offers the following degree options:**

- Major in Communication Studies
  - Native Voices Concentration
- Minor in Communication Studies
- Minor in Native Voices

## REQUIRED COURSES OR OTHER DEGREE REQUIREMENTS

This major offers the opportunity to pursue a production-focused or more theoretically oriented course of study and it is designed to provide a well-rounded understanding of the field of communication.

## COMMUNICATION STUDIES MAJOR (43 SEMESTER HOURS)

Core Curriculum Requirements (Please see the Core Curriculum section of the catalog)

### Lower-Division Courses (9 semester hours)

COM 101 .....	Introduction to Communication
COM 200 or COM 201 .....	Communication Theory or Communication and Identity
COM 240 or SOC 240 .....	Media Research and Critical Analysis or Soc. Research Methods

### Upper-Division Courses (13 semester hours)

COM 300 .....	Media Production
COM 320 .....	Media and Culture
COM 390 .....	Internship
COM 499 .....	Capstone

### Additional electives for major 21 (18 upper) for minor 12 (9 upper).

COM 103 .....	Interpersonal Communication
COM 106 .....	Public Address
COM 240 or SOC 240 .....	Media Research and Critical Analysis or Research Methods

If you intend to take one of the 240 courses as an elective, it must not be the same option you selected for your lower division requirement listed above.

COM 295 .....	Special Topics
COM 299/WRT 299 .....	Intro. to Journalism
COM 300 .....	Media Production
COM 302/WRT 302 .....	Advanced Journalism
COM 303/WRT 303 .....	Digital Journalism
COM 307 .....	Studies in Film
COM 310 .....	Media Analysis
COM 317 .....	Language and Culture
COM321 .....	Environmental Media
COM 360 .....	Communication Law and Policy
COM 380 .....	Copy Editing and Design
COM 385 .....	Conflict and Peace Studies
COM 390 .....	Internship

# CRIMINOLOGY AND CRIMINAL JUSTICE

## FACULTY

**Robert Hauhart**

*Professor*

**Ernesto Chavez**

*Instructor*

**Shawn Newman**

*Instructor*

## VISION, MISSION, OR PURPOSE

The Criminology and Criminal Justice major is an interdisciplinary social science program preparing candidates for entry-level positions in the criminal justice field and providing a solid background for advanced education in graduate or law school. A major in Criminology and Criminal Justice may be complemented by minors in legal studies, sociology, psychology, political science, or social work.

## LEARNING OUTCOMES

- Students will be able to demonstrate knowledge and understanding of core criminal justice concepts and principles, including the structure and functioning of the primary systems included in the criminal justice apparatus in the United States: policing, courts, and corrections
- Students will be able to demonstrate knowledge and understanding of the nature of crime and delinquency and primary criminological theories, philosophies, and schools of thought which enable or suppress crime
- Students will be able to demonstrate knowledge and understanding of justice system processing and related ethical issues related to the complexity of the core components of law
- Students will be able to demonstrate knowledge and understanding of scientific research methods by conducting independent research linking theory to policy and/or practice and communicating research results
- Students will be able to demonstrate the ability to engage in applied workforce and advanced studies preparation within criminology & criminal justice disciplines through the completion of an internship and the development of a professional portfolio

## REQUIRED COURSES OR OTHER DEGREE REQUIREMENTS

### BACHELOR OF ARTS IN CRIMINOLOGY AND CRIMINAL JUSTICE

**Major in Criminology and Criminal Justice (46-47 semester hours)**

**Lower-Division Courses (19-20 semester hours, including:)**

CJ 101 .....	Introduction to Criminal Justice
LS 101 .....	Courts, the Legal Environment, and Ethics
MTH 201 .....	Introduction to Statistics
CJ 210 .....	The Correctional Environment
CJ 215 .....	Police and Society
SOC 240 or PSY 240 .....	Research Methods

**Upper-Division Courses (15 semester hours, including:)**

CJ 304 .....	Legal Processing and Evidence
CJ 305 .....	Juvenile Justice and Rehabilitation
CJ 325 .....	Criminology and Juvenile Delinquency
CJ 490 .....	Internship
CJ 499 .....	Senior Seminar

At least 12 semester hours of Criminology and Criminal Justice course electives.

**MINOR IN CRIMINOLOGY AND CRIMINAL JUSTICE (25 SEMESTER HOURS)**

**Lower-Division Courses (12 semester hours, including:)**

- CJ 101 .....Introduction to Criminal Justice
- LS 101 ..... Courts, the Legal Environment, and Ethics
- CJ 210 ..... The Correctional Environment
- CJ 215 ..... Police and Society

**Upper-Division Courses (3 required semester hours in Criminology and Criminal Justice)**

- CJ 325 .....Criminology and Juvenile Delinquency

At least 9 semester hours of Criminology and Criminal Justice course electives.



# ENVIRONMENTAL STUDIES

## FACULTY

**Jeff Birkenstein**

*Professor*

**Robert Bode**

*Associate Professor*

**Aaron Coby**

*Professor & Dean*

**Brandy Fox '06**

*Associate Professor*

**Sam Fox**

*Associate Professor*

**Megan Friesen**

*Assistant Professor*

**Irina Gendelman**

*Professor*

**Mary Jo Hartman**

*Professor*

**Nathalie Kuroiwa-Lewis**

*Professor*

**Joseph Mailhot**

*Associate Professor*

**Jamie Olson**

*Professor*

**Arwyn Smalley**

*Professor*

**Trees Smith**

*Adjunct Faculty*

The Environmental Studies program at Saint Martin's University is a truly interdisciplinary program, in which students gain experience in a broad spectrum of environmental topics and service learning opportunities.

## VISION, MISSION, OR PURPOSE

The Environmental Studies program incorporates the 1,500-year old Benedictine tradition of creating sustainable communities of peace. It benefits from our close proximity to the Washington State Department of Ecology and the state government in Olympia. We are also able to take advantage of the natural resources located immediately on our campus and close by in Western Washington.

Students have an opportunity to focus on a B.S. (science track) or a B.A. (social policy track).

The B.S. track is a degree centered in biology and the fundamental scientific processes governing the environment. The degree is rooted by a broad selection of courses in ethics, service learning, social science, economics, policy, and mathematics. Additional tracks may be designed in both chemistry and mathematical modeling.

The B.A. track is a degree centered in policy and social justice issues surrounding the environment. Students receive a critical foundation in science concepts and an expansive selection of electives allows a student to focus on areas of ethics, service, economics, policy, or food sustainability.

## LEARNING OUTCOMES

Upon completion of the Environmental Studies program, students will be able to:

- Demonstrate proficient understanding of the scientific concepts related to environmental science at a level relevant to the degree option.
- Demonstrate proficient understanding of the ethical, social and policy concepts related to environmental studies at a level relevant to the degree option.
- Effectively synthesize and relate the Ethical, Scientific and Social issues surrounding the environment.
- Successfully design and implement an environmental studies research project that incorporates the fields relevant to the degree option.
- Demonstrate persuasive written and oral communication skills

## BACHELOR OF ARTS IN ENVIRONMENTAL STUDIES

**Core Curriculum Requirements (Please see the Core Curriculum section of the catalog)**

### Lower Division Courses (16 semester hours)

ECN 202 .....Macroeconomics  
ENV 115, ENV 110 or ENV 105 .....(Select one)  
MTH 201 .....Statistics  
PLS 150, PLS 151, or PLS 152 .....(Select One)  
SOC 102, SOC103, or SJ 110 .....(Select one)

### Upper-Division Courses (12 semester hours)

ENV 330 .....Climate Change  
ENV 390 or ENV397 .....Internship or Directed Study  
ENV 498/PLS 498 .....Research Methods  
ENV 499/PLS 499 .....Senior Research Paper

### Elective courses chosen from following list (24 semester hours)

ECN 371 .....Econometrics  
ECN 375 .....Cost Benefit Analysis  
ECN 325 .....Evolution of Economic Thought  
ENV 115, ENV 110 or ENV 105 .....(separate from LD requirement)  
ENV 310 .....Environmental Social Issues (repeatable)  
ENV 320 .....Environmental Humanities (repeatable)  
ENV 340 .....Global Environmental Politics  
ENV 350 .....Environmental and Wildlife Crime, Law, and Justice  
ENV 395 .....Special Topics (repeatable)  
GPH 210 .....World Regional Geography  
PHL 314 or 356 .....Philosophy of Nat/Sci or Bioethics  
ECN 201 .....Principles of Microeconomics  
PLS 200 .....International Relations  
PLS 320 .....State and Local Politics  
RLS 325, RLS 350, or RLS 370  
SJ 310 or 301 .....Social Justice in Film or Social Justice in Literature

## BACHELOR OF SCIENCE IN ENVIRONMENTAL STUDIES

Core Curriculum Requirements (Please see the Core Curriculum section of the catalog)

### Lower Division Courses (34 semester hours)

BIO 141 & 142 .....	General Biology I and II w/ labs
CHM 141 & 142 .....	General Chemistry I and II w/ labs
ECN 202 .....	Macroeconomics
ENV 115, ENV 110 or ENV 105 (Select one)	
MTH 122 or MTH 171	
MTH 201 Statistics or MTH357 or BIO 301	
SOC 102, or SOC 103, or SJ 110 (Select one)	

### Upper-Division Courses (16 semester hours)

BIO 358 or BIO 359 .....	Ecology or Field Ecology w/ lab
ENV 330 .....	Climate Change
ENV 390 or ENV397 .....	Internship or Directed Study (service)
ENV 400 .....	Senior Seminar
ENV 401 .....	Senior Research

Elective courses chosen from following list (15 semester hours)

BIO 301 .....	Biostatistics
BIO 305 .....	Botany w/ lab
BIO 310 .....	Marine Biology w/ lab
BIO 314 .....	Invertebrate Zoology
BIO 350 .....	Microbial Ecology
BIO 358 or BIO 359 .....	Ecology or Field Ecology w/ lab
BIO 375 .....	Genetics w/ lab
CHM 201 .....	Organic Chemistry w/ lab
CHM 331 .....	Quantitative Analysis w/ lab
ENV 310 .....	Environmental Social Issues
ENV 320 .....	Environmental Humanities
ENV 340 .....	Global Environmental Politics
ENV 350 .....	Environmental and Wildlife Crime, Law, and Justice
ENV 395 .....	Special Topics (repeatable)
GPH 210 .....	World Regional Geography
MTH 322 .....	Differential Equations
MTH 353 .....	Linear Algebra
MTH 381 .....	Math Modeling
PHL 314 or 356 .....	Philosophy of Nat/Sci or Bioethics
RLS 325, RLS 350, or RLS 370	

## MINOR IN ENVIRONMENTAL STUDIES

A minor in Environmental Studies allows a student to link their major studies to environmental issues with a focus on science, policy or the humanities.

Minor in Environmental Studies (19 credits)

Lower Division Courses (7 credits)

ENV 110 .....	Environmental Science w/ lab
PLS 151 .....	Intro to American public policies & issues

Courses chosen from the following list (12 credits)

ENV 310 .....	Environmental Social Issues (repeatable)
ENV 320 .....	Environmental Humanities (repeatable)
ENV 330 .....	Climate Change
ENV 340 .....	Global Environmental Politics
ENV 350 .....	Environmental and Wildlife Crime, Law, and Justice
ENV 395 .....	Special Topics
PLS 200 .....	International Relations
PLS 320 .....	State and Local Politics
BIO 310 .....	Marine Biology w/ lab
BIO 358 .....	Ecology w/ lab
BIO 359 .....	Field Ecology w/ lab

# EXERCISE SCIENCE

## FACULTY

**Khai Lam**

*Adjunct Faculty*

**Jacob Lawson**

*Adjunct Faculty*

**Rebecca McClinton**

*Assistant Professor*

The Exercise Science degree provides academic and professional preparation for undergraduate students in areas related to the study of human movement and physical activity. A knowledge of developing the well-being of others is key to the success of this program.

## VISION, MISSION, OR PURPOSE

- We strive to create a deeper understanding of how physical activity impacts the whole person and strengthens a community.
- Students have an opportunity to focus on a Bachelor of Science track or a Bachelor of Arts track.
- The B.S. track is a degree centered in the health sciences while the B.A. focuses on physical education. The successful completion of the degree allows a student to enter the workforce in a variety of health and fitness careers. Students are prepared to take certification exams related to health and fitness (examples such as: NSCA-CSCS, ACSM health fitness certifications). They are also prepared to advance into professional health care degree programs such as Physical Therapy, Athletic Training, Chiropractic, and Physician Assistance. Through the internship requirement, students obtain applicable job related experiences, preparing them for the job market.

## LEARNING OUTCOMES

Upon completion of the Exercise Science program, students will be able to:

- Demonstrate proficient understanding of the scientific concepts related to exercise science at a level relevant to the degree option (B.A. or B.S.)
- Demonstrate practical knowledge of technology used in health and fitness evaluation, and in designing individual fitness programs.
- Exhibit professionalism and integrity in the interactions with individuals seeking care or guidance related to exercise science.
- Articulate the importance of physical wellbeing as it relates to the health of the individual and the community.

## BACHELOR OF ARTS IN EXERCISE SCIENCE

Core Curriculum Requirements (Please see the Core Curriculum section of the catalog.)

Major in Exercise Science (BA) (49 credit hours)

Lower Division Courses (22 semester hours)

BIO 121 .....	Human Biology w/lab
or	
BIO 141 .....	General Biology w/lab
CHM 121 .....	Intro to Chemistry w/lab
or	
CHM 141 .....	General Chemistry w/lab
MTH 201 .....	Statistics
EXS/BIO/NUR 203 .....	Nutrition
BIO 228/229 .....	Anatomy & Physiology I and II with lab

Upper-Division Courses (6 semester hours)

EXS 320 .....	Motor Learning and Development
EXS 499 .....	Capstone in Exercise Science

**Elective courses chosen from following list (21 semester hours)**

PE 301 .....	Found of Physical Ed
PE 302 .....	School Health Education
EXS 310 .....	Intro to Sports Medicine
PE 345 .....	Psychology and Philosophy of Coaching
EXS 315 .....	Exercise Prescription and testing
EXS 390/490 .....	Internship
EXS/PE 395 .....	Special Topics
EXS/PE397 .....	Directed Study
PE 400 .....	Kinesiology
PE 401 .....	Exercise Physiology
EXS 405 .....	Advanced Kinesiology w/ lab
EXS 420 .....	Biomechanics
PE 430 .....	Admin of Intramural Athletics

**MAJOR IN EXERCISE SCIENCE (BS) (60 CREDIT HOURS)****Lower Division Courses (42 semester hours)**

BIO 141 & 142 .....	General Biology I and II w/ labs
CHM 141 & 142 .....	General Chemistry I and II w/ labs
PHY 141 & 142 .....	Gen Physics with lab
MTH 201 .....	Statistics
EXS/BIO 203 .....	Nutrition
BIO 228 & 229 w/ lab .....	Anatomy & Physiology I and II with lab

**Upper-Division Courses (6 semester hours)**

EXS 320 .....	Motor Learning and Development
EXS 499 .....	Exercise Science Capstone

**Elective courses chosen from following list (12 semester hours)**

PE 301 .....	Found of Physical Ed
PE 302 .....	School Health Education
EXS 310 .....	Intro to Sports Medicine
PE 345 .....	Psychology and Philosophy of Coaching
EXS 315 .....	Exercise Prescription and testing
EXS 390/490 .....	Internship
EXS/PE 395 .....	Special Topics
EXS/PE 397 .....	Directed Study
PE 400 .....	Kinesiology
PE 401 .....	Exercise Physiology
EXS 405 .....	Advanced Kinesiology w/ lab
EXS 415 .....	Advanced Exercise Physiology w/ lab
EXS 420 .....	Biomechanics
PE 430 .....	Admin of Intramural Athletics

## MINOR IN EXERCISE SCIENCE

### Lower Division Classes (11 semester hours)

BIO 121 or BIO 141

BIO 228

EXS/BIO 203 .....Nutrition

### Upper Division Classes (6 semester hours)

PE 400 OR EXS405 ..... Kinesiology OR Adv. Kinesiology w/ lab

PE 401 OR EXS415 Exercise Physiology OR Adv. Exercise Physiology w/ lab

### Electives from this list (6-8 semester hours)

PE 301 .....Found of Physical Ed

PE 302 .....School Health Education

EXS 310 .....Intro to Sports Medicine

EXS 315 .....Exercise Prescription and testing

EXS 320 .....Motor Learning and Development

PE 345 .....Psychology and Philosophy of Coaching

EXS/PE 395 .....Special Topics

EXS/PE 397 .....Directed Study

EXS 405 .....Advanced Kinesiology w/ lab

EXS 415 .....Advanced Exercise Physiology w/ lab

EXS 420 .....Biomechanics

PE 430 .....Admin of Intramural Athletics

# GENDER AND IDENTITY STUDIES

## FACULTY

**Crystal Cardona**

*Adjunct Instructor*

**Julia Chavez**

*Professor*

**Emily Coyle**

*Associate Professor*

**Irina Gendelman**

*Professor*

**Keri Graham**

*Assistant Professor*

**Lindsay Meyer**

*Assistant Professor*

**Janie Sacco**

*Adjunct Instructor*

The Gender and Identity Studies program offers a comprehensive program that provides students with a multidisciplinary body of theoretical and applied knowledge about both gender and identity.

## VISION, MISSION, OR PURPOSE

The Gender and Identity Studies minor, in keeping with the Catholic Benedictine tradition of hospitality and respect for persons, is committed to educational endeavors that emphasize openness to others and engagement with people different from ourselves.

The program emphasizes work grounded in women's studies, men and masculinities studies, queer studies, and critical identity studies.

The minor gives students information about the social construction and conceptualization of gender, gendered experiences, gender identity, and the change in gender roles throughout history. The program also emphasizes the study of social identities and includes classes examining race, ethnicity, sexuality, age, (dis)ability, class, nationality, and religiosity in the social world.

## REQUIRED COURSES OR OTHER DEGREE REQUIREMENTS

The Gender and Identity Studies minor is interdisciplinary and widely covers work from a variety of academic disciplines. Elective coursework is offered in the departments of Communication Studies, Criminal Justice, English, History, Political Science, Psychology, Social Justice, Social Work, and Sociology. To emphasize the significance of an interdisciplinary understanding of gender and identity, students are required to take elective courses in at least two academic departments outside of Gender and Identity Studies.



## MINOR IN GENDER AND IDENTITY STUDIES (18 SEMESTER HOURS)

### Required Courses (6 semester hours)

GIS200 .....	Introduction to Gender and Identity Studies
GIS300 .....	Feminist and Identity Theories

### Electives (12 or more semester hours) — Students must choose one course in at least two different departments outside of GIS.

COM 201 .....	Communication and Identity
COM 320 .....	Media and Culture
CRJ 395 ST .....	Race, Gender, and Class in Criminal Justice
ENG 350 .....	Gender and Sexuality in Literature
ENG 382 .....	Literary Theory and Criticism
GIS 250 .....	Men and Masculinities
GIS 350 .....	Queer Theory
GIS 375 .....	Gender and Pop Culture
GIS 295/395 .....	Special Topics in Gender and Identity Studies
HIS 305 .....	History of American Women
HIS 319 .....	American Working Class History
PLS 360 .....	Gender and Global Politics
PSY 310 .....	Psychology of Human Sexuality
PSY 375 .....	Multicultural Psychology
PSY 385 .....	Psychology of Gender
SJ 110 .....	Introduction to Social Justice
SJ 301 .....	Social Justice in Literature
SJ 310 .....	Social Justice in Film
SOC 333 .....	Women, Culture and Society

# HISTORY

## FACULTY

**Keri Graham '06**  
*Assistant Professor*

## VISION, MISSION, OR PURPOSE

History is the critical examination of peoples, places, and cultures in the past, across the globe. The Department of History devotes itself to teaching within the tradition of liberal arts and professional education to produce responsible and informed persons.

Our graduates will attain a solid base of historical knowledge, and of global historical development. They will understand how to think critically and how to communicate, in both written and oral forms, lessons and insights from the past. Our students will use their knowledge and skills to reach outside the university in service to the larger community.

Our department seeks to educate future leaders to be thoughtful, informed, and objective participants in the global society.

## LEARNING OUTCOMES

- Students will strive for academic excellence as demonstrated by research, critical analysis, and written and oral communication in the major areas of history and political science
- Students will develop a systematic critical analysis of prevailing political ideals and the human experience over time and place
- Students will demonstrate the historical and contemporary place of the commons in American and global society, and the need to defend them against private interests that seek to monopolize them in the interest of individual, rather than the common good
- Students will develop knowledge of other cultures so as to tear down the barriers to creating a true world community
- Students will demonstrate knowledge and understanding of fundamental concepts and theories in history
- Students will use appropriate historical methods to identify, articulate, and critically evaluate political problems and their potential solutions
- Students will develop critical thinking, reading, and writing skills

## BACHELOR OF ARTS IN HISTORY (36 SEMESTER HOURS)

**Core Curriculum Requirements (Please see the Core Curriculum section of the catalog)**

### Upper Division Courses

30 upper-division semester hours in history and 6 upper division semester hours in political science.

History majors must take:

Six semester hours from HIS 356, HIS 357, HIS 358, HIS 359

Six upper-division semester hours in non-U.S. history.

HIS 498 .....History Research Methods

HIS 499 .....Senior Seminar/Paper

Six upper-division semester hours in political science

No more than six semester hours of internship credit may be applied toward requirements for a history major.

History majors are advised to pursue additional supporting coursework in foreign languages, statistics, economics and political science.

## MINOR IN HISTORY (18 SEMESTER HOURS)

**At least nine upper-division semester hours in history**

**At least three upper-division semester hours in political science**

## DOUBLE MAJOR IN HISTORY AND POLITICAL SCIENCE

Students double-majoring in History and Political Science must take 30 semester hours in History and 30 semester hours in Political Science.

## **REVISED WASHINGTON STATE EDUCATION ENDORSEMENT**

For information on the Washington State teacher education endorsement in history, please refer to the requirements as outlined in the College of Education and Counseling section of the undergraduate academic catalog.

# INTERDISCIPLINARY STUDIES

## FACULTY

**Jeff Birkenstein**

*Professor*

**Mary Jo Hartman**

*Professor*

**Father Kilian J. Malvey, O.S.B. '64**

*Professor*

**Jamie Olson**

*Professor*

**Rico Picone**

*Associate Professor*

## VISION, MISSION, OR PURPOSE

The Interdisciplinary Studies major at Saint Martin's University exists to further the school's mission of integrative learning in the Benedictine tradition. By studying multiple approaches to enduring and topical human concerns, our students learn the approaches, lexicons, and methodologies of discrete disciplines; at the same time, such comparative and interdisciplinary exploration encourages awareness of where different disciplines share assumptions and where they construct distinct heuristic processes.

This major is designed for students who seek to engage in rigorous intellectual training in understanding how varying methodologies and modes of inquiry raise different questions and serve different purposes. Students bring together knowledge of discrete disciplines to define and analyze problems or issues, envision solutions or responses, and thereby bridge disparate communities.

## LEARNING OUTCOMES

Students will graduate with an appreciation of myriad modes of inquiry and a flexibility of method that will enrich not only the skills they will bring to future employers, but also long lives of inquiry and civic engagement.

This major requires independence of thought and a strong work ethic. It is particularly useful for students who wish to engage in occupations that touch on multiple areas of human interest and/or activity. Students interested in domestic or international careers in fundraising, contractors, designers, architecture, grant writing, mediation, education, management or administration, for example, will profit from the major's emphasis on "ways of knowing."

### Knowledge:

- Understanding of some multi-cultural and transnational issues
- Familiarity with fundamental professional terminology of at least two

### Disciplines Skills:

- Competency in writing, reading, speaking, and listening
- Ability to gather information via appropriate sources and to evaluate information critically
- Ability to identify discrete methodologies in their shared assumptions and distinct heuristic processes and to use these methodologies productively to define questions and explore responses.

## **BACHELOR OF ARTS IN INTERDISCIPLINARY STUDIES**

**Core Curriculum Requirements (Please see the Core Curriculum section of the catalog.)**

**Course of Study must follow a plan submitted to and approved by the Interdisciplinary Studies Board of Study. The plan must include the following:**

Twenty-four (24) upper-division semester hours in two distinct disciplines, twelve credits in each discipline

First-year competency in two world languages or second-year competency in one world language

Successful completion (2.0 minimum) of two junior seminars in Interdisciplinary Studies (IDS301)

Successful completion of IDS 498 (Senior Thesis I) and IDS 499 (Senior Thesis II)

**In addition, Interdisciplinary Studies majors are expected to work with their advisors and the IDS Board of Study to choose a course of electives that will not only deepen their major but also broaden their university degrees so that they might graduate with an appreciation of myriad modes of inquiry and also a flexibility of method.**

# LEGAL STUDIES

## FACULTY

**Robert Hauhart**

*Professor*

**Ernesto Chavez**

*Instructor*

## VISION, MISSION, OR PURPOSE

The Legal Studies concentration is an interdisciplinary field of study composed of law courses from the departments of Criminal Justice, Political Science, History, Sociology, Philosophy, and the schools of Business, Education, and Engineering. Legal Studies is administered under the direction of the Coordinator for the Criminology and Criminal Justice major. Students interested in acquainting themselves with the genesis, development, impact and contemporary status of American law may minor in Legal Studies in support of their major field of study. Students interested in pursuing law school and/or a career in law are especially encouraged to fulfill a minor concentration in Legal Studies.

## LEARNING OUTCOMES

Students who complete the minor in Legal Studies will demonstrate knowledge of the structure, purpose, and processes employed by American legal institutions. Students will acquire a working knowledge of federalism and questions of jurisdiction that govern the respective authority of state and federal courts. Students will be able to demonstrate mastery of the rules that control the identification, validation, and introduction of evidence in administrative and court proceedings, both civil and criminal. Students will also acquire knowledge of the principal forms of common legal actions and understand whether state or federal jurisdiction applies.

## DEGREE REQUIREMENTS

A student may complete a minor concentration in Legal Studies by completing 21 semester hours in approved law related courses. Nine hours of required legal studies courses may be supplemented by 12 hours of electives from the courses listed below.

## MINOR IN LEGAL STUDIES

**Core Curriculum Requirements (Please see the Core Curriculum section of the catalog)**

**Minor in Legal Studies (22 semester hours, including:)**

**Lower Division Courses (4 semester hours, including:)**

LS 101 .....The Legal Environment and Ethics (4)

**Upper Division Courses (6 semester hours, including:)**

CJ 304 .....Criminal Courts, Legal Process, and Evidence (3)

CJ 430 .....Constitutional Safeguards and Individual Liberties (3)

**12 semester hours chosen from the following:**

BA 225 .....Business Law I (3)

CJ/PLS 379 .....Judicial Process (3)

CJ 410 .....Law and Society (3)

CJ/PLS 420 .....Philosophy of Law (3)

CJ 430 .....Constitutional Safeguards and Individual Liberties (3)

CJ 460 .....Criminal Law/Criminal Procedures (3)

CJ/LS 470 .....White-Collar Crime (3)

LS 350 .....Environmental Law (3)

LS 395 .....Special Topics in Legal Studies (3-4)

# LITERARY STUDIES

## FACULTY

**Todd Barosky**

*Associate Professor*

**Jeff Birkenstein**

*Professor*

**Julia Chavez**

*Professor*

**Nathalie Kuroiwa-Lewis**

*Professor*

**Father Kilian J. Malvey, O.S.B. '64**

*Professor*

**Stephen Mead**

*Professor*

**Jamie Olson**

*Professor*

Studies and Writing programs teach students both discipline-specific knowledge and broadly applicable professional skills.

Students who complete these programs will have proficiency in four general areas:

- **Language Skills:** Craft of using language to inform, persuade, affect, instill, and excite, and the techniques of rhetorical analysis.
- **Historical Awareness:** Knowledge of literary traditions and genre conventions.
- **Theoretical Approaches:** Ability to use critical lenses to interpret literature and the terminology of those methods and approaches.
- **Ethics and Values:** Recognition of the impacts of the written word on today's ethical debates about morality, race, gender, class, justice, and representation.

A graduate of the Literary Studies Major will be able to:

- Analyze literature from several critical perspectives;
- Use literary, linguistic, and theoretical terminology meaningfully;
- Understand how language functions in literature and culture;
- Trace literary movements and writers from several historical periods and culture milieux;
- Investigate how race, gender, class, sexuality, and other aspects of identity affect the production and reception of literature;
- Read, write, and speak effectively for specific audiences and purpose in academic, public, and professional venues.

## REQUIRED COURSES OR OTHER DEGREE REQUIREMENTS

### BACHELOR OF ARTS IN LITERARY STUDIES

Core Curriculum Requirements (Please see the Core Curriculum section of the catalog)

Phase I: Introduction to Literary Studies

Choose one:

ENG 210 .....Literary Studies

ENG 220 .....Literary Foundations

## Phase II: Literary Histories

Choose two:

- ENG 251 .....British Literature I,
- ENG 252 .....British Literature II, or
- ENG 261 .....American Literature

## Phase III: Literature and Writing Electives

Choose one:

- ENG 335 .....Comparative Literature or
- ENG 340 .....Literature in the Medieval World

Choose one:

- ENG 345 .....Literature, Race, and Ethnicity or
- ENG 350 .....Gender and Sexuality in Literature

## Theory and Criticism Required Course

- ENG 382 .....Literary Theory and Criticism

Choose 12 additional credits of electives from ENG 302 to ENG 395 or equivalent WRT classes (no more than 9 credits from ENG/WRT 395 courses).

## Phase IV: Capstone

- ENG 499 English Seminar

## Early Literature Requirement

In their coursework toward the major, students must take at least one course that focuses on literature written before 1800.

## MINOR IN LITERARY STUDIES (20 SEMESTER HOURS)

### Phase I: Introduction to Literary Studies

- ENG 210 .....Literary Studies
- or
- ENG 220 .....Literary Foundations

### Phase II: Literary Histories

Choose one:

- ENG 251 .....Literary Foundations
- ENG 252 .....British Literature II
- or
- ENG 261 .....American Literature I

### Phase III: Literature and Writing Electives

Choose 12 additional credits of electives from ENG 302 to ENG 395

## REVISED WASHINGTON STATE EDUCATION ENDORSEMENTS

For information on the Washington State teacher education endorsement in English language arts, please refer to the requirements as outlined in the College of Education and Counseling section of the undergraduate academic catalog.

## WRITING MINOR

The writing minor helps students develop the key communication, critical and creative thinking and research skills necessary to prepare them for entry to academic, professional and career-oriented fields that are writing intensive.

In keeping with the Benedictine philosophy of education, the Writing Minor offers students an enriching and practical academic and spiritual experience that meets the needs of the whole person. Because its objective is to help develop students' creative and unique qualities while preparing them to meet their career goals, the Writing Minor will deepen students' understanding and proficiency with specific conventions, audiences and contexts applicable to all majors.

The minor gives students a well-rounded education in creative, academic and professional and journalistic writing. At the same time, it allows students to specialize and develop an area of expertise.



## MINOR IN WRITING (MINIMUM 18 SEMESTER HOURS)

3 or more semester hours of literature

9 semester hours; one course from each of three categories below (of which 3 semester hours must be lower division)

6 upper-division semester hours; any two courses from the three categories below

### Creative Writing

WRT 292 .....Creative Writing (3)

WRT 405 .....Advanced Creative Writing (3)

THR 302 .....Play Writing (3)

THR 402 .....Play Writing II (3)

### Professional and Academic Writing

WRT 306 .....Professional and Academic Writing Skills (3)

WRT 320 .....Ethics in Writing (3)

WRT 390 .....English Internship (3)

### Journalism

WRT 299 .....Introduction to Journalism (3)

WRT 302 .....Advanced Journalism (3)

WRT 303 .....Digital Journalism (3)

# MATHEMATICS

## FACULTY

**Bonnie Amende**

*Professor*

**Kayla Blyman**

*Associate Professor*

**Joseph Mailhot**

*Associate Professor*

**Benjamin Peet**

*Associate Professor*

**Cameron Sweet**

*Associate Professor*

## VISION, MISSION, OR PURPOSE

Mathematics contributes in a unique way to the development of the disciplined, rational person. It improves one's ability to fit new concepts into a framework of existing knowledge.

The mathematics program at Saint Martin's University provides a basic undergraduate program for mathematics majors, supports other majors in the University and offers courses of general interest. Students graduating with a bachelor's degree in mathematics frequently find employment in secondary schools, insurance firms, and the financial or computing divisions of large companies.

## LEARNING OUTCOMES

Saint Martin's math majors will

- Possess a strong foundation in traditional mathematical areas. Students will demonstrate an understanding of foundational mathematics in a three-semester Calculus sequence coupled with the ability to apply Calculus principles in Differential Equations, Mathematical Modeling, and/or Probability and Statistics.
- Understand and write rigorous proofs for theorems, corollaries, and lemmas. Students will be skilled in a variety of proof methods and have strong axiomatic reasoning skills. Students will be able to apply these skills in the context of Geometry, Linear Algebra, Abstract Algebra, Real Analysis, and/or Complex Variables.

Saint Martin's science and engineering majors will

- Possess the mathematical and statistical backgrounds required for their fields of study. Like the math majors, engineering and science students will demonstrate an understanding of foundational mathematics in a two or three-semester Calculus sequence coupled with the ability to apply Calculus principles in Differential Equations or apply Pre-Calculus to algebra-based Physics.

Saint Martin's business and accounting majors will

- Possess the mathematical and statistical backgrounds required for their fields of study. Business and accounting students will demonstrate an understanding of probabilistic and statistical principles as well as be able to apply these principles in Operations Research, Applied Quantitative Reasoning, and Finance.

Saint Martin's liberal arts majors will

- Develop an appreciation of the role of mathematics in modern society. Liberal arts majors will demonstrate the ability to apply mathematics to a variety of real-world situations such as selecting the best home mortgage or making investment decisions.

## ADMISSION REQUIREMENTS

The Mathematics Department requires students who have no record of successful completion (grade of "C-" or better) of a necessary prerequisite to take the Mathematics Placement Exams. The Mathematics Placement Exams will identify the course number(s) of the introductory math course(s) for which the student is best prepared.

A recommendation of a course by the Mathematics Placement Exams will be considered "an equivalent math placement exam score" in determining prerequisites. Note, however, that a student cannot earn academic credit through the results of the Mathematics Placement Exams. For more information regarding the rules for taking and retaking the Math Placement Exams, please contact the chair of the Mathematics Department.

## DEGREE REQUIREMENTS

Students must receive a minimum grade of “C-” in all degree requirements listed below, with the GPA for these courses no lower than 2.33, to graduate with a mathematics degree or minor.

### BACHELOR OF SCIENCE IN MATHEMATICS

Core Curriculum Requirements (Please see the Core Curriculum section of the catalog)

#### Lower-Division Courses (29-35 semester hours)

CSC 101 .....	Introduction to Computer Science
MTH 353 .....	Linear Algebra
MTH 171 .....	Calculus I
MTH 172 .....	Calculus II
MTH 220 .....	Introduction to Advanced Mathematics
MTH 271 .....	Calculus III

Any two sequences chosen from:

PHY 171/172 .....	Introductory Physics
CHM 141/142 .....	General Chemistry
BIO 141/142 .....	General Biology
CSC 180/200 .....	Introduction to Programming/Intermediate Programming
ECN 201/202 .....	Principles of Microeconomics/Principles of Macroeconomics
ACC 201/202 .....	Principles of Financial Accounting/ Principles of Managerial Accounting
GE 204/205 .....	Statics/Dynamics

#### Upper-Division Courses (34-35 semester hours)

MTH 353 .....	Linear Algebra
MTH 357 .....	Probability and Statistics
MTH 461 .....	Abstract Algebra
MTH 471 .....	Real Analysis I
MTH 400 .....	Senior Paper

Three upper-division math electives, each of at least three semester hours

Three approved upper-division courses, each of at least three semester hours, in one of the following supportive areas: accounting, biology, business, chemistry, civil engineering, computer science, economics, education, mechanical engineering, philosophy, or physics

### BACHELOR OF ARTS IN MATHEMATICS

Core Curriculum Requirements (Please see the Core Curriculum section of the catalog)

#### Lower-Division Courses (17 semester hours)

CSC 101	Introduction to Computer Science or MTH 200 Mathematics for Computer Science
MTH 171	Calculus I
MTH 172	Calculus II
MTH 220	Introduction to Advanced Mathematics
MTH 271	Calculus III

#### Upper-Division Courses (28-29 semester hours)

Three of the following four courses

MTH 353	Linear Algebra
MTH 357	Probability and Statistics
MTH 461	Abstract Algebra
MTH 471	Real Analysis I

Three upper-division math electives, each of at least three semester hours

Three approved upper-division courses, each of at least three semester hours, in one of the following supportive areas: accounting, biology, business, chemistry, civil engineering, computer science, economics, education, mechanical engineering, philosophy, or physics

## **MINOR IN MATHEMATICS**

### **Lower-Division Courses**

MTH 171 Calculus I

MTH 172 Calculus II

MTH 220 Introduction to Advanced Mathematics or MTH 271 Calculus III

### **Upper-Division Courses**

Four upper-division math electives, each of at least three semester hours

## **WASHINGTON STATE EDUCATION ENDORSEMENTS**

For information on the Washington State teacher education endorsement in mathematics, please refer to the requirements as outlined in the College of Education and Counseling section of the undergraduate academic catalog.

# MUSIC

## FACULTY

**Darrell Born**

*Associate Professor*

**James Doyle**

*Assistant Professor*

**Crystal Zimmerman**

*Adjunct faculty*

## VISION, MISSION, OR PURPOSE

The study of music encourages students to explore the value of music in their lives. Students who study music at Saint Martin's University have the advantage of a strong music program within a liberal arts setting. Music majors earn a Bachelor of Arts degree in one of three emphases—instrumental, vocal, or music education endorsements. Courses in music integrate the study of music literature, history and theory with musical performance to develop intellect, familiarity with a variety of cultures, genres, interpersonal relationships and poise.

## LEARNING OUTCOMES

The Music Program at Saint Martin's University is designed to grow musicians in three areas: performances, organization of the sounds of music, and analysis of music. Students who successfully complete the B.A. in music should be able to:

- Perform capably as a soloist or within an ensemble;
- Organize the sounds of music through basic composition;
- Understand the structure and style of compositions, as performers and listeners;
- Explain theoretical and historical elements of music through prose.

## ADMISSION REQUIREMENTS

### General Admission

The Music Department encourages and welcomes all students to explore the value of music in their lives by participating in one or all of our many collaborative ensembles.

## ADMISSION FOR MUSIC MAJOR, MINOR, MUSIC EDUCATIONB ENDORSEMENTS

To help ensure the long-term success of music majors, minors, or education endorsements, students are asked to audition for entrance into the program. Your audition at Saint Martin's is designed to be a positive experience, where you can meet and interact with Saint Martin's music faculty. The auditions take place on campus during an audition day or via recording. For specific music requirements contact Dr. David Wacyk (instrumental), or Professor Darrell Born (vocal).

## KEYBOARD PROFICIENCY

All music students are required to take courses in basic piano and pass a functional keyboard proficiency examination. Students with prior piano training can waive basic piano coursework by challenging and passing the piano proficiency examination. Details regarding this examination are available in the Music Program office.

## REQUIRED COURSES OR OTHER DEGREE REQUIREMENTS

### Recital

Music majors must complete junior (MUS 327) and senior (MUS 427) recitals. The junior recital is a half recital consisting of approximately 30 minutes of music. The senior recital is a full recital consisting of approximately one hour of music. Music minors are required to perform a junior recital and are encouraged to perform a senior recital. Students are required to enroll in the appropriate level of applied instruction for the semester in which they perform their respective recital.

## **Ensemble Participation**

An undergraduate music major must earn a minimum of eight credits in large ensemble participation during eight different semesters to be eligible for graduation and must be enrolled in a large ensemble during each semester of full-time study.

A music minor must earn a minimum of four credits in large ensemble participation during four different semesters. For curricular purposes, a large ensemble is defined to mean MUS 285/385 Chorale, MUS 286/386 Band, or MUS 387 Orchestra. Instrumental majors are required to participate in MUS 286/386 or MUS 387. Vocal majors are required to participate in MUS 285/385.

Various ensemble requirements are contained in specific curricula and may vary depending on scholarship award requirements. Ensembles are open, some through audition, to all students regardless of major.

## **Upper-Division Standing**

Before enrolling in 300-level applied lessons, a student must pass the requirements of the major area upper-division jury. This jury examination requires the demonstration of, but is not limited to, the fundamentals of the student's major area of performance. The student must show potential to continue improving in a manner that will lead to the successful completion of the performance requirements in the degree and major emphasis.

## **Recital Audition**

Students who have registered to perform either the junior recital (MUS 327) or the senior recital (MUS 427) must perform and pass a recital audition at least two weeks prior to the recital date. A panel of at least three music faculty members will serve as the jury to hear the audition.

## **Recital Attendance**

MUS 100 Recital Attendance, required of music majors for six semesters and of music minors for two semesters, provides the student musician an opportunity to gain insight into performance practices and concert etiquette in addition to hearing a variety of styles and genres.

## **Convocation and Studio Workshop**

As a component of the course Applied Lessons, students registered for the course are required to attend weekly Tuesday workshops and convocation. Convocation provides a formal forum for student performance. Studio Workshop builds student technical skills and solidifies repertoire through performance within a nurturing workshop setting.

# **BACHELOR OF ARTS IN MUSIC**

## **Core Curriculum Requirements (Please see the Core Curriculum section of the catalog)**

The music major prepares students to be involved in a variety of musical pursuits, including teaching in a studio setting, teaching music in grades K-12, participating in a variety of performance organizations and serving as a music conductor. The program also provides preparation for advanced study in performance, music theory and literature.

### **Lower-Division Courses (21 semester hours)**

- MUS 100 Recital Attendance (6 semesters at 0 credits)
- MUS 105 Music Theory I (3)
- MUS 105L Music Theory I: Aural Skills Lab (1)
- MUS 106 Music Theory II (3)
- MUS 106L Music Theory II: Aural Skills Lab (1)
- MUS 110 Applied Lessons: Piano (2)
- MUS 112 Applied Lessons: Major instrument (4)
- MUS 220 Basic Conducting (3)
- Large Ensemble (4) \*

### **Upper-Division Courses (29 semester hours)**

- MUS 305 Music Theory III (3)
- MUS 305L Music Theory III: Aural Skills Lab (1)
- MUS 306 Music Theory IV (3)
- MUS 306L Music Theory IV: Aural Skills Lab (1)
- MUS 307 Musical Form and Analysis (3)
- MUS 312 Applied Lessons: Major Instrument (4) \*\*
- MUS 327 Junior Recital (0)
- MUS 330 Music History I (3)

MUS 331 Music History II (3)

MUS 427 Senior Recital (1)

Large Ensemble (4) \*

3 semester hours of approved upper-division elective credit (3)

**Vocal students must enroll in MUS 285/385; instrumental students must enroll in MUS 286/386 or MUS 387.**

**\*\* Students must have passed the upper-division jury exam before enrolling in 300-level applied lessons.**

## **MINOR IN MUSIC (23 SEMESTER HOURS)**

The course of study for a music minor provides opportunities for students to study music from technical, cultural and performance perspectives.

### **Core Requirements**

MUS 100 Recital Attendance (2 semesters at 0 credits)

MUS 105 Music Theory I (3)

MUS 105L Music Theory I: Aural Skills Lab (1)

MUS 106 Music Theory II (3)

MUS 106L Music Theory II: Aural Skills Lab (1)

MUS 108 Music in Western Culture (3)

MUS 110 Applied Lessons – Piano (2)

MUS 110 Applied Lessons – Instrument or Voice (4)

MUS 327 Junior Recital (0)

Large Ensemble\* (4)

MUS electives (2)

**\* Vocal students must enroll in MUS 285/385; instrumental students must enroll in MUS 286/386 or MUS 387.**

## **REVISED WASHINGTON STATE EDUCATION ENDORSEMENTS**

For information on the Washington State teacher education endorsement in choral music, instrumental music or general music, please refer to the requirements as outlined in the College of Education and Counseling section of the undergraduate academic catalog.

# NURSING

## FACULTY

**Judith A. McKenna**

*Interim Director of Nursing*

**Shandeigh “Nikki” Berry**

*Assistant Professor*

**Heath Christianson**

*Instructor*

**Valarie Franks**

*Instructor*

**Michelle Hudders**

*Assistant Professor*

**Joanne Iverson**

*Assistant Professor*

**Christina Jones**

*Instructor*

**Lesley Kinzner**

*Adjunct Faculty*

**Fujio McPherson**

*Adjunct Faculty*

**Donald Mitchell**

*Adjunct Faculty*

**Dianne Nauer**

*Assistant Professor*

**Elizabeth Nutter**

*Assistant Professor*

**Roxanne Piecek**

*Instructor*

**Linda Trader**

*Instructor*

**Sharon Wallace**

*Instructor*

## VISION, MISSION, OR PURPOSE

The Department of Nursing at Saint Martin’s University aspires to be recognized for educating nurses who are transformational leaders, are grounded in Benedictine values, committed to social justice and to lifelong learning.

It is dedicated to creating a learner-centered education grounded in the university core values of faith, reason, service and community. The program prepares nursing graduates who are courageously committed to evidence-based practice, social justice, and lifelong spirit of inquiry to meet the needs of the global community.

## LEARNING OUTCOMES

Graduates of the BSN Program at Saint Martin’s University will be able to demonstrate the following:

- Demonstrate clinical judgment and apply theory and research-based knowledge from nursing, the arts, humanities and other sciences.
- Demonstrate holistic person-and-family-centered nursing care.
- Engage in effective partnerships to manage health for diverse populations.



- Integrate best evidence into nursing practice through structured inquiry.
- Apply quality improvement and safety principles in care delivery.
- Demonstrate intentional intra and interprofessional collaboration and communication to facilitate person-and family-centered care.
- Analyze the impact of systems on health outcomes across the continuum of care.
- Use information and communication technologies to deliver safe nursing care to diverse populations in a variety of settings.
- Demonstrate professional behaviors reflective of nursing's mission to society.
- Demonstrate self-care behaviors that promote resiliency and build leadership capacity as a professional nurse.

## ACCREDITATION

The baccalaureate degree program in nursing at Saint Martin's University is accredited by the Commission on Collegiate Nursing Education (<http://www.ccnaccreditation.org>).

## WASHINGTON STATE APPROVAL

The BSN Nursing Program is approved by the Washington Board of Nursing.

## BSN NURSING PROGRAMS

The Department of Nursing offers the following paths to the BSN degree:

- Bachelor of Science in Nursing (BSN)
- Licensed Practical Nurse (LPN) to Bachelor of Science in Nursing (LPN to BSN)
- Registered Nurse to Bachelor of Science in Nursing (RN to BSN)

## BSN ADMISSION REQUIREMENTS

### First-Year Direct Admission to Nursing

First-Year undergraduate Bachelor of Science in Nursing applicants must meet the general entrance requirements of the University as outlined in the university catalog and at the First-year Admissions website.

Applicants seeking direct admission to the nursing program are required to have 3 years of high school or higher science courses, including one year of laboratory science and mathematics including college preparatory algebra, with grades of "B" (3.0) or higher.

Progression into the upper division nursing courses are dependent on the following:

- A cumulative GPA of 3.0 or higher at the end of the second (sophomore) year at Saint Martin's.
- A minimum cumulative GPA of 3.0 or higher in the prerequisite sciences taken at Saint Martin's University.
- All prerequisite courses must be passed with a grade of B- or higher.
- Students may repeat one prerequisite science course one time if they receive a grade of lower than a B-.
- Satisfactory completion of all clinical entry requirements, including background clearance, drug screen and immunizations.
- A student admitted as a first-year student may not progress to the upper division BSN Junior I semester until they have been a Saint Martin's University student for at least a year.

### Transfer Entry Admission to the Traditional BSN Program

Transfer student applicants to the upper division of the Bachelor of Science in Nursing program must meet the transfer admission requirements of the University as outlined in the university catalog and at the Transfer (undergrad) website. Transfer applicants may state their preference for fall or spring entry into the upper division nursing program.

Acceptance into the upper division nursing program for the Bachelor of Science in Nursing degree is dependent on the following:

- A cumulative GPA of 3.0 or above. Transfer student GPA is computed from all college-level coursework taken. minimum of 3.0 GPA in all required prerequisite science courses.
- Completion of all nursing prerequisite courses. Prerequisite courses may be taken at any accredited college or university.
- Students may repeat one pre-requisite science course one time if they receive a grade of lower than a B-.
- Satisfactory completion of all clinical entry requirements, including background clearance, drug screen and immunizations.

## Internal Transfers

Current Saint Martin's students requests for internal transfer to the nursing major will be considered on a space available basis. Qualified applicants who wish to change their major to nursing must:

- meet the first-year admissions criteria outlined above.
- have a minimum cumulative GPA of 3.0 or higher in the prerequisite sciences taken at Saint Martin's University.
- earn a grade of B- or higher in all non-science prerequisite courses, and
- have a cumulative 3.0 GPA or higher in courses taken at Saint Martin's.

## BSN PREREQUISITE COURSES

BIO 141 General Biology and BIO 141 Lab  
BIO 228 Anatomy & Physiology I and BIO 228 Lab  
BIO 229 Anatomy & Physiology II and BIO 229 Lab  
BIO 251 Microbiology for Applied Health and BIO 251 Lab  
CHM 121 Introduction to Chemistry and CHM 121 Lab  
MTH 101 Intermediate Algebra  
MTH 201 Introduction to Statistics  
NUR/EXS 203 Human Nutrition  
PSY 215 Lifespan Development

## LPN to BSN Nursing Program

Transfer student applicants to the Licensed Practical Nurse (LPN) to Bachelor of Science in Nursing (BSN) program must meet the transfer admission requirements of the University as outlined in the university catalog and at the Transfer (undergrad) website.

Requirements for admission to the LPN to BSN Nursing Program

- Unrestricted Washington State Practical Nurse license.
- A cumulative GPA of 3.0 or above. Transfer student GPA is computed from all college-level coursework taken
- A minimum of 3.0 GPA in all required prerequisite science courses.
- Students may repeat one pre-requisite science course one time if they receive a grade of lower than a B.
- Satisfactory completion of all clinical entry requirements, including background clearance, drug screen and immunizations.

## RN to BSN Nursing Program

Requirements for admission to the RN to BSN Nursing Program admission to Saint Martin's University:

- Unrestricted Washington State Registered Nurse license. (Applicants currently enrolled in a nursing program may be offered provisional admission, pending passage of the NCLEX and receiving RN licensure which must be obtained by the end of the first semester in the program.)
- Associate degree in nursing, diploma in nursing, an international nursing education, or a non-nursing bachelor's degree.
- Competitive GPA, with a minimum grade of C in each nursing core and prerequisite course.
- Satisfactory completion of all clinical entry requirements, including background clearance, drug screen and immunizations.
- RN to BSN Admission Process:
- RN to BSN students can be admitted for any semester; applications will be received and reviewed on an ongoing basis
- Complete an application for admission to Saint Martin's as a transfer student
- Submit an official copy of transcripts from every college attended.
- Complete a FAFSA form for financial aid purposes.

Students wishing to transfer to the BSN major must meet with the Director of Nursing to apply for transfer into the major and to develop a plan of study.

Technical Standards: All nursing students must meet the Technical Standards of the nursing program, with or without reasonable accommodation to complete successfully the nursing program.

## Required Immunizations

All students must provide proof of vaccination for required vaccines on the Clinical Placements Northwest Passport and be fully vaccinated and boosted per current recommendations for COVID before starting upper division clinical courses.

All Clinical requirements for the semester are due by July 1 for Fall semester and December 1 for Spring semester. No annual or biennial requirements may expire during the semester and are due by July 1 for requirements expiring during Fall semester and by December 1 for requirements expiring in Spring semester.

## **REQUIRED COURSES OR OTHER DEGREE REQUIREMENTS—BACHELOR OF SCIENCE IN NURSING**

### **BSN Program Requirements**

All students must meet the university's graduation requirement of 120 total semester hours. Commonly, BSN graduates complete 128 semester hours of credit to complete the BSN degree at Saint Martin's. Students transferring from a community college must complete no less than 60 credits at Saint Martin's University.

### **BSN PROGRAM PROGRESSION**

All upper division nursing courses are taught in a sequential pattern. Once students enter the upper division courses, students must complete all courses in the semester to progress to the next semester in the program. Students must adhere to the curriculum sequence as outlined in this catalog. Failure to progress according to the program plan may result in dismissal or a significant delay in graduation.

Students must earn a grade of "C" or 2.0 in each upper division required nursing course. Students who do not earn a "C" or better in any course that is a prerequisite to another nursing course may not continue in the nursing program until the prerequisite course is repeated with a grade of "C" or better.

Students may only repeat one nursing course. Repeated classes will also include those from which a student has withdrawn. Permission to continue will be granted or denied based on the circumstance related to the failure and space availability in the course.

Withdrawal from a course in failing status is considered equivalent to a course failure.

The Department of Nursing reserves the right to withdraw nursing students who fail to achieve and maintain academic or clinical competence, or who do not demonstrate professional accountability or conduct. Unsafe and/or unethical practice constitutes grounds for immediate dismissal from the clinical component and/or the program.

All students must comply with confidentiality according to Health Insurance Portability and Accountability Act (HIPAA), Department of Nursing, and University regulations.

Graduates of the nursing program are eligible to take the NCLEX-RN exam to obtain licensure through the National Council of State Boards of Nursing.

### **ADDITIONAL COSTS**

Course fees are charged to each student's account each semester. These fees support the purchase of equipment, materials and supplies in the practice labs and clinical placements, external testing measures, as well as computer materials and software. The fee is paid with tuition following registration for nursing courses.

In addition to regular university costs, students must provide their own transportation between the University campus and the clinical areas beginning with the first upper division nursing course. Public transportation is limited, so provision for private transportation is essential.

Health requirement fees, student uniforms, textbooks, other learning materials, and any necessary equipment are the responsibility of the student. American Heart Association Basic Life Support (BLS) Provider card is required for all students and must be renewed every two years. A student's BLS card cannot expire in the middle of the semester and must be renewed by July 1 for cards expiring during Fall semester and by December 1 for cards expiring in Spring semester.

All upper division students are required to have a laptop computer for learning activities and testing. Laptop must be able to support nursing education software.

## **BACHELOR OF SCIENCE IN NURSING**

The curriculum plan for the traditional four-year student who does not have a registered nurse license is as follows:

### **First Year**

- COR 100 First year Seminar (4)
- COR 110 Religious Studies (3)
- COR 120 Critical Reasoning and Writing (4)
- CHM 121 Introduction to Chemistry and lab (4)
- BIO 141 General Biology and lab (4)
- MTH 101 Intermediate Algebra (3)
- NUR100 Introduction to Nursing (3)
- Electives (3 credits)

### **Second Year**

- BIO 228 Human Anatomy & Physiology I (4)
- BIO 229 Human Anatomy & Physiology II (4)
- BIO 251 or BIO 351 Microbiology for Applied Health with Laboratory (4)
- PSY 215 Lifespan Development (4)
- MTH 201 Introduction to Statistics (3)
- NUR 203 Human Nutrition (3)
- COR 210 Humanities (4)
- COR 240 Artistic and Creative Expression (3)
- COR 250 Historical and Political Studies (3)

### **Upper Division Nursing Courses**

#### **Junior I semester**

- NUR 301 Introduction to Professional Nursing (2)
- NUR 302 Foundations of Nursing Practice: Prevention and Promotion of Health (3)
- NUR 302L Foundations of Nursing Practice Lab (2)
- NUR 302C Foundations of Nursing Practice Clinical (1)
- NUR 303 Health Assessment (3)
- NURS 304 Pathophysiology and Pharmacology for Nursing Practice (4)
- 300 Level Core Class (3)

#### **Junior II semester**

- NUR 311 Nursing Management of Chronic Diseases (4)
- NUR 312 Nursing Management of Chronic Disease Practicum (3)
- NUR 313 Nursing Skills and Simulation Lab (2)
- NUR 350 Translating Research into Evidence Based Practice (3)
- COR 340W Ethics, Human Dignity, and Reason (4) (required for nursing)

#### **Senior I semester**

- NUR 310 Health Policy (3)
- NUR 401 Nursing Management of Acute or Complex Conditions (4)
- NUR 402 Nursing Management of Acute or Complex Conditions Practicum (4)
- NUR 403 Advanced Nursing Skills and Simulation Lab (2)
- NUR 420 Nursing Management of Childbearing and Childrearing Families (2)
- NUR 424 Nursing Management of Childrearing Families (2)

#### **Senior II semester**

- NUR 430 Nursing Leadership (3)
- NUR 410 Promoting Population Health in the Community (3)

NUR 412 Promoting Population Health in the Community Practicum (2)  
NUR 495 Transition to Professional Nursing Practice (2)  
NUR 499 Capstone (2)  
NUR 499C Synthesis Clinical Practicum (3)

## **BACHELOR OF SCIENCE IN NURSING — COURSE SEQUENCING FOR RUNNING START FIRST YEAR STUDENTS**

**Running Start students with a DTA progress to the upper division Nursing in their second year**

### **First year**

#### **Fall Semester**

COR 100 First year Seminar (4)  
COR 110 Religious Studies (3)  
NUR100 Introduction to Nursing (3)  
Electives (3 credits)

#### **Spring Semester**

COR 340W Ethics, Human Dignity, and Reason (4)  
NUR310 Health Policy (3)  
Elective (3-4)  
Elective (3-4)

### **Upper Division Nursing Courses**

#### **Junior I semester**

NUR 301 Introduction to Professional Nursing (2)  
NUR 302 Foundations of Nursing Practice: Prevention and Promotion of Health (3)  
NUR 302L Foundations of Nursing Practice Lab (2)  
NUR 302C Foundations of Nursing Practice Clinical (1)  
NUR 303 Health Assessment (3)  
NURS 304 Pathophysiology and Pharmacology for Nursing Practice (4)  
300 level Core class (3)

#### **Junior II semester**

NUR 350 Translating Research into Evidence Based Practice (3)  
NUR 311 Nursing Management of Chronic Diseases (4)  
NUR 312 Nursing Management of Chronic Disease Practicum (3)  
NUR 313 Nursing Skills and Simulation Lab (2)  
COR 340W Ethics, Human Dignity, and Reason (4) (required for nursing)

#### **Senior I semester**

NUR 310 Health Policy (3)  
NUR 401 Nursing Management of Acute or Complex Conditions (4)  
NUR 402 Nursing Management of Acute or Complex Conditions Practicum (4)  
NUR 403 Advanced Nursing Skills and Simulation Lab (2)  
NUR 420 Nursing Management of Childbearing Families (2)  
NUR424 Nursing Management of Childrearing Families (2)

#### **Senior II semester**

NUR 430 Nursing Leadership (3)  
NUR 410 Promoting Population Health in the Community (3)  
NUR 412 Promoting Population Health in the Community Practicum (2)  
NUR 495 Transition to Professional Nursing Practice (2)  
NUR 499 Capstone (2)  
NUR499C Synthesis Clinical Practicum (3)

## BACHELOR OF SCIENCE IN NURSING — COURSE SEQUENCING FOR TRANSFER STUDENTS

The curriculum plan for the transfer student who does not have a registered nurse license includes meeting the core curriculum and upper division nursing courses. Students with a Direct Transfer Agreement will take COR 110 Religious Studies, and the upper division nursing courses.

### Upper Division Nursing Courses

#### Junior I semester

- NUR 301 Introduction to Professional Nursing (2)
- NUR 302 Foundations of Nursing Practice: Prevention and Promotion of Health (3)
- NUR 302L Foundations of Nursing Practice Lab (2)
- NUR 302C Foundations of Nursing Practice Clinical (1)
- NUR 303 Health Assessment (3)
- NURS 304 Pathophysiology and Pharmacology for Nursing Practice (3)
- COR 110 Religious Studies (3)

#### Junior II semester

- NUR 350 Translating Research into Evidence Based Practice (3)
- NUR 311 Nursing Management of Chronic Disease (4)
- NUR 312 Nursing Management of Chronic Disease Practicum (3)
- NUR 313 Nursing Skills and Simulation Lab (2)
- COR 340W Ethics, Human Dignity, and Reason (4) (required for nursing)

#### Senior I semester

- NUR 310 Health Policy (3)
- NUR 401 Nursing Management of Acute or Complex Conditions (4)
- NUR 402 Nursing Management of Acute or Complex Conditions Practicum (4)
- NUR 403 Advanced Nursing Skills and Simulation Lab (2)
- NUR 420 Nursing Management of Childbearing and Childrearing Families (4)
- NUR 424 Nursing Management of Childrearing Families (2)

#### Senior II semester

- NUR 430 Nursing Leadership (3)
- NUR 410 Promoting Population Health in the Community (3)
- NUR 412 Promoting Population Health in the Community Practicum (2)
- NUR 495 Transition to Professional Nursing Practice (2)
- NUR 499 Capstone (2)
- NUR 499C Synthesis Clinical Practicum (3)

## LPN-TO-BSN PROGRAM REQUIREMENTS

All students must meet the university's graduation requirement of 120 total semester hours, which includes accepted transfer credit. A maximum of 90 semester hours (135 quarter hours) will be accepted in transfer toward fulfillment of requirements for the baccalaureate degree. Fifteen (15) semester hours of upper division credit will be awarded, based on verification of successful completion of the NCLEX- PN examination.

## CORE CURRICULUM REQUIREMENTS (PLEASE SEE THE CORE CURRICULUM SECTION OF THE CATALOG)

Information about core curriculum requirements, most of which may be satisfied by transfer credit, is found in the Academic Policies and Procedures section of this catalog. LPN to BSN students will be required to take COR 110 Religious Studies (3) and COR 340W Ethics, Human Dignity, and Reason (4).

## LPN TO BSN COURSE SEQUENCING

The curriculum plan for the LPN to BSN student is as follows:

#### Junior I semester

NUR 305 Foundations of Professional Nursing Practice/LPN Skills Review Lab (3)  
NUR 305C Foundations of Professional Nursing: LPN to BSN Clinical Practicum (1)  
NUR 306 Complex Pathophysiology/ Pharmacology (3)  
NUR 350 Translating Research into EBP (3)  
NUR 450 Care Coordination & Interprofessional Collaboration (3)

#### **Junior II Semester**

NUR 310 Health Policy (3)  
NUR 422 Advanced Nursing Management of Childbearing and Childrearing families (3)  
NUR 423 Childbearing Family clinical practicum: LPN to BSN (1)  
NUR 314 LPN to BSN Skills and Simulation Lab (2)  
NUR 410 Promoting Population Health in the Community  
NUR 415 Promoting Population Health in the Community Practicum for the LPN to BSN student (1)

#### **Senior I Semester**

NUR 405 Nursing Management of Complex Chronic or Acutely Ill Patients: LPN to BSN (4)  
NUR 406 Nursing Management of Complex Chronic or Acutely Ill Patients practicum (2)  
NUR 413 Advanced skills lab and simulation: LPN to BSN (1)  
NUR 430 Nursing Leadership (3)

#### **Senior II Semester**

NUR 480 Synthesis Practicum for LPN to BSN students (3)  
NUR 481 Transition to RN Practice/NCLEX Prep for RN to BSN students (3)  
NUR 491 Capstone (3)

## **RN-TO-BSN PROGRAM REQUIREMENTS**

All students must meet the university's graduation requirement of 120 total semester hours, which includes accepted transfer credit and at least 30 semester hours of course work completed at Saint Martin's University. A maximum of 90 semester hours (135 quarter hours) will be accepted in transfer toward fulfillment of requirements for the baccalaureate degree. Thirty semester hours of upper division credit will be awarded, based on verification of successful completion of the NCLEX-RN examination. Core Curriculum, nursing core and elective courses may be taken simultaneously. The program will be tailored as much as possible to meet the needs and interests of each student, taking into account the number and nature of credits accepted for transfer. Either part-time or full-time enrollment is possible.

## **RN-TO-BSN CORE CURRICULUM REQUIREMENTS (PLEASE SEE THE CORE CURRICULUM SECTION OF THE CATALOG)**

Information about core curriculum requirements, most of which may be satisfied by transfer credit, is found in the Academic Policies and Procedures section of this catalog. RN to BSN students will be required to take COR 110 Religious Studies (3) and COR 340W Ethics, Human Dignity, and Reason (4).

Nursing Core Courses (19 semester hours)

**Each core nursing course is offered at least once a year. Prerequisite or co-requisite course requirements may be waived if, in the judgment of the program director, it will significantly enhance the learning experience of the student.**

NUR 310 Health Policy (3)  
NUR 350 Translating Research into Evidence-Based Practice (3)  
NUR 410 Promoting Population Health in the Community (3)  
NUR 411 Promoting Population Health in the Community Practicum for the RN to BSN Student (1)  
NUR 430 Nursing Leadership (3)  
NUR 450 Care Coordination and Inter-professional Collaboration (3)  
NUR 490 RN to BSN Capstone (4)



# LACTATION CERTIFICATE

## VISION, MISSION, OR PURPOSE

Provide evidenced based education and clinical experiences for students to decrease the barriers for families and communities to receive high quality lactation care and improve health outcomes.

## PROGRAM OUTCOMES

Graduates of the Lactation Certificate at Saint Martin's University will be able to demonstrate the following:

- Skills and Competencies to Support the Breastfeeding Dyad
- Development of Advocacy Skills
- Explore roles for the lactation consultant to include finance models

## ACCREDITATION

The Lactation Certificate Program meets all the requirements for accreditation from Commission on Accreditation of Allied Health Education Programs (CAAHEP).

### **PATHWAYS to International Board Certified Lactation Consultant® (IBCLC®) certification**

**Pathway One:** 95 hours of didactic coursework, must practice as a recognized health profession (Dentist, Dietician, Degreed Nutritionist, Midwife, Nurse, Occupational Therapist, Pharmacist, Physical Therapist or Physiotherapist, Physician or Medical Doctor, Speech Pathologist or Therapist) and lactation specific hours (1000 hours in a paid position supporting lactation with supervision).

**Pathway Two:** 95 hours of didactic coursework and 300 hours of clinical practicum.

## ADMISSION REQUIREMENTS

Must meet university admission requirements as outlined in the University Catalog. A separate application to the Lactation Certificate program must be submitted.

## PREREQUISITE COURSES

- Human Anatomy & Physiology I - minimum of grade of C
- Human Anatomy & Physiology II - minimum of grade of C
- Medical Terminology, NUR302, or practicing health care provider

**Additional Courses required to be eligible for IBCLC Certification examination.**

- Biology
- Nutrition
- Statistics
- Psychology or Communication
- Sociology or Cultural Anthropology
- Lifespan Development

## PROGRAM REQUIREMENTS

All students must comply with confidentiality according to Health Insurance Portability and Accountability Act (HIPAA), Department of Nursing, and University regulations.

All students must be vaccinated according to current clinical site guidelines and maintain an active Basic Life Support certification.

Graduates of the Phase II Lactation Certificate program are eligible to take the International Board Certified Lactation Consultant® (IBCLC®) certification



## **ADDITIONAL COSTS**

Additional course fees are charged to students in the Lactation Consultant program to cover the costs of clinical practicums and supplies.

## **LACTATION CERTIFICATE REQUIRED COURSES**

LAC 200 Human Lactation I (3 credits)

LAC 201 Human Lactation II (2 Credits)

LAC 202 Human Lactation III (2 Credits)

LAC 203 Clinical Application of Human Lactation I (1 credit)

LAC 204 Clinical Application of Human Lactation II (1 credit)

LAC 205 Clinical Application of Human Lactation III (2 Credits)

LAC 206 Clinical Application of Human Lactation IV (2 Credits)

# PHILOSOPHY

## MINOR IN PHILOSOPHY

### FACULTY

**Ernesto Chavez**

*Instructor*

**Matthew Crom**

*Adjunct Faculty*

**Brian Garcia**

*Assistant Professor*

Philosophy surveys the history of human thought and studies the deepest concerns of human existence. It examines the intellectual heritage of the West in its historical roots and developments, but also addresses the central problems of the tradition in a systematic fashion, thereby giving the student a deeper insight into a significant aspect of his or her cultural heritage.

### Lower-Division Courses

PHL 201 Introduction to Philosophy

### Upper-Division Courses

15 semester hours chosen from:

PHL 301 Ethics

PHL 313 Philosophy of Being

PHL 314 Philosophy of Nature and Science

PHL 333 Social Philosophy

PHL 341 Philosophy of the Self

PHL 346 Contemporary Philosophy

or

PHL 397 Directed Study

# PHYSICS

## FACULTY

**Andrea Kunder**

*Associate Professor*

**Stephen Parker**

*Professor*

**Kathleen Ensenat**

*Adjunct Faculty*

## VISION, MISSION, OR PURPOSE

Physics seeks to explain the workings of the physical world encompassing a vast scale from elementary particles to the cosmos. Physics interacts with fields such as chemistry, biology, astronomy and engineering to provide a background for study in these areas.

The minor in physics is intended for students who major in related fields and are interested in progressing in physics beyond the introductory sequence.

## LEARNING OUTCOMES

Students who minor in physics will develop a deeper understanding of core physics principles and develop skills used by physicists, including laboratory techniques, mathematical and computational modeling, and research and presentation skills.

## REQUIRED COURSES OR OTHER DEGREE REQUIREMENTS

### MINOR IN PHYSICS (34 SEMESTER HOURS)

The minor consists of 31 semester hours of required courses and 3 upper-division

Semester hours in elective courses, drawn from the courses listed below

Lower-Division Required Courses (21 semester hours)

MTH 171 Calculus I

PHY 171 / 171L Introductory Physics / Laboratory

MTH 172 Calculus II

PHY 172 / 172L Introductory Physics / Laboratory

MTH 271 Calculus III

Upper-Division Required Courses (13 credits)

PHY 303 Modern Physics with Laboratory

PHY 314 Classical and Computational Mechanics

PHY 399 Explorations in Physics

One additional 3 semester hour upper-division course in a field of applied physics from the list below. Other elective courses may be counted toward the minor if, in the judgment of the department chair, they significantly enhance the student's learning experience in the program.

PHY 355 Solid State Physics

PHY 365 Astrophysics

PHY 395 Special Topics (with permission of chair).

# POLITICAL SCIENCE

## FACULTY

**Brandon Anderson**

*Adjunct Faculty*

**Linjun Wu**

*Visiting Assistant Professor*

## VISION, MISSION, OR PURPOSE

The political science major is designed to give students a foundation for understanding the political world. Students will investigate politics through four major subject areas: (1) American politics, (2) international and comparative politics, (3) power and inequality, and (4) history.

## LEARNING OUTCOMES

- Students will understand the basis of power in society, how that power is organized and exercised, and its impact on people's lives.
- Students will develop critical thinking, reading, and writing skills.
- Students will develop an informed and lasting interest in politics, including active participation in the political process.
- Students will develop the skills and knowledge to pursue careers in areas such as politics, law, public policymaking, journalism, the nonprofit sector, foreign service, business, activism, teaching, research, and government.

## BACHELOR OF ARTS IN POLITICAL SCIENCE

**Core Curriculum Requirements (Please see the Core Curriculum section of the catalog)**

### **Requirements:**

PLS 150 Survey of American Government and Politics

PLS 152: Global Issues

### **One course from the American Politics concentration:**

PLS 151 The Politics of U.S. Public Policy

PLS 310 American Foreign Policy

PLS 320 State and Local Politics

PLS 322 American Political Development

PLS 330 Cold War

PLS 364 U.S. Political Participation and Opinion

PLS 366 Congress and the Presidency

### **One course from the Comparative and International Politics concentration:**

PLS 200 International Relations

PLS 205 Comparative Politics

GPH 210 World Regional Geography

PLS 315 Politics of Globalization

PLS 325 History of the Vietnam War

PLS 340 Global Environmental Politics

PLS 352 Asia and the World

PLS 371 Model United Nations

PLS 376 Global Food Politics

PLS 377 Global Poverty and Development

**One course from the Power and Inequality concentration:**

PLS 360 Gender and Global Politics  
PLS 362 American Exceptionalism  
PLS 363 Race and American Politics  
PLS 367 U.S. Labor Politics  
PLS 368 American Political Thought  
PLS 372 Global Human Rights and Justice Movements  
PLS 377 Global Poverty and Development  
PLS 379 Judicial Process  
CJ 410 Law and Society  
PLS 420 Philosophy of Law  
PLS 430 Civil Liberties

**6 semester hours in History at the 300 level or above that align with any of the three PLS concentrations:**

**American Politics**

HIS 310 US Diplomatic History  
HIS 325 History of the Vietnam War  
HIS 326 Pacific Northwest History  
HIS 356 Colonial American History to 1763  
HIS 357 United States History 1763-1877  
HIS 358 United States History 1877-1945  
HIS 359 United States History Since 1945  
HIS 365 History of Civil War and Reconstruction

**Comparative and International Politics:**

HIS 344 Nineteenth Century European History  
HIS 347 Twentieth Century Europe  
HIS 410 History of Modern Egypt  
HIS 411 Modern Latin America  
HIS 413 History of Modern Africa  
HIS 415 History of the Modern Middle East

**Power and Inequality:**

HIS 305 History of American Women  
HIS 319 American Working Class History  
HIS 360 History of American Slavery  
HIS 365 History of the Civil War and Reconstruction  
HIS 370 History of American Immigration  
HIS 435 History of Capitalism

**Research Methods**

PLS 498 Research Methods in Political Science

**Senior Research**

PLS 499 Senior Seminar Paper

9 more semester hours at the 300 level or above from within any of the three PLS concentrations (American Politics; Comparative and International Politics; Power and Inequality) or the courses listed below:

PLS 195, 295, 395 Special Topics  
PLS 397 Directed Study  
PLS 390 Legislative and Administrative Internship (No more than six semester hours of credit in internships will count toward the political science major)  
PLS 490 Legislative and Administrative Internship (No more than six semester hours of credit in internships will count toward the political science major)

### **MINOR IN POLITICAL SCIENCE (18 SEMESTER HOURS):**

The political science minor offers students an introduction to the various subfields of political science and the opportunity to choose courses that enable them to go deeper into the field than the introductory courses.

#### **Requirements:**

PLS 150 Survey of American Government and Politics

PLS 152: Global Issues

3 semester hours from the above listed History courses

Complete 9 more semester hours from PLS courses in any of the subject areas, 6 semester hours at the 300 level or above

### **MINOR IN GLOBAL STUDIES (18 SEMESTER HOURS):**

The global studies minor enables students to take a focused set of courses from different disciplines in order to understand the historical, cultural, geographical, and political factors that impact global processes. The minor has three complementary goals. (1) It asks students to analyze the challenges that face an increasingly globalized society using the grounding and foundations of the liberal arts; (2) Makes students cognizant of the interplay between local and global processes; (3) Provides students with the intellectual tools they need to understand their place and responsibilities in this globalizing and interconnected world. With a minor in global studies, you'll be well prepared for careers in higher education, the non-profit sector, business, etc.

#### **Required Courses (9 credit hours)**

GPH 210 World Regional Geography

PLS 200 International Relations OR PLS 205 Comparative Politics

SOC 103 Cultural Anthropology

Non-western history courses (3 credit hours)

One course chosen from:

HIS 410 History of Modern Egypt

HIS 411 Modern Latin America

HIS 413 History of Modern Africa

HIS 415 History of the Modern Middle East

#### **Elective Courses (6 credit hours)**

Two electives chosen from:

BA 420 International Business and Global Economics

PLS 315 Politics of Globalization

PLS 325 History of the Vietnam War

PLS 340 Global Environmental Politics

PLS 352 Asia and the World

PLS 360 Gender and Global Politics

PLS 362 American Exceptionalism

PLS 371 Model United Nations

PLS 372 Global Human Rights and Justice Movements

PLS 376 Global Food Politics

PLS 377 Global Poverty and Development

SOC 396 Intercultural Communication

Or, any upper-division intercultural course with approval of the faculty advisor for Global Studies

# PSYCHOLOGY

## FACULTY

**Emily Coyle**

*Associate Professor*

**Mark Graham**

*Adjunct Faculty*

**Elizabeth Grasher**

*Adjunct Faculty*

**Jennifer Jamison**

*Adjunct Faculty*

**Michael McGuire**

*Adjunct Faculty*

**Lindsay Meyer**

*Assistant Professor*

**Julie Prosser**

*Assistant Professor*

## VISION, MISSION, OR PURPOSE

The Department of Psychology holds the following objectives for majors, aligned with the American Psychological Association's goals for the undergraduate psychology major.

The department structures coursework and field placements to integrate experiential learning with rigorous study of psychology as the scientific study of human beings. The department's curriculum does not emphasize any single school of thought. Instead, it provides a broad-based education in psychology that gives students completing the program the skills and self-confidence to use a variety of perspectives in their work with people. Students have the option to develop research skills and obtain focused research experience through the two semester research concentration, declared separately in addition to the major.

## LEARNING OUTCOMES

- To provide students with a knowledge base in psychology through classroom work and field experience.
  - Aligns with APA Guideline 1: A knowledge base in psychology
- To cultivate in students the skills required for scientific inquiry and critical thinking.
  - Aligns with APA Guideline 2: scientific inquiry and critical thinking
- To foster students' ethical development and understanding of social responsibility in an increasingly diverse world.
- Aligns with APA Guideline 3: ethical and social responsibility in a diverse world
- To grow students' capability for oral and written communication of psychological research, methods, and technical style.
  - Aligns with APA Guideline 4: communication
- To help prepare students for entry-level positions in human services professions or graduate study in psychology and related fields.
  - Aligns with APA Guideline 5: professional development

## REQUIRED COURSES OR OTHER DEGREE REQUIREMENTS

### BACHELOR OF ARTS IN PSYCHOLOGY

Bachelor of Arts in Psychology

**Core Curriculum Requirements (Please see the Core Curriculum section of the catalog)**

**Major in Psychology (39-41 semester hours)**

**Major in Psychology with Research Concentration (42-45 semester hours)**

Required PSY and MTH core courses:

Introductory Psychology

PSY 101 Introductory Psychology

PSY 215 Lifespan Development  
MTH 201 Introduction to Statistics  
PSY 240 Research Methods

Four courses drawn from each of the following topical areas (1+ course per area for 4 courses total):

**One course in Cultural Competence**

PSY 315 Psychology of Religion and Spirituality  
PSY 375 Multicultural  
PSY 385 Psychology of Gender

**One course in Experimental Psychology**

PSY 320 Social Psychology  
PSY 333 Biological Psychology  
PSY 420 Personality Theories  
PSY 430 Learning, Cognition, and Behavior

**One course in Clinical/Counseling Psychology**

PSY 335 Abnormal Psychology  
PSY 340 Interviewing  
PSY 345 Counseling Theories

**One additional upper division elective:**

Other 300-400 level PSY courses as available, including topical courses listed in section 2, PSY 395 Special Topics courses, and research courses, but excluding the courses a student uses to satisfy the research concentration (if applicable; see below)

**Internship requirement:**

PSY 390 OR  
PSY 394

**Applied Internship (minimum 3 credits)**

**Capstone requirement:**

PSY 499 Senior Seminar

**Optional Research Concentration**

(Optional for major, strongly advised for students interested in graduate study)

For students seeking the research concentration, the equivalent of one year of research (two semesters) is required although additional experiences are strongly recommended. This can be met through the empirical capstone sequence OR through multiple or extended research internships:

PSY 498 Advanced Research Methods and PSY 499 Senior Seminar (4.0 credits each, must be completed in sequence)  
OR  
PSY 394 Research Internship I and PSY 494 Research Internship II (minimum 3.0 credits each).  
OR  
PSY 394 Research Internship I and PSY 394 Research Internship I (minimum 3.0 credits each, under different supervisors)

**MINOR IN PSYCHOLOGY (23-24 SEMESTER HOURS)**

**Required PSY core courses:**

PSY 101 Introductory Psychology  
MTH 201 Introduction to Statistics  
PSY 240 Research Methods

**One course in Cultural Competence**

PSY 315 Psychology of Religion and Spirituality  
PSY 375 Multicultural  
PSY 385 Psychology of Gender

Eight credits drawn from among the following topical areas (at least one course must come from the Experimental Psychology cluster):



**Experimental Psychology**

PSY 320 Social Psychology

OR

PSY 333 Social Psychology

OR

PSY 420 Social Psychology

OR

PSY 430 Learning and Cognition

**Clinical/Counseling Psychology**

PSY 335 Abnormal Psychology

PSY 340 Interviewing

PSY 345 Counseling Theories

Additional upper division electives

Other 300-400 level PSY courses, including topical courses listed in section 2 and PSY 395 Special Topics courses

# PUBLIC HEALTH

The minor in Public Health program at Saint Martin's University is designed for students from a variety of disciplines who wish to augment their major by exploring the key components of public health.

## VISION, MISSION, OR PURPOSE

Public health protects and improves the health of individuals, families, communities, and populations, locally and globally. Public health focuses on preventing disease and injury by promoting healthy lifestyles through education programs, policy development, controlling infectious disease, reducing environmental hazards, violence, substance abuse and injury (Association of Schools & Programs of Public Health [ASPPH], 2020). There is a growing need for public health skills in all professions as corporations, schools, private and public entities are faced with developing plans to keep their citizens, students, employees and customers safe.

A Saint Martin's University student who earns a minor in Public Health will live out the university core values of faith, reason, service, and community, by being committed to making a positive difference in the lives of others by working to address health disparities and improve the health of the population.

Coursework in the Public Health minor includes foundational courses in Public Health, Statistics, Epidemiology, and electives chosen to broaden the student's knowledge of public health issues including policy, health disparities, nutrition, environmental health, global health, and applied sciences relevant to public health.

The Public Health minor provides applied health content for students seeking admission to dental, medical, pharmacy, physical therapy, and other professional schools. Graduates with a Public Health minor are well situated for graduate studies in psychology, sociology, social work, public health, and related fields.

## LEARNING OUTCOMES

- Identify the history, philosophy and core functions of public health
- Describe the methods and tools of public health data collections, use and analysis to address public health problems.
- Describe causes and risk factors for the major areas of public health focus, including but not limited to health disparities, infectious disease, chronic disease, and determinants of mortality and morbidity, among local, regional and global populations.
- Describe the legal, ethical, economic, and regulatory dimensions of public health policy.
- Discuss major local, national, and global health challenges.
- Outline approaches for assessing and controlling environmental hazards that affect community health.

## PROGRAM OF STUDY

The Public Health minor consists of 9.0 required semester hours and 12.0 semester hours of electives.

## MINOR IN PUBLIC HEALTH

The minor in Public Health program at Saint Martin's University is designed for students from a variety of disciplines who wish to augment their major by exploring the key components of public health.

### Required Courses (9.0 semester hours)

PBH 201 Introduction to Public Health

PBH 301 Fundamentals of Epidemiology

One of the following:

MTH 201 Statistics

BIO 301 Biostatistics

BA 201 Business Statistics

### Approved Elective Courses (12.0 semester hours)

COR 140 World Language

BIO 121 Human Biology w/lab

BIO 141 General Biology w/ lab

NUR/EXS 203 Human Nutrition

PLS 151 Politics of US Public Policy

SOC 102 American Social Problems

PSY 343 Health Psychology  
NUR 310 Health Policy  
PSY 353 Drugs, the Family, and Society  
ENV 330 Climate Change  
SJ 370 Social Action  
SOC 301 Child Welfare  
SOC 440 Death, Dying, and Grief  
BIO 251/351 Microbiology  
BIO 352 Advanced Microbiology  
BIO 375 Genetics  
SOC 302 Sex, Race, and Disability  
TRM 400 Trauma: Theories, Ethics, and Impacts  
PBH 210 Global Health  
PBH 310 Population Health Management  
PBH 390 Internship  
PBH 395 Topics in Public Health

# SOCIAL JUSTICE

## FACULTY

**Robert Hauhart**  
*Professor*

## VISION, MISSION, OR PURPOSE

The Social Justice program offers an interdisciplinary minor that focuses on non-legal forms of justice, and the corresponding societal settings for injustice, in society. In addition to courses exclusively listed in Social Justice, select courses from Criminal Justice, Political Science, History, Sociology, and related areas contribute to the curriculum as electives. Students interested in acquainting themselves with the history, development, impact, and contemporary status of social justice initiatives may minor in Social Justice in support of their major field of study.

## LEARNING OUTCOMES

Students who complete the minor in Social Justice will demonstrate familiarity with the structure of society and develop the ability to analyze issues of inequity across institutions, organizations, and governmental functions. Students will participate in two types of classes. First, students will take traditional classes that emphasize critical thinking, issue analysis, peer discussion, and oral and written communication, demonstrating proficiency in both speaking and writing. Second, students will participate in courses that prepare them for engagement in advocacy and human-rights work within local community justice initiatives as well as national and international nongovernmental organizations. These courses will include independent learning and field experiences with social justice organizations.

## MINOR IN SOCIAL JUSTICE (21 SEMESTER HOURS)

The minor requires completion of 9 required semester hours and 12 or more upper-division elective semester hours, drawn from the courses listed below.

### Required Courses

- SJ 110/SOC 110 Introduction to Social Justice
- SOC 333 Women, Culture and Society
- CJ 430/PLS 430 Constitutional Safeguards and Individual Liberties

### Approved Elective Courses

Electives may include up to 6 semester hours of internship credit. Additional courses may be cross-listed for social justice credit on an occasional basis. Other elective courses may be counted toward the minor if, in the judgment of the program director, they significantly enhance the student's learning in the program.

- SJ 301 Social Justice in Literature
- SJ 310 Social Justice in Film
- RLS 310 Religion in America
- CJ/SOC/307 Gender, Crime and Law
- SOC 316 History of Women in North American Social Work: 1848-1945
- HIS 319 United States Working Class History
- SOC 370 Social Action
- ENG 350 Gender and Sexuality in Literature
- SJ 390 Internship
- SJ 395 Special Topics
- SJ 397 Directed Study

# SOCIAL WORK

## FACULTY

**Hunhui Oh**

*Associate Professor*

**Katya Shkurkin**

*Professor Emeritus*

## VISION, MISSION, OR PURPOSE

The Bachelor of Social Work (BSW) program, a bachelor of science degree, prepares students for entry level generalist practice in the field of social work.

The interdisciplinary curriculum is designed to provide a broad theoretical base for students to draw from for social work practice.

## LEARNING OUTCOMES

Its goals are to:

- increase student knowledge of social work values and methods as an approach to intervening in human problems;
- increase student practice competencies in providing social work services to a diverse population in diverse life situations;
- encourage students to develop ethical and analytical thinking essential for professional social work;
- increase students' awareness of the broad profession of social work, including social welfare history, research, practice and graduate-level opportunities.

The social work major is offered only at the University's Lacey campus.

The Social Work Program offers the following degree program and options:

- Bachelor of Social Work
  - Substance Use Disorder Concentration
  - Trauma Studies Concentration
  - Victim's Services Concentration
- Social Work Minor
- Substance Use Disorder Minor
- Trauma Studies Minor

## BACHELOR OF SOCIAL WORK

**Core Curriculum Requirements (Please see the Core Curriculum section of the catalog)**

**Lower-Division Courses (20 semester hours)**

BIO121 & BIO 121L Human Biology/Human Biology Lab

ECN 201 Principles of Microeconomics

PSY 101 Introduction to Psychology or PSY 215 Lifespan Development

SOC 101 Modern Society and Culture or SOC 102 American Social Problems

SW 210 Introduction to Social Work

SW 240 Research Methods and Statistics

**Upper-Division Courses (40 semester hour minimum)**

SW 310 Human Behavior in the Social Environment

SW 340 Interviewing and Assessment

SW 344 Case Management and Advanced Interviewing

**Choose 3 from:**

CDP 400, 401, 402

TRM 400, 401, 402

SW 400, 401

SW 395, 397

Any upper division PSY course

Any upper division SOC course

SW 389 Pre-Internship Seminar

SW 390 Internship, taken concurrently with SW 391 Internship Seminar

SW 490 Advanced Internship, taken concurrently with SW 491 Advanced Internship Seminar (session 1)

SW 492 Advanced Internship, taken concurrently with SW 493 Advanced Internship Seminar (session 2)

SW 498 Macro Social Work Practice and Research

SW 499 Senior Seminar

*NOTE: Before enrolling in an upper-division internship (SW 490), students must meet the following requirements: Complete 12 semester hours of required major courses on the Lacey campus*

*Complete SW 210, SW 340, SW 344, SW 390 and SW 391 with a grade of "B" or better*

*Have an overall grade point average of at least 2.7*

*Internships may count for up to 27 semester hours toward graduation. A minimum of 12 semester hours of internships, which must include 3 semester hours of SW 390 and 9 semester hours divided between SW 490 and SW 492 are required.*

*PLEASE NOTE: Students wishing to have a study concentration or minor appear on their official transcripts are required to declare this concentration or minor with the Office of the Registrar at least one semester prior to degree completion.*

**Substance Use Disorder Concentration (10 credits)**

**This substance use disorder concentration is for BSW students who want additional knowledge and skills in substance use disorder and addictions. Students will be prepared for the Washington State Substance Use Disorder Professional Credentialing.**

CDP 400: Understanding Addiction: Theories, Ethics, and Physiological Impacts

CDP 401: Treatment of Addictions: Individual, Families, and Group Counseling

CDP 402: Chemical Dependency Systems, Policies and Laws

**Trauma Studies Concentration (10 credits)**

**This concentration is for BSW students who want additional knowledge and skills in understanding and treating individuals who have experienced trauma.**

TRM 400: Trauma: Theories, Ethics, and Impacts

TRM 401: Treatment of Trauma: Individual, Families, and Group Counseling

TRM 402: Trauma Systems, Policies and Laws

**Victim's Services Concentration (10 credits)**

**This concentration is for BSW students who want additional knowledge and skills in understanding and treating individuals who are victims of crime or survivors.**

SW 400: Working with Crime Victims

SW 401: Treatment of Crime Victims

TRM 402: Trauma Systems, Policies and Laws

**SOCIAL WORK MINOR (20 SEMESTER HOURS)**

**For non-social work majors, who are looking to supplement their social science education with experiential learning.**

SW 210 Introduction to Social Work

SW 240 Research Methods and Statistics or PSY 240 Research Methods

SW 310 Human Behavior in the Social Environment

SW 340 Interviewing and Assessment

SW 344 Case Management and Advanced Interviewing

SW 389 Pre-Internship Seminar

SW 390 Internship

SW 391 Internship Seminar

## **SUBSTANCE USE DISORDER MINOR (19 CREDITS)**

This substance use disorder minor is for non-social work students who want additional knowledge and skills in substance use disorder and addictions.

SW 210 Introduction to Social Work

SW 340 Interview and Assessment

PSY 335 Abnormal Psychology

CDP 400 Understanding Addiction: Theories, Ethics, and Physiological Impacts

CDP 401 Treatment of Addictions: Individual, Families, and Group Counseling

CDP 402 Chemical Dependency Systems, Policies and Laws

## **TRAUMA STUDIES MINOR (19 CREDIT MINIMUM)**

This minor is for non-social work students who want additional knowledge and skills in understanding and treating individuals who have experienced trauma.

SW 210 Introduction to Social Work

SW 340 Interviewing and Assessment

TRM 400 Trauma: Theories, Ethics, and Impact

TRM 401 Treatment of Trauma: Individual, Families, and Group

TRM 402 Trauma Systems, Policies and Laws

### **Elective One of the following electives:**

GIS 200 Intro to Gender and Identity Studies

GIS 250 Men and Masculinities

PSY 215 Lifespan Development

PSY 335 Abnormal Psychology

PSY 445 Trauma & Recovery

SOC 333 Women, Culture, and Society

SOC/SJ 110 Intro to Social Justice

SW 400 Working with Victims of Crime

SW 401 Treatment with Crime Victims

Other trauma-related electives (needs to be pre-approved by the department)

# SOCIOLOGY AND CULTURAL ANTHROPOLOGY

## FACULTY

**Robert Hauhart**

*Professor*

**Victor Kogan**

*Professor emeritus*

## VISION, MISSION, OR PURPOSE

The Sociology and Cultural Anthropology Program is an interdisciplinary major designed to prepare students for work in a variety of fields, including sociological consulting, applied anthropology consulting, museum studies and a variety of service careers in both the public and private sector.

## LEARNING OUTCOMES

- Demonstrate a general understanding of core sociology and cultural anthropology concepts/principles and core ethnographic literature, and Social Problems
- Demonstrate understanding of the historical development of anthropology and sociology, and demonstrate an understanding
- prominent theories and schools of thought.
- Demonstrate an understanding of sociological and anthropological research including both quantitative and qualitative research designs.
- Design and completes an individually created research project that draws on disciplinary research methods and social theory, and demonstrates both verbally and in writing a satisfactory Senior Thesis that meets professional standards.

## BACHELOR OF ARTS IN SOCIOLOGY AND CULTURAL ANTHROPOLOGY

Core Curriculum Requirements (Please see the Core Curriculum section of the catalog)

Major in Sociology/Cultural Anthropology (39 semester hours)

### Lower-Division Courses

SOC 101 Modern Society and Culture  
SOC 102 American Social Problems  
SOC 103 Introduction to Cultural Anthropology  
SOC 240 Research Methods

Upper-Division Courses (27 upper-division semester hours in sociology and cultural anthropology, including:)

SOC 318 History of Sociology and Anthropology  
SOC 320 Social Psychology  
SOC 350 Social Theory  
SOC 450 Advanced Research for the Social Sciences  
SOC 499 Sociology Seminar

## MINOR IN SOCIOLOGY AND CULTURAL ANTHROPOLOGY (21 SEMESTER HOURS)

### Lower-Division Courses

SOC 101 Modern Society and Culture  
SOC 102 American Social Problems  
SOC 240 Research Methods

Upper-Division Courses (12 semester hours of electives in sociology and cultural anthropology)



# SUSTAINABLE FOOD SYSTEMS

## FACULTY

**Jeff Birkenstein**

*Professor*

**Robert Bode**

*Associate Professor*

**Aaron Coby**

*Dean*

**Sam Fox**

*Associate Professor*

**Megan Friesen**

*Assistant Professor*

**Irina Gendelman**

*Professor*

**Trees Smith**

*Adjunct Faculty*

## VISION, MISSION, PURPOSE (TITLE)

This program elucidates and embodies university themes and Benedictine values of stewardship, community, and hospitality. Learning the principles and implementation of sustainable food systems will prepare our students for a lifetime of service in the community in helping create a more equitable and environmentally healthy food system.

## LEARNING OUTCOMES

- Demonstrate an understanding of ecological principles
- Define the crucial elements of a healthy farm and permaculture ecosystem
- Implement and interpret community input into community gardening and permaculture projects
- Illustrate the issue of food injustice in the United States as related to access, health, labor, and environmental impacts
- Demonstrate an understanding of key events and theories in American environmental history

## MINOR IN SUSTAINABLE FOOD SYSTEMS

**Core Curriculum Requirements (Please see Core Curriculum section of the catalog)**

**Minor in Sustainable Food Systems (15 semester hours, including:)**

**Lower Division Courses (3 semester hours, including:)**

ENV101 Gleaning and Foraging in the Pacific Northwest

**Upper Division Courses (12 semester hours, including:)**

HIS329 American Environmental History

ENV315 Introduction to Sustainable Agriculture

ENV/SJ 310 Food Justice, Sovereignty, and Community Resilience

ENV335 Principles and Implementation of Permaculture

# THEATRE ARTS

## FACULTY

**Darrell Born**

*Associate Professor*

## VISION, MISSION, OR PURPOSE

The Theatre Arts Program seeks to integrate the study of dramatic literature and theatre history with theatrical practice as a means of developing intellectual, physical and spiritual adventurousness, openness of mind and increased understanding of the range of human experience.

## LEARNING OUTCOMES

Courses prepare students for graduate studies, secondary school teaching certificates and professional lives in which written and interpersonal communication, aesthetic judgment, emotional understanding and organizational ability are of primary concern.

## ADMISSION REQUIREMENTS

To help ensure the long-term success of theater majors, minors, or education endorsements, students are asked to audition for entrance into the program. Your audition at Saint Martin's is designed to be a positive experience, where you can meet and interact with Saint Martin's theater faculty. The auditions take place on campus during an audition day or via recording. For specific theater requirements contact Professor Darrell Born.

## BACHELOR OF ARTS IN THEATER ARTS

**Core Curriculum Requirements (Please see the Core Curriculum section of the catalog)**

**Major in Theatre Arts (38 semester hours, at least 21 of which are upper-division)**

THR 201 Fundamentals of Theatrical Design and Technology

THR 211 Acting I

THR 302 Play Writing

THR 305 Styles, Periods and Practices in Theatre

THR 311 Acting II

THR 450 Directing Practicum (must have three semester hours credit)

ENG 251 British Literature I (to 1789)

ENG 314 Drama and Performance Studies

12 semester hours chosen from: THR 250/350 Acting Practicum; THR 290/390 Internship; THR 320 Scene Design; THR 330 Costume Design; THR 340 Lighting Design; THR 260/360 Design/Tech Practicum

*NOTE: All students majoring in theatre arts are expected to work on each production each semester.*

THR 250, 260, 290, 350, 360, 390 and 450 are offered on a variable-credit basis. The number of semester hours of credit, 1 to 4, earned will be based on the size and/or complexity of the role to be played or the production support tasks being undertaken.

Proficiency in a foreign language is strongly recommended for those intending to apply for graduate studies leading to a master's and/or doctoral degree.

## MINOR IN THEATRE ARTS (21 SEMESTER HOURS)

THR 201 Fundamentals of Theatrical Design and Technology

THR 211 Acting I

THR 250/350 Acting Practicum (must have three semester hours credit)

One course chosen from: THR 305 Styles, Periods and Practices in Theatre; THR 311 Acting II

One course chosen from: ENG 251 British Literature I (to 1789); ENG 314 Drama and Performance Studies

Three semester hours chosen from: THR 290/390 Internship; THR 320 Scene Design; THR 330 Costume Design; THR 340 Lighting Design; THR 260/360 Design/Tech Practicum

Three semester hours chosen from: THR 302 Play Writing; THR 450 Directing Practicum

## **REVISED WASHINGTON STATE EDUCATION ENDORSEMENTS**

For information on the Washington state teacher education endorsement in drama, please refer to the requirements as outlined in the Education section of the Academic Catalog. **WORLD LANGUAGES.**

# THEOLOGY AND RELIGIOUS STUDIES

## FACULTY

**Patrick Cooper**

*Associate Professor*

**Br. Luke Devine, O.S.B. '01**

*Associate Professor*

**Ramon Luzarraga**

*Chair, Associate Professor*

**Fr. Kilian J. Malvey, O.S.B. '64**

*Professor*

**Ian Werrett**

*Professor*

## VISION, MISSION, OR PURPOSE

The Theology and Religious Studies Department is rooted at the heart of Saint Martin's identity as a Catholic and Benedictine University and thus proudly and hospitably serves our diverse community of students. Our courses invite students to engage in questions posed since ancient times by various religions, and of Catholic Christianity in particular, such as the ultimate meaning of human existence in relation to God and the establishment of an ethical society. We encourage students to appreciate the influence of religion throughout human history and in current global affairs as foundational for further, deeper reflection on religious belief as transformative of the human person in their theological, spiritual, artistic, social, ethical, narrative, and scriptural dimensions.

We critically uphold the importance of the study of religions and the dynamics of faith in the light of reason and engagement with perspectives from other academic disciplines. Beyond the courses we offer for the religiously-diverse student body of Saint Martin's University through the core curriculum, we invite any student interested in deeper exploration to consider a major or minor in Theology and Religious Studies. Majors choose a concentration in either Theology or Religious Studies, but must take coursework in both areas, supplemented by courses in Biblical Studies.

## LEARNING OUTCOMES

- Demonstrate the ability to apply ethical values and religious beliefs to life.
- Demonstrate a broad understanding of the world's religious traditions, teachings, and practices.
- Demonstrate a broad understanding of various Christian traditions with particular attention to Catholicism within the context of the Benedictine tradition of Saint Martin's University.
- Demonstrate the ability to express oneself independently, both orally and in writing, about specific topics in Theology and Religious Studies with supporting insights from sacred scriptures.
- Demonstrate an understanding of biblical texts, approaches to their study, and appreciation of their foundational contributions to Theology and Religious Studies.
- Demonstrate the ability to interpret religious objects, images, and primary religious texts in English.

## BACHELOR OF ARTS IN THEOLOGY AND RELIGIOUS STUDIES

Core Curriculum Requirements (Please see the Core Curriculum section of the catalog)

**Major in Theology and Religious Studies (33 semester hours)**

**Lower-Division Courses (9 semester hours)**

RLS 110 or COR 110 Introduction to Religious Studies

RLS 200 Modern Theories of Religion

RLS 255 Theological Anthropology

**Upper-Division Courses (24 semester hours)**

Successful completion of the requirements for one of the concentrations below and RLS 499.

**Concentrations**

**Theology: 15 semester hours from RLS 350-376 and 6 semester hours from RLS 300-339.**

**Religious Studies: 15 semester hours from RLS 300-339 and 6 semester hours from RLS 350-376.**

In consultation with the student's advisor, requirements for these concentrations may be satisfied by taking RLS 397 (Directed Study), RLS 398 (Internship), and/or RLS 399 (Spiritual Life Institute).

3 semester hours in RLS 499 - Senior Thesis

### **MINOR IN THEOLOGY AND RELIGIOUS STUDIES (18 SEMESTER HOURS)**

#### **Lower Division Courses (9 semester hours)**

RLS 110 or COR 110 Introduction to Religious Studies

RLS 200 Modern Theories of Religion

RLS 255 Theological Anthropology

#### **Upper Division Courses (9 semester hours) Choose one option below:**

6 semester hours from RLS 300-339 and 3 semester hours from 350-376.

6 semester hours from RLS 350-376 and 3 semester hours from 300-339

In consultation with the student's advisor, requirements for these concentrations may be satisfied by taking RLS 397 (Directed Study), RLS 398 (Internship), and/or RLS 399 (Spiritual Life Institute).

# CERTIFICATE IN HISPANIC MINISTRY

## FACULTY

**Patrick Cooper**  
*Associate Professor*

**Br. Luke Devine, O.S.B. '01**  
*Associate Professor*

**Ramon Luzarraga**  
*Chair, Associate Professor*

**Fr. Kilian J. Malvey, O.S.B. '64**  
*Professor*

**Ian Werrett**  
*Professor*

## VISION, MISSION, OR PURPOSE

This certificate gives students a background in theology, intercultural engagement, catechesis, and ministry from a Hispanic perspective. It prepares students for future study in this ministry.

## LEARNING OUTCOMES

- Articulate an understanding of the foundational principles of the Catholic faith expressed in the Creed through the ecclesial experience of Hispanics in the United States.
- Reflect on the personal experience of Hispanics, both personal and communal, through the study of Scripture, Tradition, Christian theological anthropology, and documents of the Bishops of the United States.
- Through cohort study develop a community of missionary disciples through experiences of encounter with the practice of collaboration with others engaged in Church ministry and evangelization.
- Prepare men and women for ministry and service within the Church, incorporating key insights from *Viña del Señor*, by focusing upon the four pillars of formation: human, intellectual, pastoral and spiritual.

## Required Courses and Other Degree Requirements

### Required Courses (6 semester hours)

RLS376 Topics in Theology

RLS383 Introduction to Multicultural Ministry

### Elective Courses (15 semester hours) with approval of academic advisor, choose from options below:

RLS200-499 Religious Studies

PHL295-495 Philosophy

# WORLD LANGUAGES

## FACULTY

**Brother Boniface V. Lazzari, O.S.B.**

*Associate Professor*

**Fumiko Brown**

*Adjunct Faculty*

**Kathleen McKain**

*Associate Professor*

**Alessandra Rush**

*Adjunct Faculty*

## VISION, MISSION, OR PURPOSE

Learning a world language is an integral part of any liberal arts education. The study of a world language not only opens the door to knowledge and understanding of another culture rich in literature and history, but also can afford a better comprehension of the student's own language and of how languages work in general. In addition, knowledge of a world language is a marketable skill. Knowledge of a world language offers students additional opportunities in an increasingly international market.

The Department of World Languages offers beginning through advanced courses in Chinese, French, Japanese and Spanish. Beginning Russian courses are also offered every other year. The department offers a minor in both French, and Japanese Studies, and Spanish. Studies.

## LEARNING OUTCOMES

Students will be able to

- Achieve oral language competency:
  - Students should demonstrate oral language competence in listening and speaking appropriate to the level studied through participating in such activities as oral drills, question/answer, dictation, and oral presentations through workbook exercises that are accompanied by oral activities.
- Achieve competency in reading a world language:
  - Students should be able to complete in-class exercises and activities, assignments outside of class, and quizzes and tests.
- Achieve competency in writing a world language:
  - Students should be able to write textbook exercises, workbook activities, translation, compositions, exams and papers.
- Demonstrate cultural and global awareness:
  - Students will show this through academic and cultural activities such as drawing maps that show the influence of the world language, responses to written and oral testing, doing research and giving presentations about a target country and its culture, or participating in study abroad in the target culture.

## REQUIRED COURSES OR OTHER DEGREE REQUIREMENTS

### MINOR IN FRENCH (18 SEMESTER HOURS OR EQUIVALENT)

#### Lower-Division Courses:

FRN 201 Intermediate French

FRN 202 Intermediate French

#### Upper-Division Courses:

#### Four three-credit courses at the FRN 300- or 400-level

FRN 301 May be repeated for credit. French Composition and Conversation 3

FRN 310 May be repeated for credit. Francophone Cinema 3

FRN 326 May be repeated for credit. Introduction to Francophone Literature 3

FRN 395 May be repeated for credit. Special Topics, French 1-4

FRN 397 May be repeated for credit. Directed Study, French 1-3

FRN 401 May be repeated for credit. Advanced Francophone Literature 3

FRN 495 May be repeated for credit. Special Topics, French 1-4

*Note: These courses must be conducted in French in order to count toward the French Minor.*

The minor in French is based on French language proficiency. As such, students who can demonstrate proficiency beyond the 200-level may request that up to a maximum of six credits required for the minor may be waived, i.e., for FRN 201 and/or FRN 202. At least one course of those required for the minor must be taken at Saint Martin's University.

Students also have the option of completing a minor in French through World Language Department-approved study abroad programs.

See department chair for more information.

## **MINOR IN JAPANESE STUDIES (20 SEMESTER HOURS OR EQUIVALENT)**

Students also have the option of completing a minor in Japanese Studies through the World Language Departments – approved student abroad programs. See department chair for more information.

### **Lower-Division Courses (13 semester hours of Japanese language, including:)**

COR140J Introduction to Japanese

JPN 102 Introduction to Japanese, cont.

JPN 201 Intermediate Japanese

JPN 202 Intermediate Japanese, cont.

### **Upper-Division Courses**

Six semester hours in courses numbered 300 or above in Japanese studies or selected from the following (must include one non-language course):

JPN 301 Advanced Japanese;

JPN 302 Advanced Japanese, cont.;

JPN 395 May be repeated for credit. Special Topics;

JPN 495 May be repeated for credit. Special Topics;

PLS 352 Asia and the World or other courses numbered 300 or above that relate to Asian history and culture, subject to approval by the chair of the Department of World Languages.

## **SPANISH MINOR (15-21 CREDITS OR EQUIVALENT)**

### **Lower-Division Courses:**

SPN201 (3) Prerequisite: SPN102 or placement

SPN202 (3) Prerequisite: SPN201 or placement

### **Upper-Division Courses:**

Four three-credit courses at the SPN 300- or 400-level chosen from the following:

SPN301 (3) Spanish Composition and Conversation

May be repeated for credit. Prerequisite: SPN202, placement or instructor permission.

SPN310 (3) Hispanic Theater and Cinema.

May be repeated for credit. Prerequisite: SPN202, placement or instructor permission.

SPN326 (3) Introduction to Hispanic Literature

May be repeated for credit. Prerequisite: SPN202, placement or instructor permission.

SPN395 (1-4) Special Topics: Spanish

May be repeated for credit. Prerequisite: SPN202, placement or instructor permission.

SPN401 (3) Advanced Hispanic Literature

May be repeated for credit. Prerequisite: 300-level Spanish course, placement or instructor permission.

SPN495 (1-4) Special Topics: Spanish

May be repeated for credit. Prerequisite: 300-level Spanish course, placement or instructor permission.

Note: 300- and 400-level courses must be conducted in Spanish in order to count toward the Spanish minor.

**One elective chosen from the following:**



HIS211 History of Latin American Civilization (3)

HIS411 Modern Latin America (3)

The minor in Spanish is based on Spanish language proficiency. As such, students who can demonstrate proficiency beyond the 200-level via placement testing may request that up to a maximum six credits (i.e., 201 and/or 202) required for the minor be waived. Students may also receive credit for equivalent coursework for the 300- and 400-level courses. However, at least one course of those required for the minor must be taken at Saint Martin's University.

Students also have the option of completing a minor in Spanish through World Language Department-approved study abroad programs. See Department Chair for more information.

## **REVISED WASHINGTON STATE EDUCATION ENDORSEMENTS**

For information on the Washington State teacher education endorsement in Japanese, French and Spanish, please refer to the requirements as outlined in the education section of the Academic Catalog.

# WOMEN'S, GENDER AND ETHNIC STUDIES

## FACULTY

Mc Erl Andres  
Antonia Aukusitino  
Todd Barosky  
Jeff Birkenstein  
Sejahdah Brimmer  
Crystal Cardona  
Ernesto Chavez  
Julia Chavez  
Jae Chung  
Emily Coyle  
Irina Gendelman  
Keri Graham  
Robert Hauhart  
Kathleen McKain  
Lindsay Meyer  
Janie Sacco  
Celeste Trimble

## VISION, MISSION, OR PURPOSE

The Women's, Gender, and Ethnic Studies major provides students with the historical and theoretical frameworks of gender, race, class, sexual identity, status, settler colonialism, and anti-oppression work. Students will use disciplinary and interdisciplinary knowledge including intersectional feminist theory, queer theory, and critical race theory that deconstruct traditional hierarchical scholarship and provide new ways of knowing. All courses within the major ask students to think critically and confront issues of power, oppression, racism, homophobia, transphobia, classism and sexism.

The two concentrations, Feminist & Sexuality studies and Race & Ethnic Studies, give students the ability to intentionally focus their studies and interrogate a specific field of study within the discipline. Students will declare a concentration after taking the two introductory courses (GIS200 & WGE210).

## REQUIRED COURSES AND ELECTIVES FOR WGE MAJOR AND GIS AND RES MINORS

### WOMEN'S, GENDER, AND ETHNIC STUDIES MAJOR

The major requires completion of 36 required semester hours, 12 required lower division credits, 12 required upper division credits, and a choice between two concentrations (12 credits of electives).

#### Required Lower Division Courses (12 credits)

GIS 200 Introduction to Gender and Identity Studies  
WGE 210 Introduction to Race and Ethnic Studies  
WGE 260 Research Methods for Social Identities  
WGE 280 Contemporary Issues in Women's, Gender, and Ethnic Studies

#### Required Lower Division Courses (12 credits)

GIS 200 Introduction to Gender and Identity Studies  
WGE 210 Introduction to Race and Ethnic Studies  
WGE 260 Research Methods for Social Identities  
WGE 280 Contemporary Issues in Women's, Gender, and Ethnic Studies

#### Required Upper Division Courses (12 credits)

WGE 370 Gender, Sex, and Feminist Theory  
WGE 400 Advanced Critical Race Theory

WGE 450 Methods and Competencies on Anti-Racism, Oppression, and Intersectionality

WGE 499 Senior Seminar

**Feminist & Sexuality Studies Concentration (choose 12 credits)**

COM201 Communication and Identity

COM320 Media and Culture

CJ 395 ST: Race, Gender, and Class in Criminal Justice

ENG 350 Gender and Sexuality in Literature

GIS 250 Men and Masculinities

GIS 350 Queer Theory

GIS 375 Gender and Pop Culture

GIS 295/395 Special Topics in Gender and Identity Studies

PLS 360 Gender and Global Politics

PSY 385 Psychology of Gender

SJ 110 Introduction to Social Justice

SJ 301 Social Justice in Literature

SJ 310 Social Justice in Film

SOC 333 Women, Culture and Society

**Race & Ethnic Studies Concentration (choose 12 credits)**

COM 201 Communication and Identity

COM 317 Language and Culture of the PNW Food and Culture

COM 385 Conflict and Peace Studies

COM 398 Media History-Native Film

ED 202 Diversity in Educational Systems

ENG 345 Literature, Race, and Ethnicity

GE 359 Professional Ethics, Legal Issues and Applied Economics in Contemporary Society

RES 295 Special Topics

RES 395 Special Topics

HIS 360 History of American Slavery

HIS 370 History of American Immigration

HIS 413 History of Modern Africa

HIS 435 History of Struggles for Justice

LS 101 Court, the Legal Environment and Ethics

PLS 363 Race and American Politics

PSY 375 Multicultural Psychology

SJ 310 Social Justice in Film

SOC 302 Sex, Race, and Disability

SW 210 Introduction to Social Work

SW 340 Interviewing and Assessment

**RACE AND ETHNIC STUDIES MINOR**

The Race and Ethnic Studies Minor furthers Saint Martin's social justice aspirations and provides foundational knowledge, values and skills for students ready for deep and courageous engagement to unpack, process, and value their identities and experiences.

The minor requires completion of 6 required semesters hours and 12 or more semester hours from the approved elective list, of which 9 credits must be upper division electives.

**Required Courses**

WGE 210 Introduction to Race and Ethnic Studies

**Approved Elective Courses**

COM 201 Communication and Identity  
COM 317 Language and Culture of the PNW Food and Culture  
COM 385 Conflict and Peace Studies  
COM 398 Media History-Native Film  
ED 202 Diversity in Educational Systems  
GE 359 Professional Ethics, Legal Issues and Applied Economics in Contemporary Society  
ENG 345 Literature, Race, and Ethnicity  
HIS 360 History of American Slavery  
HIS 370 History of American Immigration  
HIS 413 History of Modern Africa  
HIS 435 History of Struggles for Justice  
LS 101 Court, the Legal Environment and Ethics  
PLS 363 Race and American Politics  
PSY 375 Multicultural Psychology  
SJ 310 Social Justice in Film  
SOC 302 Sex, Race, and Disability  
SOC 370 Social Action: Activism  
SW 210 Introduction to Social Work  
SW 340 Interviewing and Assessment  
RLS 295 Special Topics  
RLS 395 Special Topics

# SCHOOL OF BUSINESS

## STAFF

**Chung-Shing Lee**

*Dean*

**Olivia Alvord**

*Executive Assistant to the Dean*

## FACULTY

**Gina Armer**

*Director, MBA Program*

*Associate Professor*

**Diane Bingaman**

*Director, MSA Program*

*Associate Professor*

**Don Conant**

*Professor*

**Andrew Barenberg**

*Associate Professor*

**Suzanne Chaille**

*Associate Professor*

**Prashant Joshi**

*Associate Professor*

**Elisabeth Power**

*Associate Professor*

**Matondo Wawa**

*Assistant Professor*

**Katelyn Trageser**

*Instructor*

**John Craighill**

*Lecturer*

**Ryan Holcomb**

*Lecturer*

**Shawn Newman**

*Lecturer*

**Otto Rabe**

*Lecturer*

**David Slotwinski**

*Lecturer*

**Christopher Stanley**

*Lecturer*

## VISION, MISSION, OR PURPOSE

The School of Business is recognized as a leading Catholic, Benedictine institution that has a transformative impact on students. Built on the liberal arts foundation informed by Saint Martin's Catholic, Benedictine heritage and values, the School of Business prepares students from a variety of individual experiences, values, and worldviews for leadership positions that emphasize ethics;

interpersonal communication; and technical, analytical, and critical thinking competencies needed by organizations in a global environment. The School of Business offers a unified business program that integrates the separate functional areas of business. Customer satisfaction and the competitive need for continuous quality improvement provide the major focus for this integration. Emphasis is also placed on the multicultural setting of business competition, both in national and international markets and on the political economy in which it operates.

The School of Business offers the following degree programs and options:

## **BACHELOR OF ARTS IN ACCOUNTING**

## **BACHELOR OF ARTS IN BUSINESS ADMINISTRATION**

With concentrations in:

- Accounting
- Business Analytics
- Economics
- Finance
- International Business
- Management
- Marketing

## **MINOR IN ACCOUNTING**

## **MINOR IN BUSINESS ADMINISTRATION**

## **MINOR IN ECONOMICS**

## **MINOR IN FINANCE**

## **MINOR IN MANAGEMENT**

## **MINOR IN MARKETING**

## **ACCOUNTING FUNDAMENTALS CERTIFICATE**

## **BUSINESS FUNDAMENTALS CERTIFICATE**

## **MANAGEMENT FUNDAMENTALS CERTIFICATE**

## **PARISH ADMINISTRATION CERTIFICATE**

# ACCOUNTING

## VISION, MISSION, OR PURPOSE

Students combine a deep understanding of accounting with a broad understanding of business to become an advisor for decision-makers. Saint Martin's University is committed to its liberal arts heritage and students majoring in accounting are trained to be technically competent in their major and well-rounded professionals. Completion of the Accounting major fulfills all requirements for admission into the MBA or Master of Accountancy program.

## LEARNING OUTCOMES

Today's accountants are actively involved in the analysis and interpretation of financial data and problem-solving activities. The accounting department offers courses to prepare graduates for responsible positions in public practice, corporate accounting, and governmental service. The undergraduate curriculum is comprehensive and includes courses in financial and cost accounting, tax, and audit, and the study of general business. The study of accounting helps students develop analytical, communication, and problem-solving skills and master the principles that govern financial reporting and decision-making.

- Students display competency in accounting topics.
- Students analyze and solve course-specific problems and develop a digital and data-driven mindset.
- Students use the Accounting Codification System and the Internal Revenue Code to research accounting and tax topics and effectively present findings in written format.
- Students develop the ability to recognize and respond appropriately to professional, ethical, and regulatory issues in accounting.
- Students gain the ability to apply the theory of accounting to industry specific software applications in accounting, audit, and tax.
- Students become proficient in the general business topics of economics, finance, management, and marketing.

## REQUIRED COURSES OR OTHER DEGREE REQUIREMENTS

All Saint Martin's students take the University's Core education requirements. Accounting students take 24 semester hours of foundation courses, 24 semester hours of a common professional component, and 24 semester hours of upper-level accounting courses to complete the major.

Students seeking more information about CPA education requirements and exam preparation should contact their accounting faculty advisor.

## BACHELOR OF ARTS IN ACCOUNTING

Core Curriculum Requirements (Please see the Core Curriculum section of the catalog)

Foundation Courses (24-25 semester hours)

MTH 161 Mathematical Methods for Business and Social Sciences

OR

MTH 171 Calculus I

ACC 200 Accounting for Business

ACC 204 Accounting for Accountants

BA 201 or MTH 201 Business Statistics or MTH 201 Introduction to Statistics

BA 211 Spreadsheet Design & Analysis

BA 225 Business Law I

ECN 201 Principles of Microeconomics

ECN 202 Principles of Macroeconomics

Common Professional Component (24 semester hours)

BA 300 Finance

BA 302 Applied Quantitative Business Techniques

BA 305 Business Communications

BA 320 Operations Management

BA 330 Marketing

BA 335 Organizational Management, OR BA 420 International Business and Global Economics

BA 435 Corporate Finance

BA 499 Business Strategy

**Major Requirements (24 semester hours)**

ACC 301 Intermediate Accounting I

ACC 302 Intermediate Accounting II

ACC 351 Individual Taxation

ACC 351L Individual Taxation Lab

ACC 353 Cost Accounting

ACC 405 Accounting Information Systems

ACC 440 Data Analytics for Accountants

ACC 450 Audit

Accounting Elective

## **MINOR IN ACCOUNTING**

The Minor in Accounting is available to Business Administration students pursuing a non-Accounting concentration as well as to majors within the other schools and colleges of Saint Martin's University. This minor complements fields in Information Technology & Computer Science, Criminal Justice, and all majors leading towards entrepreneurial pursuits. Business students pursuing careers in finance, economics, data analytics, management, and marketing will gain a deeper understanding of the ramifications of decisions on company performance and financial reporting. The Minor in Accounting fulfills the accounting requirements for admission into the Master of Accountancy program.

### **MINOR IN ACCOUNTING (24 SEMESTER HOURS)**

ACC 200 Survey of Accounting

ACC 204 Accounting for Accountants

BA 201 Business Statistics

ACC 301 Intermediate Accounting I

ACC 302 Intermediate Accounting II

ACC 350 Essentials of Federal Taxation

ACC 353 Cost Accounting

ACC 450 Auditing

### **DOUBLE MAJOR TRACK**

Students may complete a double major in Accounting and Business Administration by completing one of the non-Accounting concentrations in the Business Administration program and the additional professional component requirements for Business Administration.

## **4 + 1 PROGRAM—BACHELOR OF ARTS IN ACCOUNTING / MASTER OF ACCOUNTANCY OR MASTER OF BUSINESS ADMINISTRATION**

Students may graduate from the accounting program with the 120-credit bachelor's degree. Those who plan to take the CPA exam must complete 150 semester hours for exam eligibility. Seniors with permission of the Graduate director may take up to twelve (12) semester credits of graduate courses as an undergraduate student. Any credits earned can count towards the 120 semester hours required for the undergraduate degree and can also be applied towards Saint Martin's University MBA or MAcc degree requirements.

### **ELIGIBILITY TO APPLY REQUIREMENTS**

- Students must meet all graduate admissions eligibility requirements.
- Students will not be required to prove English Language Proficiency a second time.
- Students must have completed a minimum of 60 credits, including credits earned from Advanced Placement, Running Start (Dual Credit), International Baccalaureate (IB), etc. to apply. Students must apply before the completion of their undergraduate degree.
- Transfer students must have completed a minimum of 60 credits—whether from the transfer institution alone or in combination with Saint Martin's credits.



- Students must meet all prerequisites prior to enrollment in Graduate courses.
- Individual departments may impose additional admission requirements. Please visit the department's website for information on GPA requirements.

## ADMISSION TO THE PROGRAM

- A graduate application and supporting materials must be submitted. Please visit the graduate website for information on application requirements.
- A program of study signed by the applicant, the undergraduate and graduate advisor, and the program director must be submitted.
- The program of study must be clearly indicated on the 4+1 application, and include the following:
  - The courses (up to 12 credits of approved graduate coursework) that may be double counted for both the undergraduate and graduate degrees. These courses will be taken prior to completing the bachelor's degree.
  - The courses that will be taken as a graduate student. These courses will be taken after completing the bachelor's degree.
  - The anticipated graduation date for the master's degree.
- After review of the materials submitted, a letter of acceptance (or denial) to the master's program, conditional upon meeting the 4+1 requirements, is issued.
- Applications accepted for admission to the master's program will not be matriculated as graduate students until completion of the bachelor's degree.

## REQUIREMENTS FOR COMPLETION

- Students must complete their bachelor's degree prior to entering the master's program. Students in the 4+1 program may not elect to bypass the bachelor's degree.
- No more than twelve (12) credits of graduate coursework may be counted toward the requirements of both degrees. If a student will not meet undergraduate requirements to graduate until August, they can spread those courses out through the three semesters (Fall, Spring, and Summer) as long as they are of senior standing and are enrolled full time.
- Students may be enrolled as part-time students during the Summer semester due to limited course offerings.
- Students may not take more than six (6) credits of graduate work within their first semester of the 4+1 program.
- Students must be enrolled in BOTH undergraduate courses and graduate courses and be enrolled full-time (12 credits).
- Students should be able to complete the master's degree within 12 months from the completion of the bachelor's degree.
- Please refer to the department's website for GPA requirements.
- In order to qualify for the undergraduate flat rate tuition, the student must be enrolled in 12.0 undergraduate credits. Otherwise the tuition rate will be billed per credit, based on current undergraduate and graduate credit rates.
- Each semester the undergraduate student intends to take graduate level courses (prior to degree conferral), they must complete an Undergraduate Permission to take Graduate Level courses form.

## CERTIFICATE REQUIREMENTS

### Accounting Fundamentals Certificate

ACC 200 Accounting for Business

ACC 204 Accounting for Accountants

BA 201 Business Statistics

ACC 301 Intermediate Accounting I

ACC 302 Intermediate Accounting II

ACC350 Essentials of Federal Taxation

ACC 353 Cost Accounting

ACC 450 Audit

# BUSINESS ADMINISTRATION

## VISION, MISSION, OR PURPOSE

Saint Martin's University is committed to its liberal arts heritage and Benedictine values, and our students combine a broad understanding of business to become ethical leaders in diverse and changing workplaces. We offer a unified business program that also allows students to specialize in 4 separate functional areas of business.

## LEARNING OUTCOMES

Acknowledging the technologic innovation, ever-changing global marketplace, and challenged ecosystems currently shaping the world, the Business Administration Program offers students an opportunity to learn and practice general management skills, discover the need for ethical problem-solving and acquire functional business area expertise.

Through practice and active learning, students also work cooperatively and productively in diverse teams. They become effective writers and speakers, and they demonstrate sharpened professional judgment. Students graduate with a broad perspective on the business world and its place in our culture. Saint Martin's graduates can work across business functions, adjust quickly to new situations, accept change and ambiguity as a natural part of life, and become enthusiastic lifelong learners.

- Graduates will communicate correctly and purposefully in written and oral presentation formats.
- Graduates will identify problems, analyze information, form conclusions, and propose innovative solutions within the business context.
- Graduates will understand and approach issues faced by business leaders from an informed and ethical perspective. Graduates will understand and exercise respect for other cultures and people of different faiths and races.
- Graduates will demonstrate their understanding of general business theories and principles. Graduates will also demonstrate general skills in Accounting, Economics, Finance, Management, and Marketing. Graduates will continually update their skills and competencies to stay competitive in today's global world.

## CONCENTRATIONS

The Business Administration Program offers concentrations in:

- Accounting
- Business Analytics
- Economics
- Finance
- International Business
- Management
- Marketing

## BACHELOR OF ARTS IN BUSINESS ADMINISTRATION

**Core Curriculum Requirements (Please see the Core Curriculum section of the catalog)**

**Foundation Courses (21-22 semester hours)**

ACC 200 Accounting for Business  
BA 211 Spreadsheet Design & Analysis  
BA 225 Business Law I  
ECN 201 Principles of Microeconomics  
ECN 202 Principles of Macroeconomics  
MTH 161 Mathematical Methods for Business and Social Sciences  
OR  
MTH 171 Calculus I  
BA 201 or MTH 201 Business Statistics or Introduction to Statistics

**Common Professional Component (27 semester hours)**

BA 300 Finance  
BA 302 Business Analytics  
BA 305 Business Communications  
BA 320 Operations Management

BA 330 Marketing  
BA 335 Organizational Management  
BA 350 Business in Society: Ethics and Responsibility  
BA 420 International Business and Global Economics  
BA 499 Business Strategy

Students must select either one concentration or one minor from the School of Business. Business Administration majors may not select the Business Administration minor. Students who double major in Accounting and Business Administration may not select a concentration or minor in Accounting.

Concentration (9-18 semester hours, must select one with a maximum of two concentrations permitted. You may not choose the same concentration and minor).

**Accounting:**

ACC 204 Accounting for Accountants  
ACC 301 Intermediate Accounting I  
ACC 302 Intermediate Accounting II  
ACC 353 Cost Accounting

**Business Analytics:**

BA 475 Risk Management  
ECN 371 Econometrics  
CSC 475 Designing Business Intelligence Solutions/Machine Learning

**Economics:**

**Students must have at least 9 credit hours from any of the following courses:**

BA 311 Money, Banking and Financial Institutions  
ECN 325 The Evolution of Economic Thought  
ECN 330 Ecological Economics  
ECN 371 Econometrics  
ECN 375 Cost-Benefit Analysis  
ECN 395 Special Topics in Economics  
ECN 410 Public Finance

**Finance:**

**Students must have at least 9 credit hours in Finance approved by their advisors:**

BA 311 Money, Banking and Financial Institutions  
BA 315 Investment Analysis  
BA 395 or 495 Special Topics in Finance  
BA 432 Intermediate Finance  
BA 433 Behavioral Finance  
BA 435 Corporate Finance  
ECN 410 Public Finance

**International Business:**

Students must have at least 9 credit hours from the following areas:

International business topics from an accredited foreign institution at the upper division level (3 credits)

Successful completion of an intermediate level World Language (or additional 300 level English course for international students) (3 credits)

One additional course covering international topics offered at the university at the 300 or above level. Approval from the department Chair is required. (3 credits)

**Management:**

Students must have at least 9 credit hours from the following areas:

- BA 325 Fundamentals of Entrepreneurship
- BA 340 Human Resource Management
- BA 370 Project Management
- BA 395 or 495 Special Topics in Management
- BA 470 Organizational Leadership and Change Management
- BA 475 Risk Management

**Marketing:**

BA 344 Advertising & Promotion and at least 6 credit hours from any of the following courses:

- BA 343 Sports Marketing
- BA 355 Management of the Sales Force
- BA 395 or BA 495 Special Topics in Finance
- BA 431 Consumer Behavior

**MINOR IN BUSINESS ADMINISTRATION**

The Minor in Business Administration is available to students who are pursuing majors within the other Schools and Colleges of Saint Martin's University. Majors within the School of Business may not choose the Business Administration minor. Completion of this minor fulfills the admission requirements for the MBA program and the business course requirements for admission to the MSA program.

**Foundation Courses (12 semester hours)**

- ACC 200 Accounting for Business
- BA 201 Business Statistics or MTH201 Statistics
- BA 225 Business Law I
- ECN 201 Principles of Microeconomics OR ECN101 Principles of Economics

**Professional Component (12 semester hours)**

- BA 300 Finance
- BA 302 Applied Quantitative Business Techniques
- BA 330 Marketing
- BA 335 Organizational Management

The semester hours for these courses only pertain to the business administration major and do not reflect the total number of semester hours necessary for graduation, which is 120.

**MINOR IN FINANCE**

The Minor in Finance is available to Accounting majors, Business Administration majors pursuing a non-Finance concentration, and all majors within the other schools and colleges of Saint Martin's University.

**Foundation Courses (12 semester hours)**

- ACC 200 Accounting for Business
- BA 201 Business Statistics
- BA 300 Finance
- ECN 201 or 202 Principles of Microeconomics or Principles of Macroeconomics

**Professional Component (choose 12 semester hours)**

- BA 231 Personal Finance
- BA 311 Money & Banking
- BA 395 Special Topics in Finance
- BA 432 Intermediate Finance
- BA 433 Behavioral Finance
- BA 435 Corporate Finance
- BA 495 Special Topics in Finance

The semester hours for these courses only pertain to the Finance minor and do not reflect the total number of semester hours necessary for graduation, which is 120.

## **MINOR IN MANAGEMENT**

The Minor in Management is available to Accounting majors, Business Administration majors pursuing a non-Management concentration, and to students pursuing majors within the other Schools and Colleges of Saint Martin's University. School of Business students may not use professional component classes required by their degree to fulfill the Minor requirements.

### **Foundation Courses (9 semester hours)**

- ACC 200 Accounting for Business
- BA 225 Business Law I
- ECN 201 Principles of Microeconomics

### **Professional Component (choose 15 semester hours)**

- BA 320 Operations Management
- BA 325 Fundamentals of Entrepreneurship
- BA 335 Organizational Management
- BA 340 Human Resource Management
- BA 370 Project Management
- BA 475 Risk Management
- BA 470 Organizational Leadership and Change Management

The semester hours for these courses only pertain to the Management minor and do not reflect the total number of semester hours necessary for graduation, which is 120.

## **MINOR IN MARKETING**

The Minor in Marketing is available to Accounting majors, Business Administration majors pursuing a non-Marketing concentration, and all majors within the other schools and colleges of Saint Martin's University. Requirements for the minor differ, depending on major.

**A student with a major in the School of Business, electing to pursue a minor in marketing must complete 24 semester hours total, including:**

Each of the following: (9 credit hours)

- BA 344 Advertising & Promotion
- BA 355 Management of the Sales Force
- BA 431 Consumer Behavior

### **Choice of Marketing Minor Electives (Choose from Marketing Electives list, 15 semester hours):**

- BA 325 Fundamentals of Entrepreneurship
- BA 343 Sports Marketing
- BA 425 Small Business Institute
- BA 395 or BA 495 Special Topics in Marketing
- Any COM Course 200-level or above
- PSY/SOC 320 Social Psychology

**All other majors: A student outside of the School of Business electing to pursue a minor in marketing must complete at least 24 credit semester hours including:**

### **One of the following (3 semester hours)**

- BA 201 Business Statistics
- MTH 201 Statistics
- SOC 240 Research Methods

### **Professional Component (6 semester hours)**

- BA 305 Business Communication or WRT 299 Introduction to Journalism
- BA 330 Principles of Marketing

**And, Marketing (15 credits from the following)**

BA 325 Fundamentals of Entrepreneurship  
BA 355 Management of the Sales Force  
BA 343 Sports Marketing  
BA 425 Small Business Institute  
BA 395 or BA 495 Special Topics in Marketing  
COM (Any COM Course, 200 level or above)  
PSY/SOC 320 Social Psychology

The semester hours for these courses only pertain to the Marketing minor and do not reflect the total number of semester hours necessary for graduation, which is 120.

## **4 + 1 PROGRAM - BACHELOR OF ARTS IN BUSINESS ADMINISTRATION / MASTER OF BUSINESS ADMINISTRATION**

Seniors with permission of the MBA director may take up to twelve (12) semester credits of graduate MBA courses as electives. Any credits earned will count towards the 120 semester hours required for the undergraduate degree and can also be applied towards the MBA degree requirements.

### **Eligibility to Apply Requirements**

- Students must meet all graduate admissions eligibility requirements. Students will not be required to prove English Language Proficiency a second time.
- Students must have completed a minimum of 60 credits, including credits earned from Advanced Placement, Running Start (Dual Credit), International Baccalaureate (IB), etc. in order to apply. Students must apply before the completion of their undergraduate degree.
- Transfer students must have completed a minimum of 60 credits—whether from the transfer institution alone or in combination with Saint Martin's credits. Transfer students must complete at least 12 undergraduate credits at SMU to be considered for admission to the accelerated masters/4+1 program.
- Students must meet all prerequisites prior to enrollment in Graduate courses.
- Individual departments may impose additional admission requirements. Please visit the department's website for information on GPA requirements.

### **Admission to the Program**

- A graduate application and supporting materials must be submitted. Please visit the graduate website for information on application requirements.
- A program of study signed by the applicant, the undergraduate and graduate advisor, and the program director must be submitted.
- The program of study must be clearly indicated on the 4+1 application, and include the following:
  - Up to 12 credits of approved graduate coursework may be counted toward for the graduate degree. These courses will be taken prior to completing the bachelor's degree.
  - The courses that will be taken as a graduate student. These courses will be taken after completing the bachelor's degree.
  - The anticipated graduation date for the master's degree.
- After review of the materials submitted, a letter of acceptance (or denial) to the master's program, conditional upon meeting the 4+1 requirements, is issued.
- Applications accepted for admission to the master's program will not be matriculated as graduate students until completion of the bachelor's degree.

### **Requirements for Completion**

- Students must complete their bachelor's degree prior to entering the master's program. Students in the 4+1 program may not elect to bypass the bachelor's degree.
- No more than six (6) credits of graduate coursework may be counted toward the requirements of both degrees. If a student will not meet the undergraduate requirements to graduate until August, they can spread those courses out through the three semesters (Fall, Spring, and Summer) as long as they are of senior standing and are enrolled full time.
- Students may be enrolled as part-time students during the Summer semester due to limited course offerings. Tuition is at a per credit rate.
- Students may not take more than six (6) credits of graduate work within their first semester of the 4+1 program.
- After completing all degree requirements for the Bachelor's, at least 12 graduate level credits in the graduate program of choice must be taken while student is in graduate status.
- Students should be able to complete the master's degree within 12 months from the completion of the bachelor's degree.
- Please refer to the department's website for GPA requirements.

- In order to qualify for the undergraduate flat rate tuition, the student must be enrolled in 12.0 undergraduate credits, these 12 credits may not be double counted. Otherwise, the tuition rate will be billed per credit, based on current undergraduate and graduate credit rates.
- Each semester the undergraduate student intends to take graduate level courses (prior to degree conferral), they must complete an Undergraduate Permission to take Graduate Level courses form.

# ECONOMICS

## VISION, MISSION, OR PURPOSE

As the social science that explains decision-making and competitive behavior, economics underlies all business activity. Economics also looks at alternative strategies for allocating scarce resources.

## LEARNING OUTCOMES

This program provides the student with a broader understanding of the social role of business, nonprofits and government in a market economy. Economics students are expected to be able to achieve the following learning outcomes.

- Apply the Scientific Process to Economic Phenomena
- Analyze and Evaluate Behavior and Outcomes Using Economic Concepts and Models
- Use Quantitative Approaches in Economics
- Think Critically about Economic Methods and Their Application
- Communicate Economic Ideas in Diverse Collaborations

## ADMISSION REQUIREMENTS

The economics minor is open to all undergraduate students who are not pursuing a business degree with concentration in economics.

## MINOR IN ECONOMICS

### Foundation Courses (9 semester hours)

ECN 201 Principles of Microeconomics

ECN 202 Principles of Macroeconomics

BA 201 Business Statistics

OR

MTH 201 Introduction to Statistics

### Requirements (12 semester hours from the following)

BA 311 Money, Banking and Financial Institutions

BA 420 International Business and Global Economics

ECN 325 Evolution of Economic Thought

ECN 330 Ecological Economics

ECN 371 Econometrics

ECN 375 Cost-Benefit Analysis

ECN 395 Special Topics in Economics

ECN 410 Public Finance



# SPORT MANAGEMENT

## VISION, MISSION, OR PURPOSE

The Undergraduate Sport Management Program at Saint Martin's University is a challenging undergraduate minor designed to help shape and develop future sport business leaders. All courses within the program strive to provide students with substantive knowledge, practical skills and an experiential acumen as sport business professionals. Students entering the program begin their pipeline of success, participating in network, internship and career opportunities with the expected goal of working in the sport business field.

## LEARNING OUTCOMES

This program provides the student with a broader understanding of the social role of business, nonprofits and government in a market economy. ...Sport Administration students are expected to be able to achieve the following learning outcomes.

- Students will demonstrate knowledge and understanding of fundamental principles in sports management.
- Students will develop oral, written, and digital communications skill for the sports management profession.
- Students will apply technology effectively in the application of sports management practice.
- Students will apply sports management concepts to solve problems inherent in the sports business industry.
- Display the inter-personal skills necessary for successful professional collaboration.

## ADMISSION REQUIREMENTS

The Sport Management minor is open to all undergraduate students.

## MINOR IN SPORT MANAGEMENT

### **Requirements (12 semester hours)**

SPM 200 Introduction to Sport Management

SPM 325 Sport Law

BA 343 Sports Marketing

SPM 450 Sport Revenue Generation

### **Electives (6 semester hours, pick two classes)**

SPM 305 Sport Analytics

SPM 310 Event & Facility Management

SPM 400 Sport Management & Athletic Administration

Interdisciplinary course approved by advisor

# CERTIFICATES IN BUSINESS

Certificates in the School of Business are designed to provide concentrated coursework in a specific area to build expertise in an area of interest. Students are required to complete 24 semester hours in each program.

Certificate credits may be used to complete a major or minor program of study.

Saint Martin's University School of Business offers certificates in the following areas:

1. Accounting Fundamentals (equivalent to a Minor in Accounting)
2. Business Fundamentals (equivalent to a Minor in Business Administration)
3. Management Fundamentals (equivalent to a Minor in Management)

## ADMISSION REQUIREMENTS

Applicants must meet all of the university requirements for unconditional admission.

## CERTIFICATE REQUIREMENTS

### Accounting Fundamentals Certificate

ACC 201 Principles of Financial Accounting (3)

ACC 202-- Principles of Managerial Accounting (3)

### BA 201 Business Statistics (3)

ACC 301 Intermediate Accounting I (3)

ACC 302 Intermediate Accounting II (3)

ACC 350 Essentials of Federal Taxation (3)

ACC 353 Cost Accounting (3)

ACC 450 Audit (3)

### Business Fundamentals Certificate

ACC 201 Principles of Financial Accounting (3)

ECN 201 Principles of Microeconomics (3)

BA 225 Business Law I

BA 305 Business Communications

BA 330 Marketing

BA 335 Organizational Management

BA elective Upper division

BA elective Upper division

### Management Fundamentals Certificate

ACC 200 Survey of Accounting (3) (or ACC201 and ACC202)

BA 225 Business Law I

ECN 201 Principles of Microeconomics (3)

### Choose 15 credits from the following list:

BA 320 Operations Management

BA 325 Fundamentals of Entrepreneurship

BA 335 Organizational Management

BA 340 Human Resources Management

BA 370 Project Management

BA 470 Organizational Leadership and Change Management

BA 475 Risk Management

# CERTIFICATE IN PARISH ADMINISTRATION

## FACULTY

**Gina Armer**  
*Associate Professor*

**Diane Bingaman**  
*Associate Professor*

**Suzanne Chaille**  
*Associate Professor*

**Patrick Cooper**  
*Associate Professor*

**Br. Luke Devine, O.S.B. '01**  
*Associate Professor*

**Ramon Luzarraga**  
*Chair, Associate Professor*

**Fr. Kilian J. Malvey, O.S.B. '64**  
*Professor*

**Ian Werrett**  
*Professor*

## VISION, MISSION, OR PURPOSE

In a partnership with the department of Theology and Religious Studies, students will learn how to plan and implement management strategies and ensure Church compliance with Canon Law, civil law, and professional managerial standards.

## LEARNING OUTCOMES

This certificate will cover the best non-profit accounting practices in the administration of parishes, including understanding principles of financing using loans, donations, and grant monies, budgeting, financial statements for taxation, auditing, and other reporting purposes, and transparency in such processes. Included, too, are the best practices and procedures for human resource management, developing a sound organizational structure and culture, and the organization and use of parish councils and other advisory bodies. Leadership dynamics between clergy and lay ministers, the obligations of each under Canon Law in the administration, acquisition, and disposition of Church property, and engagement with the congregation in the administration of parish life will be surveyed.

## Required Courses and Other Degree Requirements

### Certificate in Parish Administration (22 semester hours)

- CSC 100 Computer Science for All
- ACC 200 Survey of Accounting
- ACC 355 Not-for-Profit Accounting
- BA 295 Special Topics (Parish Development)
- BA 335 Organizational Management
- COM 300 Media Production
- RLS 299 Parish Stewardship and Canon Law

# COLLEGE OF EDUCATION AND COUNSELING

## STAFF

**Chung-Shing Lee**

*Interim Dean*

**Jackie Clark**

*Associate Dean*

*Associate Professor*

**Ariah Hayes**

*Coordinator and Compliance Specialist*

**McKenna Johnson**

*Education Student Support Coordinator*

*Education Admissions and Advising*

**Shawn Ritter**

*Data Coordinator*

**Katie Hancock**

*Executive Assistant to the Dean*

## MISSION, VISION, AND COMMITMENTS

The mission of the College of Education and Counseling is to prepare dynamic, equity-centered, culturally responsive professionals who use their knowledge, skills, and dispositions to positively transform the lives of those they serve. Our focus on social justice, service, and action and our emphasis on the values of respect, community, and justice equip our graduates to work toward equity and excellence in their communities.

Our vision is to provide a transformative educational experience grounded in social justice and care for others. We strive to develop graduates with wisdom, knowledge, and empathy who will become active promoters of positive change in their communities. We seek to grow and sustain partnerships between our students and our communities, and we manifest our values through action and service to others.

We are committed to ensuring that candidates will be provided an intellectual and professional learning environment that is culturally responsive, rigorous, and nurturing of mind, body, and spirit. Across our programs, students will be challenged in ways that promote engagement, lead to greater self-awareness, and foster deep critical reflection skills. Academic courses and program experiences are purposefully designed to provide students the tools for advancing equity and excellence in their future communities.

## LEARNING OUTCOMES

Graduates from the College of Education and Counseling will be poised for professional and community leadership. They will have the training, cultural competency, and skills to work in diverse educational and professional settings, using culturally responsive practices and involving families and communities in the support of learning and wellness. Graduates will recognize persistent inequities based on race, ethnicity, gender, and sexual identity, and they will work to dismantle existing systems which perpetuate these inequities.

Graduates also will work continuously to reflect on their own identity, biases, and actions for lifelong self-development and to minimize harm. From start to finish, as candidates progress through the program they will demonstrate their abilities to meet professional and cultural competency standards through coursework evidence requiring critical thinking and problem-solving skills, application of theory, and reflection.

**Guiding Principles:** The goal of the College of Education and Counseling is to select and prepare candidates to become outstanding education and counseling professionals. The College adds strong professional training programs which comply with specific state and accreditation requirements. True to its Catholic Benedictine heritage, the College of Education and Counseling shares the University's strong emphasis on moral and ethical values and development of the whole person — intellectually, physically, and spiritually. Programs are designed to integrate coursework with field and community opportunities so that students experience a rich array of ideas, perspectives, and practices.

The College of Education and Counseling offers Education pathways at both the Undergraduate and Graduate levels. For Counseling, Higher Education/Student Affairs, or Leadership Studies program offerings, please see the Graduate Academic Catalog.

# UNDERGRADUATE—EDUCATION PROGRAMS

## EDUCATION DEPARTMENT CONCEPTUAL FRAMEWORK

### 1. Curriculum (Subject Matter Knowledge)

The College of Education and Counseling is dedicated to developing culturally competent, knowledgeable educators who have a deep and integrated understanding of subject matter. Individuals completing our programs will use inquiry, problem solving, and creative and critical approaches. They will also use technology to deepen learning experiences.

### 2. Pedagogy (Pedagogical Knowledge and Skills)

Individuals will use a variety of cultural competency and pedagogical skills in their work with others. Educators also will actively engage families and communities and will focus on leveraging the vast assets of these groups to strengthen student engagement and learning. Individuals completing our programs will have participated in a variety of leadership and service opportunities and multiple P-12 field experiences, including placement within school districts with diverse student populations.

### 3. Caring Community (Professional Dispositions)

Programs will operate in ways that value relationships and that support the creation of caring, professional communities. These communities will be focused on social justice and advancing equity and will function in ways that are culturally responsive, welcoming of innovation, and democratic.

Education programs will develop graduates who have:

- excellent foundations in the theory and practice of teaching
- culturally responsive approaches for effective and equitable instruction
- the skills to apply theory and knowledge in practical, daily situations
- practice using multiple modalities and technology to enrich learning
- the opportunities to build dispositions that reveal openness to learning and critical reflection
- cultural competency skills for leadership
- role readiness toward employment

## EDUCATION DEPARTMENT PROGRAMS AND OFFERINGS

The Undergraduate-level programs offered through the College of Education and Counseling include:

### Certification Programs

- MAJORS
  - Elementary Education — certification track
  - Secondary Education — certification track
  - Special Education — certification track
  - 4+1 BA-Elementary Education/MED-Special Education - certification and dual endorsement track
- MINORS
  - Special Education
  - Physical Education

### Non-Certification Programs

- MAJOR
  - Education Studies
- MINOR
  - Education

### Post-Baccalaureate Certification Program

Program descriptions and offerings are described in the following sections. MIT programs may best meet student needs, save time, and benefit your career. See the Graduate Catalog for details.

*Note: Financial aid does not cover most post baccalaureate certificate programs. Please work with your financial aid advisor to see what is right for you.*

## WASHINGTON STATE PROGRAM APPROVAL

Saint Martin's University Education programs are approved by the Washington State Professional Educator Standards Board (PESB). Candidates completing the elementary, secondary, special education, or 4+1 elementary education/special education options are eligible for certification by the state of Washington. Certification requirements are subject to change enacted by the state's Professional Educator Standards Board, which take precedence over requirements outlined in the university's catalog.

## **ACADEMIC POLICIES FOR ALL EDUCATION CERTIFICATION PROGRAMS.**

Candidates should review prerequisites for all courses required for their education program. Candidates who preregister will be processed on the assumption that they will satisfactorily complete all coursework presently being taken.

Candidates must earn a grade of “C” (2.00) or better in each program course.

Candidates who receive a “C-” in any course required by their program are required to retake the course. Candidates may be withdrawn from the program if they need to retake 2 or more courses due to low grades (“C-” or lower) in any program or endorsement course, or if their overall grade point average falls below 3.0. Certification candidates must meet the professional education requirements in effect when they are accepted to an education program within the college, not those in effect when they were admitted to the university. Ordinarily, courses completed more than seven years before admission or readmission to an education program do not meet professional requirements.

Candidates must repeat all or part of those courses with unsatisfactory grades before enrolling in the student teaching internship. Advisors must approve candidates for student teaching placements.

In conjunction with the university’s CORE requirements, the University’s education programs ensure that all candidates are strongly educated in the liberal arts, social sciences, STEM disciplines, and the arts. Candidates will gain essential knowledge and skills and participate in varied field experiences in P-12 schools during their time in the program. University faculty, as well as local school district teachers, counselors and administrators, participate in the program and contribute to its quality and relevance. Every College of Education and Counseling student is challenged to use knowledge, skills, and practical experience to develop a culturally responsive educational philosophy centered on meeting the needs of individual students.

### **Pre-program Coursework**

Students who will be pursuing a certification route program (Elementary Education, Special Education, Secondary Education, or 4+1) must meet the requirements for the major. Two pre-program courses will introduce students to learning and the profession. Students must earn a grade of C or higher to continue for consideration. Courses waived with a Direct Transfer Agreement (DTA) are not waived in the pre-program category.

### **All Education Programs: Waiver and Substitution Options**

Waiver and substitution options are available for some courses based on approved documentation of equivalent knowledge and skills. Courses will only be waived when approved documentation is completed, submitted, and on file with the College of Education and Counseling office. Some courses cannot be waived. Waivers and substitution requests should be filed during the first year of the program. Contact the Education office for more information.

### **Title II 2021-2022 Institutional Report Card Information**

The pass rate of the WEST-E for traditional program completers was 86 percent and for alternative route program completers was 88 percent. A total of 85 candidates were enrolled during 2021-2022; 69 traditional program candidates and 16 alternate route program candidates were enrolled in supervised student teaching during the 2021-2022 academic year. Candidates in the traditional program typically participate in 16 weeks of full-time supervised student teaching (450 hours); candidates in the alternate route program typically participate in a yearlong full-time supervised practicum and student teaching (690 hours). Complete Title II Reports are available on the University website.

# CERTIFICATION PROGRAMS

Saint Martin's University students who wish to teach in the state of Washington can complete certification requirements in conjunction with an undergraduate degree. The College of Education and Counseling offers multiple pathways to majors that satisfy programmatic certification requirements, as well as coursework for other endorsement areas as part of their state-approved certification program.

Students may pursue the following:

- Elementary Education as a Major and for Residency Teacher Certification
- Secondary Education as a Major and toward a content-area Residency Teacher Certification
- Post-Baccalaureate Certification Only Program - certification track, nondegree
- Special Education as a Major, Minor, and for Residency Teacher Certification
- 4+1 Program - [BA + (Elementary Education & Special Education endorsements) + Master's degree]. This program provides a BA (Major in Elementary Education) and a Master's degree (MED-Special Education focus) with dual endorsements in Elementary Education and Special Education and with a program plan of 5 years.

Students planning to teach in an elementary setting (Pre-K through 8th Grade) should pursue the Elementary Education major. This program also satisfies endorsement requirements for an Elementary Education (P-8) endorsement.

Students who want to teach in a middle or secondary setting (5th grade through 12th grade) should pursue the Secondary Education major. These students often pursue an additional academic major in the area in which they intend to be endorsed (e.g. Students who want a biology endorsement could also pursue a major in biology).

The Secondary Education major does not lead directly to a Secondary Education endorsement since middle level and 5-12th grade content area endorsements require specialized content area knowledge. Students must work with an advisor to determine what coursework is required in addition to the Secondary Education major for certification and endorsement purposes.

Students should also work with Student Financial Services to determine how these requirements may affect funding and/or financial aid packages.

Students interested in teaching in special education settings (K-12) should pursue the special education major. Students interested in teaching in inclusive classrooms (classrooms with students receiving special education services/supports and general education peers) should consider dual majoring in elementary or secondary education. Students who intend to be well prepared to meet the needs of diverse learners in K-12 general education classrooms should consider a minor in special education.

Students may also choose the 4+1 Program pathway. This program path requires 5 years of study and results in a Bachelor's degree in Elementary education and a Master's degree in Education with a Special Education focus (BA-Elementary Education / MED - Special Education). This program provides the potential for dual endorsements (Elementary Education and Special Education), a Master's degree, an accelerated timeline to graduation, and cost savings.

## COMPETENCY-BASED ENDORSEMENTS

All teacher certification candidates are required to complete one competency-based endorsement of generally up to 30 or more semester credits or the equivalent. Course requirements may be satisfied by coursework completed at a regionally accredited, state-approved college/ university with a grade of C or better; approved waiver documentation for previous life and/or work experience; and successful passing of the appropriate WEST-E/NES exams.

To receive an endorsement in Elementary Education (grades P-8), a candidate must complete all the required courses, complete all state required components such as successful completion of endorsement tests and fingerprinting/background checks, and be recommended for a residency teaching certificate.

Saint Martin's has been authorized by the Washington Professional Educator Standards Board to offer residency teacher certificate competency-based endorsements in the following fields:

- Biology
- English Language Learner\*
- Designated World Languages
- Science
- Chemistry
- Health/Fitness
- Social Studies

History  
Special Education  
Middle-Level Humanities  
Elementary Education  
Middle-Level Math  
English Language Arts  
Middle-Level Science

Students will work with their education advisor to develop an approved endorsement program. For Washington State teacher education endorsements, please refer to the requirements and guidelines available in the office of the College of Education and Counseling.

*\*NOTE: According to the Washington Administrative Code (WAC), “a teacher who obtains a bilingual education, or English language learner endorsement after September 1, 2019, must earn and/or hold a second endorsement in another endorsement area. Bilingual education, English language learner... do not qualify as the other endorsement area.” (WAC 181-79A-132). Therefore, students pursuing the previously listed endorsements in this note must pursue and complete requirements for a second endorsement according to state law before they can be recommended for certification.*

## APPLICATION PROCEDURE

Students pursuing an Education major will spend time working in school settings and because of this must meet Washington State clearance requirements as set by the Office of Superintendent of Public Instruction (OSPI), the Professional Educator Standards Board (PESB), and the Washington Administrative Code (WAC). These requirements are addressed in the formal Application to Education, a process that must be completed before a student can be accepted into the above listed majors.

Students must complete the Admission Application process in full before being allowed to proceed with any 300 level or above course. The Application is typically completed in the semester prior to the intended start date. Students should contact the College of Education and Counseling for more information on the application process.

Part of the Admissions Application process involves an initial advising session with the College of Education Admissions Advisor; this happens prior to student enrollment in any upper-level education courses. This session ensures proper sequencing of courses. Contact the College of Education and Counseling to set up this initial appointment.

Veterans Administration candidates must contact the veteran services representative regarding VA benefits.

## APPLICATION

For all certification programs, interested students should first complete a preprogram advising appointment with the Education Admissions Advisor. Students must then complete the online program application and upload the following materials:

- Submission of West-B score report. Supplemental exams (SAT or ACT) may be considered depending on the year taken. If supplemental exams are approved official score reports will be needed.
- Pre-Program Observation Requirement Documentation
- Pre-Residency Certificate Clearance through the Office of Superintendent of Public Instruction (OSPI) website
- Fingerprinting at a WA Educational Service District (ESD) and clearance by the WSP and FBI through OSPI's system. Fingerprints from other law enforcement agencies are not accepted. Applicants who hold a valid OSPI credential will be required to be fingerprinted. Information about obtaining fingerprint clearance can be obtained by contacting the College of Education and Counseling main office at 360-438-4333.
- Two completed recommendations from professional references. An electronic recommendation form is sent to recommenders upon their entry into the application.
- Students should also have an overall grade point average of at least 3.0.
- Once application materials are submitted, they become the property of the university and cannot be returned. Applications are not accepted on a rolling basis. For continuing students, applications are due by April 1 for program entry the following fall. All education programs operate on a fall-start only model. Please contact the Education Office for priority consideration dates.

## PROGRAM REQUIREMENTS

The residency teacher education program requires successful completion of all program and certification courses, practica, and student teaching (clinical experience) hours. All field experiences (practica) and Student Teaching Internship hours must be completed during the semester in which students are enrolled for the practica or Student Teaching Internship. In extraordinary situations where additional hours might be needed for completion, students must have director approval to continue and then must register for additional coursework at an additional expense. In these situations, approval to continue is not guaranteed. Financial aid may not cover this additional time.



Candidates may be withdrawn from Education Programs or courses at the discretion of the Dean of the College of Education and Counseling. Saint Martin's University makes no guarantees for candidates to be recommended for Washington State residency teacher certification based on course and field experience completion alone.

## **STUDENT TEACHING INTERNSHIP**

The teacher certification program requires a successfully completed supervised student teaching experience. All degree and certification/endorsement coursework must be completed and be fully accepted before the student teaching Internship. A candidate is expected to complete at least 12 semester hours at Saint Martin's University before student teaching.

Traditional teacher certification program routes require a minimum of 450 hours of supervised student teaching (per the Washington Administrative Code (WAC). Students are expected to complete all required program courses, components, and additional endorsement requirements before applying for student teaching.

All student teaching candidates must have successfully attempted at least one WEST-E/NES or equivalent content assessment test prior to starting their student teaching according to the WAC. Students must take and pass all endorsement appropriate WEST-E/NES tests prior to being recommended for certification by the CEC certification specialist.

All student teaching assignments are considered full-time work, normally requiring seven hours a day in the school plus additional time for class preparation and seminars. Taking coursework during the semester of student teaching is typically not approved. Special permission to take coursework concurrently with student teaching is required and must be obtained prior to the end of the preceding semester.

## **STUDENT TEACHING PLACEMENT**

Candidates begin the placement process by completing the Application for Student Teaching Internship during the semester BEFORE student teaching will take place. Candidates must submit their applications before set deadlines.

Applications submitted after deadlines may not be processed and may delay the candidate's student teaching. The state has set many rules regarding placements to ensure the highest quality learning experience for all. Foremost among these is the requirement by the state for diverse placement experiences, ones that ask students to be placed in districts and schools with which they may not be familiar. For this reason, students are encouraged to embrace any placement offered to them with the understanding that the goal is to help them mature, challenge them, and prepare them to teach in diverse settings.

Other rules regarding placements include:

- Candidates may NOT make arrangements for student teaching placements on their own.
- All candidates must comply with CEC and district/state regulations regarding student teaching placements.
- Candidates may note a preference on their Internship application, but the College of Education and Counseling makes no guarantee of placement in a particular school district or school building, with a particular cooperating teacher or University supervisor, or during a particular semester.
- Candidates may NOT be placed in the same school in which they have a spouse, child, close or extended family member, or close relation employed or in attendance. To do so may jeopardize placement at that school and/or district and may result in termination of any/all field experience placements in that district for the student.

The Placement Specialist and Field Experience Director(s) will work diligently to obtain a placement for student teaching, but final acceptance of a student teacher candidate is ultimately the prerogative of the school district.

Students may be withdrawn at any time from student teaching at the discretion of the dean working in conjunction with the Field Experience Director.

# ELEMENTARY EDUCATION (GRADES K–8)

## FACULTY

**Karen Widdowson**  
*Special Education Director*  
*Associate Professor*

**Celeste Trimble**  
*Associate Professor*

**Julie Moon**  
*Assistant Professor*

**Jeremy Delamarter**  
*Chair, Education Department*  
*Associate Professor*

**Michele Bledsoe**  
*Field Experience Director*  
*Assistant Professor*

## REQUIRED COURSES AND DEGREE REQUIREMENTS

The Bachelor of Arts degree in Education - Elementary Education requires completion of university core requirements or accepted transfer credits in addition to completion of all Education program requirements. Completion of the program and the BA degree prepares students for certification by the state in this endorsement area, but certification itself is granted separately by the state.

- Successful completion of:
  - All Core requirements
  - AND Program Requirements (please see list below)
  - AND Student Teaching Requirement(10+2 semester hours = 12 hours total)

Once the core curriculum and program requirements have been met, and any additional endorsement coursework is complete, the student will complete the program with a semester-long (16 week) supervised Student Teaching/ Internship Experience (ED494). This Internship Experience typically takes place during the final semester before graduating. During the Internship Experience, the student will work closely with a mentor teacher and will coteach in a classroom setting for an extended period. This training time—which includes identity- and disposition-building, as well as skill-building in all aspects of teaching (e.g., planning, assessment, teaching, management)—will be under the supervision of a mentor teacher, a university supervisor, and the field director, and it will provide proficiency training in all areas. The Internship course is a 10-credit course.

In conjunction with this 10-credit hour Internship course, the student will also take a 2-credit hour Internship Seminar course (ED498). In this course, students will convene as a class to discuss and reflect upon their student teaching experiences and complete other program tasks required for degree completion and certification.

## BACHELOR OF ARTS IN ELEMENTARY EDUCATION

Completion of all University Core Requirements AND (please see the Core Curriculum section of the catalog)

### Pre-Program Requirements

- ED 204 Culture, Equity, and Education (3)
- ED 205 Learning and Development (3)

### Program Requirements

- ED 406 Planning and Assessment (3)
- SED 359 Introduction to Exceptionality (3)
- HIS326 or ED414 Pacific Northwest History (3)
- ED 425 Issues and Trends in ELL & Bilingual Ed. (3)
- ED 304 Practicum I (1)
- ED362 Professional Issues and Abuse (1)

ED 439 Literature and Arts Integration (3)  
ED 312 Assistive Technology for All Learners (3)  
ED 408 Practicum II (1)  
ED 495 Education Elective (3)  
SED461 Instructional Strategies for All Learners (3)  
ED492 Practicum III - Elementary (3)  
ED 451 STEM Integrations (3)  
ED 464 Literacy Practices for K-8 Learners (3)  
ED418 Critical Narratives and Historical Integrations in Teaching (3)  
ED 417 Health and Fitness Approaches (1)

**In addition – in one dedicated semester with no additional courses**

ED 494 Teacher Internship (10)  
ED 498 Teacher Internship Seminar (2)

# SECONDARY EDUCATION (GRADES 5–12)

## FACULTY

**Karen Widdowson**

*Special Education Director*

*Associate Professor*

**Celeste Trimble**

*Associate Professor*

**Julie Moon**

*Assistant Professor*

**Jeremy Delamarter**

*Chair, Education Department*

*Associate Professor*

**Michele Bledsoe**

*Field Experience Director*

*Assistant Professor*

## REQUIRED COURSES AND DEGREE REQUIREMENTS

The Bachelor of Arts degree in Secondary Education requires completion of university core requirements or accepted transfer credits in addition to completion of all Education program requirements and accompanying endorsement requirements. Unlike the Elementary Education degree which prepares students for a specific endorsement area, students in the Secondary Education track choose their content area of interest and then complete additional content specific coursework to demonstrate proficiency. Completion of the program and the BA degree prepares students for certification by the state in a chosen endorsement area, but certification itself is granted separately by the state.

- Successful completion of:
  - All Core requirements
  - AND Program requirements (please see list below)
  - AND Endorsement requirements in a chosen area (e.g., biology, history, mathematics)
  - AND Student Teaching requirement (10+2 semester hours = 12 hours total)

Once the core curriculum and program requirements have been met, and any additional endorsement coursework is complete, the student will complete the program with a semester-long (16 week) supervised Student Teaching/ Internship Experience (ED494). This Internship Experience typically takes place during the final semester before graduating. During the Internship Experience, the student will work closely with a mentor teacher and will coteach in a classroom setting for an extended period. This training time—which includes identity- and disposition-building, as well as skill-building in all aspects of teaching (e.g., planning, assessment, teaching, management)—will be under the supervision of a mentor teacher, a university supervisor, and the field director, and it will provide proficiency training in all areas. The Internship course is a 10-credit course.

In conjunction with this 10-credit hour Internship course, the student will also take a 2-credit hour Internship Seminar course (ED498). In this course, students will convene as a class to discuss and reflect upon their student teaching experiences and complete other program tasks required for degree completion and certification.

## ENDORSEMENT REQUIREMENTS

Students pursuing the Bachelor of Arts in Secondary Education who want to teach at the middle or secondary level must complete the requirements for their chosen content area endorsement. Students have the option of declaring two majors, one in secondary education and the other in their chosen content area.

For example, if a student wanted to teach high school biology, they may choose to double major in secondary education and biology. Although it is not required that students double major, it is highly recommended. Saint Martin's University is authorized to verify its graduates for a variety of teaching endorsements in secondary schools (grades 4-12), some of which include: Biology, Chemistry, Music (choral, instrumental, general), Theatre Arts, English Language Arts, Social Studies, and Mathematics (for the complete list, please see the prior section "Certification Programs"). Many but not all of the endorsement requirements may overlap with content area major requirements. Because of this, it is imperative that students have advisors in both the College of Education and Counseling and the discipline of their second academic major or endorsement area.

Students pursuing the Secondary Education Major must follow the application process for all College of Education and Counseling teacher certification programs before enrolling in upper division education coursework.

## **BACHELOR OF ARTS IN SECONDARY EDUCATION**

**Completion of all University Core Requirements AND**

**All Endorsement and (if applicable) second major requirements AND**

**Pre-Program Requirements**

ED 204 Culture, Equity, and Education (3)

ED 205 Learning and Development (3)

**Program Requirements (see Program Plan for suggested sequence)**

ED 406 Planning and Assessment (3)

SED 359 Introduction to Exceptionality (3)

HIS326 or ED414 Pacific Northwest History (3)

ED 425 Issues and Trends in ELL & Bilingual Ed (3)

ED 304 Practicum I (1)

ED 362 Professional Issues and Abuse (1)

ED 312 Assistive Technology for All Learners (3)

ED 418 Critical Narratives and Historical Integrations in Teaching (3)

ED 408 Practicum II (1)

ED 495 Education Elective (3)

SED 461 Instructional Strategies for All Learners

ED 468 Secondary Literacy (3)

ED 484 Secondary Methods (3)

ED 487 Practicum III - Secondary (3)

**In addition – in one dedicated semester with no additional courses**

ED 494 Teacher Internship (10)

ED 498 Teacher Internship Seminar (2)

# SPECIAL EDUCATION (GRADES P-12) (MAJOR & MINOR)

## FACULTY

**Karen Widdowson**  
*Special Education Director*  
*Assistant Professor*

**Julie Moon**  
*Assistant Professor*

## VISION, MISSION, OR PURPOSE

The special education major and endorsement prepares teachers to work with students in settings such as inclusionary classrooms, resource rooms, or self-contained special education classrooms.

## REQUIRED COURSES OR OTHER DEGREE REQUIREMENTS

The special education minor or endorsement can be pursued as a single major or done in conjunction with and Elementary Education major (with an elementary education endorsement) or a secondary major (with an accompanying endorsement). Special education majors receive education and training that will allow them to work in general education classrooms as well as in support classroom settings. This training extends to the Student Teaching/Internship experience, where students typically will split their required 16 weeks of student teaching time, spending 10 weeks in special education classroom settings and 6 weeks in non-special education classrooms (although this may vary). The coursework for the special education major satisfies the endorsement requirements for special education and can lead to an institutional endorsement recommendation in special education for all levels (P-12).

- Successful completion of:
  - All Core requirements
  - AND Program Requirements (please see list below)
  - AND Student Teaching Requirement(10+2 semester hours = 12 hours total)

Once the core curriculum, pre-program, and program requirements have been met and any additional endorsement coursework is complete, the student will complete the program with a semester-long (16 week) supervised Student Teaching/Internship Experience (SED493). This Internship Experience typically takes place during the final semester before graduating. During the Internship Experience, the student will work closely with a mentor teacher and will co-teach in a classroom setting for an extended period of time. This training time—which includes identity—and disposition-building, as well as skill-building in all aspects of teaching (e.g, planning, assessment, teaching, management)—will be under the supervision of a mentor teacher, a university supervisor, and the field director, and it will provide proficiency training in all areas. The Internship course is a 10-credit course. In conjunction with this 10-credit hour Internship course, the student will also take a 2-credit hour Internship Seminar course (ED 498). In this course, students will convene as a class to discuss and reflect upon their student teaching experiences and complete other program tasks required for degree completion and certification.

## BACHELOR OF ARTS IN SPECIAL EDUCATION

**Core Curriculum Requirements AND (please see the Core Curriculum section of the catalog)**

**Completion of all Special Education Program requirements**

- ED 304 Practicum I (1)
- ED 312 Assistive Technology for All Learners (3)
- ED 359 Introduction to Exceptionalities (3)
- ED 362 Professional Issues and Abuse (1)
- ED 406 Planning and Assessment (3)
- ED 408 Practicum II (1)
- ED 414 or HIS 326 Pacific Northwest History (3)
- ED 426 Methods of Teaching Language Acquisition (3)\*
- ED 395/495 Special Topics, Ed Elective (3)

- SED 461 Instructional Strategies for All Learners (3)
- SED 463 Management Strategies for Exceptional Learners (3)
- SED 465 Transition to Adulthood for Exceptional Learners (3)
- SED 466 Assessment of Exceptional Learners (3)
- SED 467 Special Education Law, Abuse, and the IEP (3)
- SED 469 Seminar and Practicum in Special Education (3)

**Student Teaching Requirement (12 semester hours)** (This SED493 course section is a SED version of the ED494 course required in the Elementary and Secondary majors. It is not in addition to the ED494 section.)

- SED 493 Internship: Special Education (10)
- ED 498 Teacher Internship Seminar (2)

## **MINOR IN SPECIAL EDUCATION**

**NOTE:** Completion of the Special Education minor does not satisfy requirements for teacher certification. For a minor in Special Education, individuals must apply for acceptance to a College of Education and Counseling Certification program before enrolling in any upper-division coursework. For more information about application and acceptance to the program, students should contact the College of Education and Counseling.

Please see general information on the Special Education Program earlier in this catalog.

### **Upper-Division Courses (18 semester hours)**

- SED 359 Introduction to Exceptionalities (3)
- SED 463 Management Strategies for Exceptional Learners (3)
- SED 465 Transition to Adulthood for Exceptional Learners (3) or alternative SED elective for all majors except secondary education
- SED 466 Assessment in Exceptional Learners (3)
- SED 467 Special Education Law, Abuse and the IEP (3)
- SED 469 Seminar and Practicum in Special Education (3)

# 4+1 PROGRAM (2+2+1 PROGRAM) BA-ELEMENTARY EDUCATION / MED-SPECIAL EDUCATION DEGREE

## FACULTY

**Karen Widdowson**

*Assistant Professor, Special Education Director*

**Celeste Trimble**

*Associate Professor*

**Julie Moon**

*Assistant Professor*

**Jeremy Delamarter**

*Associate Professor*

**Michele Bledsoe**

*Assistant Professor*

## VISION, MISSION, OR PURPOSE

This comprehensive program creates a unique, accelerated pathway to teaching. Students will have the opportunity to be certified to teach after successful completion of 4 program semesters. It provides students with an undergraduate degree as well as an accelerated pathway to a graduate degree and results in dual endorsements of Elementary Education and Special Education.

## REQUIRED COURSES OR OTHER DEGREE REQUIREMENTS

A student enters the Bachelor of Arts in Elementary Education (BA-Elementary Ed)/ Masters of Education (Special Education focus) (MED-SPED) 4+1 degree program by completing a pre-program advising consultation with the education student support coordinator, declaring program intent, and completing the application process. Students will be notified of acceptance/non-acceptance following review by the program director in a timely manner. If accepted, up to 12 credits of approved graduate courses may be applied toward both the bachelor's and master's degrees. This condition is specific to a 4+1 program. Thus, both the undergraduate and graduate degrees in education could be earned in five academic years.

## ELIGIBILITY TO APPLY REQUIREMENTS

- Students must meet all graduate admissions eligibility requirements. Students will not be required to prove English Language Proficiency a second time.
- Students typically have completed a minimum of 60 credits, including credits earned from Advanced Placement, Running Start (Dual Credit),
- International Baccalaureate (IB), etc. in order to apply. Credit verification and program eligibility will be discussed at the pre-program advising consultation with the education student support coordinator.
- Transfer students must have completed a minimum of 60 credits—whether from the transfer institution alone or in combination with Saint Martin's credits.

## ADMISSION TO THE PROGRAM

- During the pre-program advising session prior to the start of the program, a graduate application and supporting program materials must be submitted. Please discuss this program application with your program advisor and for information on application requirements.
- A program of study signed by the applicant, the pre-program adviser/ education student support coordinator, and the program director must be submitted.
- The program of study (Elementary 4+1) must be clearly indicated on the 4+1 application.
- After review of the materials submitted, a letter of acceptance (or denial) to the master's program, conditional upon meeting the 4+1 requirements, is issued.
- Applications accepted for admission to the master's program will not be matriculated as graduate students until completion of the bachelor's degree.



## REQUIREMENTS FOR COMPLETION

- Students must complete their bachelor's degree prior to entering the master's program. Students in the 4+1 program may not elect to bypass the bachelor's degree.
- No more than twelve (12) credits of graduate coursework may be counted toward the requirements of both degrees.
- Students may be enrolled as part-time students during the summer semester due to limited course offerings.
- Students must follow the 4+1 plan provided them and may not take more than six (6) credits of graduate work within their first semester of the 4+1 program.
- Students must be enrolled in BOTH undergraduate courses and graduate courses and be enrolled full-time (12 credits).
- Students should be able to complete the master's degree within 12 months from the completion of the bachelor's degree.
- Please refer to the department's academic policies for GPA requirements.
- To qualify for the undergraduate flat rate tuition, the student must be enrolled in 12.0 undergraduate credits. Otherwise, the tuition rate will be billed per credit, based on current undergraduate and graduate credit rates.
- Each semester the undergraduate student intends to take graduate level courses (prior to degree conferral), they must complete an Undergraduate Permission to take Graduate Level courses form.

## 4+1 BA IN ELEMENTARY EDUCATION / MED (SPED FOCUS)

### 4+1 Program Course Requirements (see Program Plan for exact sequence)

#### Completion of all Core requirements AND

##### Pre-program requirements

ED 204 Culture, Equity, and Education (3)

ED 205 Learning and Development (3)

##### Program requirements

ED 406 Planning and Assessment (3)

MED 559 Introduction to Exceptionalities (2)

HIS 326 or ED 414 PNW History (3)

ED 426 Methods of Language Acquisition (3)

ED 304 Practicum I (1)

ED 362 Professional Issues and Abuse (1)

ED 439 Literature and Arts Integration (3)

MED 512 Assistive Technology for All Learners (2)

ED 408 Practicum II (1)

ED 418 Critical Narratives and Historical Integrations in Teaching (3)

ED 417 Health and Fitness Approaches (1)

ED 395/495 Special Topics/Ed Elective (3)

ED 451 STEM Integrations (3)

MED 561 Instructional Strategies for All Learners (2)

SED 467 Ed Elective: Special Education Law (3)

ED 464 Literacy Practices for K-8 Learners (3)

MED 569 Practicum III - split placement (3)

ED 494 Teaching Internship (10)

ED 498 Internship Seminar (2)

#### Upon completion of these courses, you must then take:

MED563 Management Strategies for Exceptional Learners (3)

MED566 Assessment in special education (3)

MED601 Educational Research I (3)

#### In addition - choose 1 exit option

##### Exit Option I - Thesis Option

MED 699 Final Research Project/Thesis (3)

##### Exit Option II - Non Thesis Option

MED 698 Integrating Theory and Practice in Education: Capstone Course (3)

AND one MED course from MED 565 or MED 620 ASD or MED614 Culture of Disability (2)

# PHYSICAL EDUCATION

## VISION, MISSION, OR PURPOSE

Courses in physical education promote the well-being of students by providing instruction in health, exercise, posture and athletic skills. Please contact the College of Education and Counseling for current semester offerings.

## REQUIRED COURSES OR OTHER DEGREE REQUIREMENTS

### Lower-Division Courses (2 semester hours)

Two semester hours selected from: PE 202, PE 203 or PE 204

### Upper-Division Courses (18 semester hours)

PE 301 Foundations of Physical Education (3)

PE 310 First Aid and Athletic Injuries (3)

PE 345 Psychology and Philosophy of Coaching (3)

PE 400 Kinesiology (3)

PE 401 Exercise Physiology (3)

PE 430 Organizational Administration of PE, Intramurals and Intercollegiate Sports (3)

*\*NOTE: Completion of the Physical Education minor does not satisfy requirements for teacher certification. For a minor in Physical Education toward a teacher certification endorsement, individuals must apply for acceptance to a College of Education and Counseling Certification program before enrolling in any upper division coursework. For more information about application and acceptance to the program, students should contact the College of Education and Counseling office at 360-438-4333 or [education@stmartin.edu](mailto:education@stmartin.edu).*

# EDUCATIONAL STUDIES

## FACULTY

**Karen Widdowson**  
*Special Education Director*  
*Assistant Professor*

**Celeste Trimble**  
*Associate Professor*

**Julie Moon**  
*Assistant Professor*

**Jeremy Delamarter**  
*Associate Professor*

**Michele Bledsoe**  
*Assistant Professor*

## VISION, MISSION, OR PURPOSE

This degree is a non-certification program and is designed for individuals interested in supplementing their existing university coursework with education theory and application. Candidates work to develop cultural competency and educational skills, which can then be used in community settings. The culminating experience involves a Capstone project and an internship in a community venue, which together bring a candidate's entire university learning experience into focused action.

## LEARNING OUTCOMES

This program provides opportunities for individuals to learn best practices to facilitate learning and to administer learning programs. This non-certification program allows students to receive in-depth knowledge of the field of education and to combine this with their prior university learning experiences. Students who enroll in this program intend to work within community learning spaces and do not intend to become certified teachers.

## REQUIRED COURSES OR OTHER DEGREE REQUIREMENTS

This degree program allows for three upper division education courses to be chosen by the student with the help of an advisor. These courses can include most of the regular, non-field related education courses.

Educational Studies students may not take any of the practica or field experience courses. This includes ED304/MED504, ED408/MED508, ED492/MED592, ED487/MED597, ED498/MED598, SED493 & 469, and/or any other course involving placement within a school setting.

Students may choose at some point to shift from the educational studies track to one of the certification track programs or vice versa. When this situation arises, a degree audit must be conducted by an advisor and approved by the Dean of the College of Education and Counseling. If a student decides to pursue a Washington State Teaching Certification program after beginning the Educational Studies track, the student will be required to change majors and then fulfill all program and coursework requirements for the new major (please consult an education advisor prior to making this decision).

## BACHELOR OF ARTS IN EDUCATIONAL STUDIES

**Core Curriculum Requirements (Please see the Core Curriculum section of the catalog) AND**

### **Lower-Division Education Courses**

ED 204 Culture, Equity, and Education (3)

ED 205 Learning and Development (3)

### **Upper-Division Education Courses**

ED 418 Critical Narratives and Historical Integrations in Teaching (2)

SED 359 Introduction to Exceptionalities (3)

(The practicum for Educational Studies students cannot be completed in a public school setting)

ED 469 Capstone in Educational Studies (3)

ED 493 Internship in Educational Studies (3)

**AND at least thirteen more semester hours in upper-level education courses**

**Courses selected from existing university coursework may include but are not limited to courses from the following disciplines:**  
(24 semester hours as approved by advisor)

Community Education: SOC, PSY, BUS, RLS, CJ, HIST, PLS

Early Childhood Education: ED, ECE, PSY, SOC

Foundation Studies in Education and Culture: SOC, ED, BUS

Health and Fitness: PE, ED, PSY, NUR

STEM: BIO, MTH, CHM, SCL, CSC, GE, CE, ME, PHY

**AND Elective Coursework to reach 120 semester credit hours minimum**

Additional elective courses as needed to meet the 120 semester credit minimum for the bachelor's degree.

## **ADVISING**

To ensure proper sequencing of courses, students planning to enter the Educational Studies program must consult an advisor from the College of Education and Counseling.

## **POST-BACCALAUREATE CERTIFICATION PROGRAM**

Students who already possess a bachelor's degree can pursue a teaching certificate program as a non-degree seeking student at Saint Martin's University. Upon successful completion of the requirements listed above for Elementary Education, Secondary Education, or Special Education, students will be eligible to be certified as a teacher in the state of Washington. This non-degree path to certification is typically called the post-baccalaureate program or the certification-only program.

For financial aid classification purposes, our post-baccalaureate program coursework is offered at the undergraduate level. Students may not carry coursework from a post-baccalaureate program toward our MIT or Med programs or degrees.

The College of Education and Counseling offers a post-baccalaureate certification-only program that follows the same coursework and guidelines as the Elementary Education Major, the Secondary Education Major, and the Special Education Major with one exception: General Education Core requirements are for a baccalaureate degree and therefore are not required of post-baccalaureate students. Students must still meet all Pre-Program, Program, and additional endorsement and Internship Requirements, as well as state required testing to be recommended for certification.

*NOTE: MIT programs may best meet student needs, save time, and benefit your career. See graduate catalog for details.*

*NOTE\*: Financial Aid does NOT cover most post baccalaureate certificate programs. Please work with your financial aid counselor to see what is right for you.*

# MINOR IN EDUCATION

## FACULTY

**Karen Widdowson**  
*Special Education Director*  
*Assistant Professor*

**Celeste Trimble**  
*Associate Professor*

**Jeremy Delamarter**  
*Associate Professor*

**Julie Moon**  
*Assistant Professor*

**Michele Bledsoe**  
*Assistant Professor*

## MINOR IN EDUCATION (20 semester hours)

This minor is available to all students.

Completion of an Education minor does not satisfy requirements for teacher preparation, and candidates for a minor are not eligible for any placements or field experiences (e.g., practica or internship courses). Entry into any Education course not listed here requires admission to Education programs or permission of Dean of CEC and advisor.

## REQUIRED COURSES OR OTHER DEGREE REQUIREMENTS

### Lower-Division Courses

- ED 204 Culture, Equity, and Education (3)
- ED 205 Learning and Development (3)

### Upper-Division Courses

- SED 359 Introduction to Exceptionality (3)
- ED 426 Methods of Language Acquisition (3)
- ED 312 Assistive Technology for All Learners (3)

### Plus at least 6 credits from:

- ED 418 Critical Narratives and Historical Integrations in Teaching (3)
- ED 439 Literature and Arts Integrations (3)
- ED 451 STEM Integrations (3)
- ED 417 Health and Fitness Approaches (1)
- ED 395/495 Any upper-division education elective or special topic (3)

# HAL AND INGE MARCUS SCHOOL OF ENGINEERING

## STAFF

**David H. Olwell**

*Dean*

**Tamara Léger**

*Executive Assistant to the Dean*

## VISION, MISSION, OR PURPOSE

The mission of The Hal and Inge Marcus School of Engineering (HIMSE) is: “to provide Saint Martin’s engineering and computer science graduates with an education that will prepare them for successful careers in professional practice, and to prepare students for advanced graduate studies and lifelong learning, all while keeping with our Benedictine tradition as the guiding principle.”

The philosophy of the Hal and Inge Marcus School of Engineering is to provide both a strong fundamental liberal arts foundation and a strong technical education. The liberal arts portion of the program emphasizes ethical values, teamwork, effective communication, problem-solving skills and service to society and is administered in a supportive environment. It provides the broad education necessary to understand the impact of engineering solutions in a global, economic, environmental, and societal context. The professional portion of the program is student centered, recognizing, supporting and developing the unique strengths and capabilities of each individual. Additionally, the professional’s role in the team, in the company and in society is a common thread that lends cohesion to the programs.

## LEARNING OUTCOMES

An important component of engineering education is the development of an appreciation of societal, ethical and moral issues that accompany professional practice. Hence, in addition to science, technology, mathematics, and engineering subjects, students complete more than 30 credit hours in the liberal arts, including English and literature, humanities and social studies, art, religion and philosophy. These courses are not taken at random, but with the specific intent of developing skills necessary for graduates to function effectively in a diverse work environment.

The expected outcomes of the undergraduate curriculum are given on the school’s website: [www.stmartin.edu/engineering](http://www.stmartin.edu/engineering) and in each program’s section in the catalog. The Engineering Advisory Board is a voluntary group of practicing professionals who help guide HIMSE in setting these program goals and evaluating graduates.

With the Catholic, Benedictine tradition as the guiding principle, the University accomplishes its mission by recognizing the spiritual and ethical dimensions of all human activity and by celebrating the uniqueness and worth of each human being.

We aspire to provide a living and learning environment that prepares students for active, responsible, and productive lives in their professions and as members of the local and global community.

In keeping with our Benedictine heritage, we provide an environment where spirituality, hospitality, service, and creativity can flourish. We nurture the student’s spirit of inquiry and discovery, including self-discovery, and provide opportunities for them to develop their skills in various forms of communication.

## TRANSFER CREDITS

A significant number of Saint Martin’s students elect to transfer some courses into the University from other accredited institutions. A course grade of a “C-” or better is required for transfer of credits. Each request from a transfer student for advanced standing is considered individually, and a detailed program is designed to the applicant’s needs. Courses taken in technical college programs may not be acceptable for transfer. Upper division engineering coursework must be from an ABET EAC accredited program to be accepted for transfer. If you have any questions regarding your program, contact the head of your major at Saint Martin’s or the Dean of The Hal and Inge Marcus School of Engineering.

## REQUIRED COURSES OR OTHER DEGREE REQUIREMENTS

### Undergraduate Curriculum

The undergraduate curriculum has been designed to meet the challenging objectives stated above. Laboratory work, written and oral communications, critical thinking and analysis, ethics, and design-oriented activities are integrated throughout the curriculum.

Approximately one quarter of the total number of credits required to graduate are devoted to the basic sciences and mathematics, with a similar number devoted to the humanities, social sciences and general education topics. Roughly half of the curriculum addresses engineering and computer science topics.

A common HIMSE core builds a foundation in fundamental mathematics and science, including calculus, chemistry and physics, as applicable to specific degree plans. Introductions are provided to engineering problem-solving and design and computer competency. During the sophomore year, students build on their foundation in the sciences and mathematics. Courses are taken in advanced mathematics, natural science and engineering mechanics.

Professional practice matters are included in courses introduced throughout the curriculum by practicing professional engineers. Continued involvement of practicing professional engineers in setting goals and evaluating program results is essential. It is provided by the Engineering Advisory Board (EAB), a voluntary group of practicing professionals and alumni.

Our faculty strive to be sensitive to the needs of non-traditional students and students who seek an education in a more personalized, supportive, small college atmosphere. They also seek to provide professional services, seminars, short courses, review courses and a professional forum for members of business, government and local industry.

While most of the classes taken in the first two years of the Mechanical Engineering (ME) and Civil Engineering (CE) programs are the same, there are some minor differences. For this reason, the graduation requirements for the CE and ME program are listed under each program. In addition, there is a listing of a typical four-year program for CE and ME listed with the graduation requirements on the School of Engineering's website.

The requirements and typical schedule for the Computer Science (CS) and Information Technology (IT) programs are similarly posted on the website.

### **Minimum Graduation Requirements**

All students must:

- Complete not less than 120 semester hours of credit. Commonly, students will need 126-131 semester hours of credit to complete a HIMSE degree at Saint Martin's.
- Complete not less than 30 semester hours at Saint Martin's University. Students transferring from a community college must complete no less than 60 credits at Saint Martin's University. All students must complete certain background or prerequisite classes either at Saint Martin's or at another institution of higher learning in addition to all other requirements. For HIMSE students, these classes are commonly the lower division (100 and 200 level) General Engineering or Computer Science classes. Students who have completed a background or prerequisite class at another institution with an acceptable grade will not be required to repeat this class at Saint Martin's.
- Fulfill Saint Martin's University's general requirements for graduation including the Core Curriculum requirements.
- All courses in ME, CE, EE, and CSC require a C- or better in all prerequisite courses. In addition, program completion (including graduation) requires a C- grade or better or all program-required courses.

## **ACCREDITATION**

The Bachelor of Science in Civil Engineering and the Bachelor of Science in Mechanical Engineering programs are accredited by the Engineering Accreditation Commission of ABET, Inc., <http://www.abet.org>.



# CIVIL ENGINEERING

## FACULTY

**Floraliza Bornasal '09**

*Chair of Civil Engineering*

*Associate Professor*

**Chris Allaire**

*Associate Professor Emeritus*

**Jae Ho Chung**

*Associate Professor*

**James Harmon**

*Associate Professor Emeritus*

**Dintie Mahamah**

*Professor*

**Chun Kyung Seong**

*Professor Emeritus*

**Jill Walsh**

*Associate Professor*

**Corrie Walton-Macaulay**

*Associate Professor*

## VISION, MISSION, OR PURPOSE

Civil engineers plan, design, manage and construct buildings, bridges, highways, airports, dams, tunnels, ports, offshore structures, water supply systems, power plants, space structures and wastewater collection and treatment facilities.

The Department of Civil Engineering provides its students with an outstanding educational opportunity to enter a challenging and fulfilling professional career.

Most of our students will enter professional practice in the South Sound area following their undergraduate studies. Many of our graduates enroll in the Master of Science in Civil Engineering Program or the Master of Engineering Management at Saint Martin's as part-time students while working regionally in the profession.

## LEARNING OUTCOMES

Civil engineering is a creative, practical and satisfying profession in high demand worldwide. Most civil engineers work in industry, government or private consulting firms. A professional engineering license is mandatory for career success as a civil engineer.

Professional competence is built on a foundation of mathematics, physical and natural sciences, engineering sciences, design and laboratory experience. The basic scientific principles learned in these areas are then applied to practical problems in structures, foundations, transportation systems and environmental problems. The role of the engineer as problem-solver and designer is the common thread throughout the engineer's career, both during preparation and in practice.

### Program Educational Objectives:

Within five years of graduation, our graduates will be:

- engaged in service to their profession and their communities, consistent with the Benedictine tradition to serve.
- steadfast in pursuing personal and professional growth opportunities (e.g., continuing education, advanced degrees, professional licensing, membership in professional societies, etc.) to foster personal and organizational growth.
- capable complex problem solvers who can apply critical, sound, and ethical judgment while designing sustainable engineering systems for our society.
- valued members of their organization and successful practicing engineers.
- effective communicators providing quality interpersonal and leadership skills.
- students will develop an ability to use the techniques, skills, and modern engineering tools necessary for engineering practice.

### Student Outcomes:

Student outcomes for the civil engineering program are:

- an ability to identify, formulate, and solve complex engineering problems by applying principles of engineering, science, and mathematics
- an ability to apply engineering design to produce solutions that meet specified needs with consideration of public health, safety, and welfare, as well as global, cultural, social, environmental, and economic factors
- an ability to communicate effectively with a range of audiences
- an ability to recognize ethical and professional responsibilities in engineering situations and make informed judgments, which must consider the impact of engineering solutions in global, economic, environmental, and societal contexts
- an ability to function effectively on a team whose members together provide leadership, create a collaborative and inclusive environment, establish goals, plan tasks, and meet objectives
- an ability to develop and conduct appropriate experimentation, analyze and interpret data, and use engineering judgment to draw conclusions
- an ability to acquire and apply new knowledge as needed, using appropriate learning strategies
- an ability to acquire and apply new knowledge as needed, using appropriate learning strategies. Goals and expected outcomes of the Department of Civil Engineering can be found on the University website, <https://www.stmartin.edu/academics/all-programs/civil-engineering>.

## REQUIRED COURSES OR OTHER DEGREE REQUIREMENTS

In their junior and senior years, students are required to take a core program that includes structural, transportation, environmental and geotechnical engineering. They also take a minimum of eight elective credits to begin specializing in a selected discipline area. All upper-division courses incorporate engineering design. The program culminates with a major, year-long teamwork based capstone design experience in the senior year. Though not required, students are encouraged to seek out and engage in internships with local companies for valuable on-the-job training and networking opportunities.

### BACHELOR OF SCIENCE IN CIVIL ENGINEERING

Listed below are the classes required for graduation. These classes fall into four general categories: Core; Mathematics and Science; General Engineering; and Civil Engineering. The following lists the current requirements (127-128 total semester hours) for the BSCE degree:

#### Core Requirements (31 semester hours)

Some core requirements are included in the other degree requirements below. Specifically, students of civil engineering satisfy the COR130 and COR230 requirements in the math and science requirements of the degree program, and COR400 in their capstone design courses. They are excused from COR140, the world language course. Please refer to the Academic Programs and Policies section of this catalog for more information and a list of allowed courses that satisfy each remaining core requirement

#### Math and Science Requirements (32 Semester hours)

- CHM 141/145 General Chemistry (4)/Chemistry for Engineers (4) with Laboratory 141L or 145L (1)
- MTH 171 Calculus I (4)
- MTH 172 Calculus II (4)
- MTH 322 Differential Equations (3)
- MTH 357 Probability and Statistics (3)

Science elective from a third area (3) (Geology, Biology, as approved)

- PHY 171 Introduction to Physics I (4) with Laboratory 171L (1)
- PHY 172 Introduction to Physics II (4) with Laboratory 172L (1)

#### General Engineering Requirements (16 semester hours)

- GE 103 Graphics, Computer-aided Drafting and Solid Modeling (3)
- GE 204 Statics (3)
- GE 205 Dynamics (3)
- GE 206 Mechanics of Materials (3)
- GE 207 Mechanics of Materials Laboratory (1)
- GE 359 Professional Ethics, Legal Issues and Applied Economics in Contemporary Society (3)

#### Civil Engineering Requirements (48-49 semester hours)

- CE 100 Introduction to Civil Engineering (1)
- CE 304/CE 304L Surveying and Surveying Laboratory (3)
- CE 308 Fluid Mechanics (3)

CE 309 Fluid Mechanics Laboratory (1)  
 CE 310 Civil Engineering Materials (3)  
 CE 310L Civil Engineering Materials Laboratory (1)  
 CE 321 Soil Mechanics (3)  
 CE 322 Soil Mechanics Laboratory (1)  
 CE 323 Transportation Engineering (3)  
 CE 324 Transportation Engineering Laboratory (1)  
 CE 330 Water Resource Engineering (3)  
 CE 350 Structural Analysis (3)  
 CE 350L Structural Analysis Laboratory (1)  
 CE 360 Reinforced Concrete (3)  
 CE 370 Hydraulic Engineering (3)  
 CE 385 Environmental Engineering (3)  
 CE 498 Senior Design I (2)  
 CE 499 Senior Design II (2)  
 CE Elective (3)  
 CE Elective (3)  
 CE Elective (3 or 2)

## **4+1 PROGRAM—BACHELOR OF SCIENCE IN CIVIL ENGINEERING / MASTER OF SCIENCE IN CIVIL ENGINEERING OR MASTER OF ENGINEERING MANAGEMENT OR MASTER OF SCIENCE IN ENVIRONMENTAL ENGINEERING**

A student enters the Bachelor of Science in Civil Engineering (BSCE)/Master of Science in Civil Engineering (MSCE), BSCE/Master of Science in Environmental Engineering (MSEV), or Master of Engineering Management (MEM) combined degree program by applying for admission just prior to their senior year at Saint Martin's. If accepted, up to twelve credit hours of approved courses may be applied toward master's degrees. MSCE courses, taken as undergraduates, would be fulfilling undergraduate civil engineering elective requirements. (MEM courses need to be cross-listed as MSCE courses to count towards the BSCE degree). Thus, both the undergraduate and graduate degrees in civil engineering could be earned in approximately five academic years.

### **Eligibility to Apply Requirements**

- Students must meet all graduate admissions eligibility requirements. Students will not be required to prove English Language Proficiency a second time.
- Students must have completed a minimum of 60 credits, including credits earned from Advanced Placement, Running Start (Dual Credit), International Baccalaureate (IB), etc. in order to apply. Students must apply before the completion of their undergraduate degree.
- Transfer students must have completed a minimum of 60 credits—whether from the transfer institution alone or in combination with Saint Martin's credits. Transfer students must complete at least 12 undergraduate credits at SMU to be considered for admission to the accelerated masters/4+1 program.
- Students must meet all prerequisites prior to enrollment in Graduate courses.
- Individual departments may impose additional admission requirements. Please visit the department's website for information on GPA requirements.

### **Admission to the Program**

- A graduate application and supporting materials must be submitted. Please visit the graduate website for information on application requirements.
- A program of study signed by the applicant, the undergraduate and graduate advisor, and the program director must be submitted.
- The program of study must be clearly indicated on the 4+1 application, and include the following:
  - Up to 12 credits of approved graduate coursework may be counted toward both the graduate degrees. These courses will be taken prior to completing the bachelor's degree.
  - The courses that will be taken as a graduate student. These courses will be taken after completing the bachelor's degree.
  - The anticipated graduation date for the master's degree.

- After review of the materials submitted, a letter of acceptance (or denial) to the master's program, conditional upon meeting the 4+1 requirements, is issued.
- Applications accepted for admission to the master's program will not be matriculated as graduate students until completion of the bachelor's degree.

### **Requirements for Completion**

- Students must complete their bachelor's degree prior to entering the master's program. Students in the 4+1 program may not elect to bypass the bachelor's degree.
- No more than twelve (6) credits of graduate coursework may be counted toward the requirements of both degrees. If a student will not meet the undergraduate requirements to graduate until August, they can spread those courses out through the three semesters (Fall, Spring, and Summer) as long as they are of senior standing and are enrolled full time.
- Students may be enrolled as part-time students during the Summer semester due to limited course offerings.
- Students may not take more than six (6) credits of graduate work within their first semester of the 4+1 program.
- After completing all degree requirements for the Bachelor's, at least 12 graduate level credits in the graduate program of choice must be taken while student is in graduate status.
- Students should be able to complete the master's degree within 12 months from the completion of the bachelor's degree.
- Please refer to the department's website for GPA requirements.
- In order to qualify for the undergraduate flat rate tuition, the student must be enrolled in 12.0 undergraduate credits. Otherwise, the tuition rate will be billed per credit, based on current undergraduate and graduate credit rates.
- Each semester the undergraduate student intends to take graduate level courses (prior to degree conferral), they must complete an Undergraduate Permission to take Graduate Level courses form.

# COMPUTER SCIENCE

## FACULTY

**Radana Dvorak, Ph.D.**

*Chair of Computer Science*

*Associate Professor*

**Xuguang Chen, Ph.D.**

*Associate Professor*

**Farzin Bahadori**

*Instructor*

**Guangyan Li, Ph.D.**

*Assistant Professor*

**Harold Nelson, Ph.D.**

*Instructor*

**Joel Nonnweiler**

*Instructor*

**Jonathan Wiebersch**

*Instructor*

**John Whiteman**

*Adjunct Instructor*

The computer science department offers two degrees, a Bachelor of Science in Computer Science (BSCS) and a Bachelor of Science in Information Technology (BSIT). The department also offers a Minor in Computer Science and a Certificate in Computer Science.

## VISION, MISSION, OR PURPOSE

The BSCS degree offers a solid foundation in the fundamentals of computer science. It is recommended for students who enjoy programming, mathematics and science. The BSIT degree is focused on applying the latest technology to real world problems in industry. The BSIT has reduced programming, mathematics, and science requirements compared to the BSCS.

Saint Martin's University and the computer science department offer a unique environment for students to succeed. Computer science faculty members work with students individually and in small classes in a rigorous educational environment. The in-class portion of the program is supplemented by optional off-campus internships, applied student projects, and field trips to conferences, such as Portland Game Expo, Linux Fest Northwest, ACM CCSC and ACM SIGCSE. Saint Martin's University regularly hosts career fair, drawing on its close relationships with businesses and organizations.

Our computer science faculty have a wide range of industry experience, including companies such as Intel, DuPont, Microsoft, Epic Systems, Oracle, US Military, and the Department of Transportation. Our adjunct professors are currently working in high technology fields involving mobile application, web-application, security, artificial intelligence, network and hardware/firmware.

## LEARNING OUTCOMES

### Program Educational Objectives:

Within five years after graduating, students will be:

- working as a computing professional, utilizing the knowledge acquired in the bachelor's program, or be enrolled in a graduate program.
- engaged in the computing profession utilizing professional skills.
- to make a positive impact on society.
- participating in further professional development, employing the learning
- skills taught in this program.
- engaged in service to their profession and communities, consistent with the Benedictine tradition to serve.

The computer science program is embedded in the university's strong liberal arts curriculum. It thereby helps ready its students to pursue a broad range of careers, whether immediately upon graduation or after seeking an advanced degree. The program continues to evolve in response to advances in computer science and information technology and the needs of business and industry, in order to prepare its graduates for a lifetime of professional advancement, personal satisfaction, and service to society.

#### **Student Outcomes (BSIT):**

Graduates of the program will have:

- an ability to analyze a complex computing problem and to apply principles of computing and other relevant disciplines to identify solutions.
- an ability to design, implement, and evaluate a computing-based solution to meet a given set of computing requirements in the context of the program's discipline.
- an ability to communicate effectively in a variety of professional contexts.
- an ability to recognize professional responsibilities and make informed judgments in computing practice, based on legal and ethical principles.
- an ability to function effectively as a member or leader of a team engaged in activities appropriate to the program's discipline.
- an ability to use systemic approaches to select, develop, apply, integrate and administer secure computing technologies to accomplish user goals.

## **REQUIRED COURSES OR OTHER DEGREE REQUIREMENTS**

Students in both Computer Science and Information Technology take a wide range of courses, such as cybersecurity, web database development, data integration and mobile development and video game programming. Specialization is primarily accomplished through a significant two-semester capstone project. The first semester's focus is primarily on design, while, in the second semester, the focus is on implementation. Though not required, students are encouraged to seek out and engage in internships with local companies for valuable on-the-job training and networking opportunities.

In order to graduate as a computer science major or minor, or a degree in information technology, students must receive a minimum grade of "C-" in all degree requirements listed below, with the overall GPA for these courses no lower than 2.33.

## **BACHELOR OF SCIENCE IN COMPUTER SCIENCE**

### **Core Requirements (31 semester hours)**

Some core requirements are included in the other degree requirements below. Specifically, students of computer science satisfy the COR130 and COR230 requirements in the math and science requirements of the degree program, and COR400 in their capstone design courses. They are excused from COR140, the world language course. Please refer to the Academic Programs and Policies section of this catalog for more information and a list of allowed courses that satisfy each remaining core requirement.

### **Math Requirements (16 semester hours)**

MTH 171 Calculus I (4)

MTH 200 Mathematics for Computer Science (3)

CSC 201 Statistics for Computer Science (3) OR MTH357 Probability and Statistics (3)

At least eight (6) additional semester hours with mathematical rigor at least equivalent to introductory calculus.

### **Science (at least six (6) semester hours)**

At least six semester credit hours (or equivalent) in natural science course work intended for science and engineering majors. This course work must develop an understanding of the scientific method and must include laboratory work.

### **Computer Science (57 semester hours) including:**

#### **Foundation Courses (21 semester hours)**

CSC 320 Project Management (3)

GE 359 Professional Ethics, Legal Issues and Applied Economics in Contemporary Society (3)

CSC 101 Introduction to Computer Science (3)

CSC 180 Introduction to Programming (3)

CSC 200 Intermediate Programming (3)

CSC 210 Database Fundamentals (3)

CSC 220 Computer Organization and Assembly Language (3)

### **Upper Division Major Requirements (36 semester hours)**

CSC 325 Computer Security (3)  
CSC 340 Data Structures and Algorithms (3)  
CSC 345 Data Communications and Networking (3)  
CSC 355 Introduction to Web Development (3)  
CSC 370 Principles of Programming Languages (3)  
CSC 385 Operating System Architecture (3)  
CSC 446 Software Engineering: Analysis and Design (3)  
CSC 481 Senior Project I (3)  
CSC 482 Senior Project II (3)

Plus nine (9) additional credit hours of upper division electives in Computer Science

## **BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY**

### **Core Requirements (35 semester hours)**

#### **Math Requirements (9 semester hours)**

MTH 161 Mathematical Methods for Business & Social Sciences (3)  
OR  
MTH 171 Calculus I (4)  
MTH 200 Mathematics for Computer Science (3)  
CSC 201 Statistics OR MTH 201 Introduction to Statistics (3)

#### **Foundation Courses (22 semester hours)**

CSC 320 Project Management (3)  
GE 359 Professional Ethics, Legal Issues and Applied Economics in Contemporary Society (3)  
CSC 101 Introduction to Computer Science (3)  
CSC 180 Introduction to Programming (3)  
CSC 202 Programming Lab (1)  
CSC 205 Application Programming and Tools (3)  
CSC 210 Database Fundamentals (3)  
CSC 235 Introduction to Linux and Linux Administration (3)

#### **Upper Division Major Requirements (36 semester hours)**

CSC 325 Computer Security (3)  
CSC 345 Data Communications and Networking (3)  
CSC 355 Introduction to Web Development (3)  
CSC 360 Introduction to Data Analysis (3)  
CSC 385 Operating System Architecture (3)  
CSC 446 Software Engineering: Analysis and Design (3)  
CSC 455 Cloud Technologies (3)  
CSC 481 Senior Project I (3)  
CSC 482 Senior Project II (3)

Plus nine (9) additional credit hours of upper division electives in Computer Science.

The BSIT is designed to meet the needs of non-traditional students, international students, military students, and students upskilling to meet employer requirements. Students awarded a Saint Martin's computer science certificate can transfer all 18 credits towards the BSIT degree. The transfer courses will meet a combination of foundation course requirements and upper-division course requirements.

## MINOR IN COMPUTER SCIENCE

CSC 101 Introduction to Computer Science

OR

CSC 160 Computing Technologies

15 additional semester hours in computer science or mathematics.

At most, 3 credit hours may be in mathematics. The program must be approved by the minor advisor and department chair, with at least 6 credit hours at the 300 or 400 level. No more than 6 credit hours from the requirements for a major can also be counted toward the CSC minor. Students may take both CSC 101 and CSC 160.

## CERTIFICATE IN COMPUTER SCIENCE

Students who complete the requirements for a minor in Computer Science may be awarded a Certificate in Computer Science. A maximum of three semester hours from regionally accredited institutions may be accepted toward fulfillment of requirements for the Certificate in Computer Science. Credits earned more than seven years ago will be reviewed to determine transferability.

Students interested in applying to the certificate program can find the application on Saint Martin's website and should contact the department chair of Computer Science for additional information.

### Washington Veterans to Technology Certificate Program

The Washington Vets to Tech program (WaV2T or WaVets2Tech) is a set of computer science certificates designed to provide computer science and information technology education to both active duty service members transitioning out of the military, eligible veterans, and military spouses.

The program was inspired by Sen. Patty Murray's legislation, the "VOW to Hire Heroes Act," and serves as a bridge for America's veterans from a military career to the technology field. It builds on an earlier program that was offered in partnership with Microsoft. Each path option in the WaV2T consists of at least 18 credit hours and awards the Certificate in Computer Science, with significant additional co-curricular content.

Primary path options consist of cybersecurity; server and cloud administration; and cloud application development. For students who complete a primary path option certificate, a second advanced certificate in IT Operations with an internship may also be taken.

Due to the nature of this program, students must complete all primary path certificate requirements with their cohort; no transfer credit is accepted toward fulfillment of the 18-credit hour requirement for the primary path certificates. Up to six credits, either double-counted from a primary certificate or transferred, may be applied towards the advanced certificate in IT Operations. All courses in the certificate program must be passed with a C- or better.

## 4+1 PROGRAM—BACHELOR OF SCIENCE / MASTER OF SCIENCE IN COMPUTER SCIENCE DEGREE

A student enters the Bachelor of Science in Computer Science (BSCS)/Master of Science in Computer Science (MSCS) 4+1 degree program by applying for admission just prior to his or her senior year at Saint Martin's. If accepted, up to twelve hours of approved courses (CSC 5XX) may be applied toward both the bachelor's and master's degrees. Thus, both the undergraduate and graduate degrees in computer science could be earned in approximately five academic years.

### Eligibility to Apply Requirements

- Students must meet all graduate admissions eligibility requirements. Students will not be required to prove English Language Proficiency a second time.
- Students must have completed a minimum of 60 credits, including credits earned from Advanced Placement, Running Start (Dual Credit), International Baccalaureate (IB), etc. in order to apply. Students must apply before the completion of the undergraduate degree.
- Transfer students must have completed a minimum of 60 credits—whether from the transfer institution alone or in combination with Saint Martin's credits.
- Students must meet all prerequisites prior to enrollment in Graduate courses.
- Individual departments may impose additional admission requirements. Please visit the department's website for information on GPA requirements.

### Admission to the Program

- A graduate application and supporting materials must be submitted. Please visit the graduate program website for information on application requirements.
- A program of study signed by the applicant, the undergraduate and graduate advisors, and the program director must be submitted.
- The program of study must be clearly indicated on the 4+1 application, and include the following:



- The courses (up to 12 credits of approved graduate coursework) that may be double counted for both the undergraduate and graduate degrees. *These courses will be taken prior to completing the bachelor's degree.*
- The courses that will be taken as a graduate student. These courses will be taken after completing the bachelor's degree.
- The anticipated graduation date for the master's degree.
- After review of the materials submitted, a letter of acceptance (or denial) to the master's program, conditional upon meeting the 4+1 requirements, is issued.
- Applications accepted for admission to the master's program will not be matriculated as graduate students until completion of the bachelor's degree.

#### **Requirements for Completion**

- Students must complete their bachelor's degree prior to entering the master's program. Students in the 4+1 program may not elect to bypass the bachelor's degree.
- No more than twelve (12) credits of graduate coursework may be counted toward the requirements of both degrees. If a student will not meet undergraduate requirements to graduate until August, they can spread those courses out through the three semesters (Fall, Spring, and Summer) as long as they are of senior standing and are enrolled full time.
- Students may be enrolled as part-time students during the Summer semester due to limited course offerings.
- Students may not take more than six (6) credits of graduate work within their first semester of the 4+1 program.
- Students must be enrolled in **BOTH** undergraduate courses and graduate courses and be enrolled full-time (12 credits).
- Students should be able to complete the master's degree within 12 months from the completion of the bachelor's degree.
- Please refer to the department's website for **GPA** requirements.
- In order to qualify for the undergraduate flat rate tuition, the student must be enrolled in 12 undergraduate credits. Otherwise, the tuition rate will be billed per credit, based on current undergraduate and graduate credit rates.
- Each semester the undergraduate student intends to take graduate level courses (prior to degree conferral), they must complete an Undergraduate Permission to take Graduate Level courses form.

# ELECTRICAL ENGINEERING

## FACULTY

**Frank Washko**

*Associate Professor*

**Xuguang Chen**

*Associate Professor*

**Rico Picone**

*Associate Professor*

**Shelbie Wickett MME'17**

*Engineering Lab Instructor*

## VISION, MISSION, OR PURPOSE

Electrical engineering is a broad field that includes power systems, control systems, microelectronics, microprocessors, computer networks, telecommunications (wire, wireless, satellite and fiber optic), remote sensing, signal processing, neural networks, medical devices, optics (electro-optics, optoelectronics and photonics) and other emerging technologies. The variety of an electrical engineer's work can range from the smallest integrated circuit to power systems that cover entire states.

## LEARNING OUTCOMES

Students who minor in electrical engineering will develop a broad understanding of different electrical engineering topics, particularly how those topics relate with other disciplines. Because of the broad nature of the field, electrical engineers are involved in a wide range of engineering design projects and they must be able to employ knowledge from other disciplines in electrical engineering designs. They must also be prepared to support engineers in other disciplines. As we progress through the 21st century, the technology that surrounds us will continue to expand and electrical engineers are leading the way.

## ADMISSION REQUIREMENTS

The minor in electrical engineering is intended for students who major in related fields and are interested in learning electrical engineering to enhance their major.

## MINOR IN ELECTRICAL ENGINEERING (18 SEMESTER HOURS)

The minor consists of 7 semester hours of required courses and 11 upper division semester hours in elective courses, drawn from the courses listed below:

### Required Courses (7 semester hours)

EE 316 Circuits and Mechatronics Lab (1)

EE 345 Circuits and Mechatronics (3)

CSC 101 Introduction to Computer Science (3)

OR

CSC 180 Introduction to Programming (3)

### Elective Courses (11 semester hours)

Five or more additional upper-division courses from the list below, adding up to a minimum of 11 total elective hours.

**Mechanical Engineering students may not use any of their ME Electives to satisfy these requirements.**

EE 458 Electronics I (2)

EE 477 Embedded Computing in Electromechanical Systems (2)

ME 370 Systems Analysis and Design (3)

EE 433 Photovoltaics Systems Engineering (2)

ME 454 Robotics and Automation (2)

EE 488 Electromechanical Machines (2)

EE 497 Directed Study (1-4)

# MECHANICAL ENGINEERING

## FACULTY

**Frank Washko**

*Chair of Mechanical Engineering*

*Associate Professor*

**Shahlaa Al Wakeel**

*Assistant Professor*

**Shawn Duan**

*Professor*

**Daniel Einstein**

*Associate Professor*

**Isaac Jung**

*Associate Professor Emeritus*

**Rico Picone**

*Associate Professor*

**Anthony de Sam Lazaro**

*Professor Emeritus*

**Shelbie Wickett MME'17**

*Engineering Lab Instructor*

## VISION, MISSION, OR PURPOSE

Mechanical engineering is ubiquitous. Mechanical engineers invent, design, test, and manufacture products and systems used in virtually every segment of society. They work in areas as diverse as aerospace, biomedical implants, energy systems, automobiles, robotics, defense, and manufacturing.

Mechanical engineers take products from concept to prototype to production and beyond. In preparing for lifelong learning, it is necessary to develop the whole person. In addition to professional competency, a balanced program encompassing strong written and oral communication skills and an appreciation for the arts, humanities and social sciences is required.

Professional competence is built on a foundation of mathematics, physical and natural sciences, engineering sciences, design, analysis, and laboratory experience. The role of the engineer as problem-solver and designer is the common thread throughout the curriculum. Most mechanical engineering graduates take positions in industry. Some, however, continue their formal education in a graduate program or work in research.

Practical design skills are emphasized throughout the Mechanical Engineering curriculum. A major goal of the junior year is to develop the students' skills through engineering topics equally divided between the department's focuses in energy and in structures and motion. Mechanical, thermal, and systems design activities are continued in three junior-year courses.

The main goal in the senior year is to integrate knowledge in science with engineering topics, thereby developing a degree of maturity in the student's engineering capabilities. Seniors may tailor their curricula by choosing six technical electives. Each of these technical electives includes design as an important component. Students may decide to develop depth in a certain area through a concentration, or to develop breadth in several areas. Some students choose to pursue an independent research project under faculty direction.

The senior year culminates in a two-semester sequence in engineering design. The first emphasizes design considerations and methods required to solve open-ended problems, as well as written and oral communication of the design solution. The final design course is a capstone that requires integration of knowledge gained in preceding analysis and design courses with generation of a concept-to-prototype schema.

## LEARNING OUTCOMES

### Program Educational Objectives:

Within five years after graduating, our graduates will be:

- valued members of their organization and successful practicing engineers.
- complex problem solvers who can apply critical, sound, and ethical judgment while designing sustainable engineering systems for our society.
- effective communicators providing quality interpersonal and leadership skills.
- steadfast in pursuing personal and professional growth opportunities. (e.g. continuing education, advanced degrees, professional licensing, membership in professional societies, etc.) to foster personal and organizational growth.
- engaged in service to their profession and their communities, consistent with the Benedictine tradition to serve.

### Student Outcomes:

Graduates will have:

- an ability to identify, formulate, and solve complex engineering problems by applying principles of engineering, science, and mathematics.
- an ability to apply engineering design to produce solutions that meet specified needs with consideration of public health, safety, and welfare, as well as global, cultural, social, environmental, and economic factors
- an ability to communicate effectively with a range of audiences.
- an ability to recognize ethical and professional responsibilities in engineering situations and make informed judgments, which must consider the impact of engineering solutions in global, economic, environmental, and societal contexts.
- an ability to function effectively on a team whose members together provide leadership, create a collaborative and inclusive environment, establish goals, plan tasks, and meet objectives.
- an ability to develop and conduct appropriate experimentation, analyze and interpret data, and use engineering judgment to draw conclusions.
- an ability to acquire and apply new knowledge as needed, using appropriate learning strategies.

## REQUIRED COURSES OR OTHER DEGREE REQUIREMENTS

Classes required for graduation fall into four general categories: core; mathematics and science; general engineering; and mechanical engineering.

The courses listed under General Education will not match the University's general education requirements, as some of the mathematics and science requirements fulfill the University's general requirements.

The program culminates with a major, year-long teamwork-based capstone design experience in the senior year. Though not required, students are encouraged to seek out and engage in internships with local companies for valuable on-the-job training and networking opportunities.

## BACHELOR OF SCIENCE IN MECHANICAL ENGINEERING

### Core Requirements (31 semester hours)

Some core requirements are included in the other degree requirements below. Specifically, students of mechanical engineering satisfy the COR130 and COR230 requirements in the math and science requirements of the degree program, and COR400 in their capstone design courses.

They are excused from COR140, the world language course. Please refer to the Academic Programs and Policies section of this catalog for more information and a list of allowed courses that satisfy each remaining core requirement.

### Math and Science Requirements (minimum 24 semester hours)

- CHM 145 Chemistry for Engineers (3)
- OR CHM 141 General Chemistry
- MTH 171 Calculus I (4)
- MTH 172 Calculus II (4)
- MTH 353 Linear Algebra (3)
- PHY 171 Introduction to Physics I (4) with Laboratory 171L (1)
- PHY 172 Introduction to Physics II (4) with Laboratory 172L (1)

### General Engineering Requirements (13 semester hours)

- GE 104 Computer Applications in Engineering (3)
- GE 204 Statics (3)

GE 205 Dynamics (3)

GE 206/207 Mechanics of Materials with Laboratory (4)

**Mechanical Engineering Requirements (52 semester hours)**

ME 100 Mechanical Engineering and Design Seminar (1)

ME 201 Technical Communication (2)

ME 300/L Manufacturing Processes with Laboratory (3/1)

ME 302 Machine Design (3)

ME 303 Material Science (3)

ME 308/309 Fluid Mechanics I with Laboratory (3/2)

ME 316 Mechatronics and Measurement Systems Laboratory (2)

ME 340 Thermodynamics I (3)

ME 345 Mechatronics (3)

ME 350 Parametric Solid Modeling (3)

ME 370 Systems Dynamics and Control (3)

ME 430 and 430L Heat Transfer/Heat Transfer Laboratory (3/2)

ME 498 Senior Design I (3)

ME 499 Senior Design II (3)

ME Electives (9)

**Electives:**

**Bioengineering:**

ME 384 Comparative Biomechanics

ME 385 Biomechanical Engineering

ME 426 Computational Fluid Dynamics

ME 481 Biofluid Mechanics

ME 482 Microfluidics and Biomedical Applications

ME 486 Advanced Biomedical Engineering

ME 487 Prosthetics and Medical Device Design

**Design and Entrepreneurship:**

ME 313 Engineering Innovation

ME 314 Engineering Economics and Venture Finance

ME 317 Technology Entrepreneurship

ME 318 New Product Development

ME 383 Engineering Design and Creative Problem Solving

**Intelligent and Dynamic Systems and Analysis:**

ME 404 Finite Element Analysis

ME 410 Vibration Theory

ME 419 Hydraulic Control Systems

ME 461 Control Systems I

ME 462 Control Systems II

ME 464 Flight Mechanics

ME 465 Robotics

ME 466 Multibody Dynamic Systems

ME 467 Machine Intelligence

ME 468 Modeling and Simulation

ME 469 Linear Systems Theory

ME 472 Digital Control

ME 477 Embedded Computing for Mechanical Control

### **Fluid Mechanics and Energy Systems:**

- ME 341 Intermediate Thermodynamics
- ME 426 Computational Fluid Dynamics
- ME 433 Photovoltaics Systems Engineering
- ME 440 Internal Combustion Engines
- ME 442 Advanced Internal Combustion Engines
- ME 451 Intermediate Fluid Mechanics
- ME 464 Flight Mechanics
- ME 481 Biofluid Mechanics
- ME 482 Microfluidics and Biomedical Applications

### **Numerical Analysis:**

- ME 404 Finite Element Analysis
- ME 422 Numerical Methods in Engineering
- ME 423 Numerical Optimization in Mechanical Engineering
- ME 426 Computational Fluid Dynamics
- ME 427 Metaheuristics in Engineering Optimization
- ME 468 Modeling and Simulation

## **4+1 DEGREE PROGRAM—BACHELOR OF SCIENCE IN MECHANICAL ENGINEERING / MASTER OF SCIENCE IN MECHANICAL ENGINEERING**

A student enters the Bachelor of Science in Mechanical Engineering (BSME)/Master of Science in Mechanical Engineering (MSME) 4+1 degree program by applying for admission just prior to his or her senior year at Saint Martin's.

If accepted, up to twelve hours of approved graduate courses may be applied toward both the bachelor's and master's degrees. MSME courses, taken as undergraduates, would be fulfilling undergraduate mechanical engineering elective requirements. Thus, both the undergraduate and graduate degrees in mechanical engineering could be earned in approximately five academic years.

### **ELIGIBILITY TO APPLY REQUIREMENTS**

- Students must meet all graduate admissions eligibility requirements. Students will not be required to prove English Language Proficiency a second time.
- Students must have completed a minimum of 60 credits, including credits earned from Advanced Placement, Running Start (Dual Credit), International Baccalaureate (IB), etc. in order to apply. Students must apply before the completion of the undergraduate degree.
- Transfer students must have completed a minimum of 60 credits—whether from the transfer institution alone or in combination with Saint Martin's credits.
- Students must meet all prerequisites prior to enrollment in Graduate courses.
- Individual departments may impose additional admission requirements. Please visit the department's website for information on GPA requirements.

### **Admission to the Program**

- A graduate application and supporting materials must be submitted. Please visit the graduate website for information on application requirements.
- A program of study signed by the applicant, the undergraduate and graduate advisor, and the program director must be submitted.
- The program of study must be clearly indicated on the 4+1 application, and include the following:
  - The courses (up to 12 credits of approved graduate coursework) that may be double counted for both the undergraduate and graduate degrees. These courses will be taken prior to completing the bachelor's degree.
  - The courses that will be taken as a graduate student. These courses will be taken after completing the bachelor's degree.
  - The anticipated graduation date for the master's degree.
- After review of the materials submitted, a letter of acceptance (or denial) to the master's program, conditional upon meeting the 4+1 requirements, is issued.
- Applications accepted for admission to the master's program will not be matriculated as graduate students until completion of the bachelor's degree.

### **Requirements for Completion**

- Students must complete their bachelor's degree prior to entering the master's program. Students in the 4+1 program may not elect to bypass the bachelor's degree.
- No more than twelve (12) credits of graduate coursework may be counted toward the requirements of both degrees. If a student will not meet undergraduate requirements to graduate until August, they can spread those courses out through the three semesters (Fall, Spring, and Summer) as long as they are of senior standing and are enrolled full time.
- Students may be enrolled as part-time students during the Summer semester due to limited course offerings.
- Students may not take more than six (6) credits of graduate work within their first semester of the 4+1 program.
- Students must be enrolled in **BOTH** undergraduate courses and graduate courses and be enrolled full-time (12 credits).

# ENGLISH AS A SECOND LANGUAGE (ESL)

## VISION, MISSION, OR PURPOSE

The mission of the English as a Second Language (ESL) Program is to develop students' English proficiency so that they can matriculate into a degree program. The secondary purpose is to provide visiting cultural exchange students with a transformative educational experience.

## LEARNING OUTCOMES

The goals of the ESL Program are as follows:

- To increase students' English proficiency level to meet the requirement for matriculation into a degree program at Saint Martin's University.
- To prepare students with the academic skills necessary for success in a degree program at Saint Martin's.
- To increase students' knowledge of American culture and values so that they can become highly engaged and active members of the Saint Martin's community.
- To increase students' English language skills through discussion of Saint Martin's Catholic Benedictine values, reflection on the values of their own culture, and examination of their own personal values.

## ADMISSION REQUIREMENTS

No minimum English proficiency score is required for entry into the program. Level placement is based on English proficiency testing scores conducted at the start of the program if not beforehand. The following is a guideline for how level placement generally corresponds with students' exam scores:

Students with sufficient English proficiency scores and making satisfactory academic progress in all ESL courses are eligible for concurrent status, which allows them to take a combination of ESL classes and undergraduate courses at Saint Martin's. Students with English proficiency scores that meet admissions criteria are eligible for full-time undergraduate study.

## PROGRAM CURRICULUM

The Saint Martin's ESL Program is centered on a core curriculum of academic English courses. In addition to these, one skills enhancement course will be offered at each level during an ESL term, full-time ESL students take 5 academic English courses and 1 to 2 skills enhancement courses per week (18 to 21 classroom hours per week).

ESL classes are structured at five levels of communicative competence:

- Level 1 (Beginning)
- Level 2 (Pre-intermediate)
- Level 3 (Intermediate)
- Level 4 (Upper-Intermediate)
- Level 5 (Advanced)

LEVEL	DESCRIPTION	TOEFL PBT	TOEFL CBT	TOEFL IBT	IELTS	TOEIC	DUOLINGO
1	Beginner	375-414	79-104	22-33	3.5	270-354	50-55
2	Pre-Intermediate	415-444	105-129	34-44	4	355-425	55-60
3	Intermediate	445-474	130-150	45-52	4.5	426-500	65-70
4	Upper Intermediate	475-499	151-172	53-59	5	501-574	75-80
5	Advanced	500-524	173-194	61-70	5.5	575-699	85-90

The number of levels and courses offered each semester may vary based on enrollment numbers.



# COURSE DESCRIPTIONS

## COLLEGE OF ARTS AND SCIENCES

### Art

The visual arts at Saint Martin's University enrich the student's curriculum and the campus environment. Art course offerings at Saint Martin's University enable a student to study art history, or engage in creative studio opportunities. Saint Martin's University offers classes in art history — a study of the visual arts from beginning to present and two-dimensional art — drawing, painting, and three dimensional — ceramics.

#### **ART 157 | Fine Arts Survey | Total Credit Hours (3)**

Study of painting, sculpture and architecture from its beginning to the present.

#### **ART 158 Fine Arts Survey Total Credit Hours (3)**

Study of painting, sculpture and architecture from its beginning to the present.

#### **ART 195 | Special Topics | Total Credit Hours (1-4)**

To be arranged with department advisor.

#### **ART 205 | Two-Dimensional Art Survey | Total Credit Hours (3)**

A studio survey of two-dimensional design. The student will solve problems in drawing, painting and printmaking, as well as explore the development of two-dimensional design in Western culture and the art styles of other cultures. Course covers decorating flat surfaces; vitality of line; perspective drawing; art ideas from other cultures; techniques of painting; fantasy in design; simplification (its part in history and contemporary art); printmaking; symbolism; the power of distortion; and the search for artistic ideas.

#### **ART 212 | Three-Dimensional Art Survey/Clay | Total Credit Hours (3)**

A studio survey of three-dimensional design in clay. Using the medium of clay, the student is introduced to techniques of creating sculptural form. Instruction includes techniques of hand-building, mold-making, wheel work and coloring, glazing and firing. Although major emphasis is on contemporary developments in clay sculpture, a survey of historical traditions of ceramics is included.

#### **ART 295 | Special Topics | Total Credit Hours (1-4)**

To be arranged with department advisor.

#### **ART 305 Two-Dimensional Art Survey Total Credit Hours (3)**

A studio survey of two-dimensional design. The student will solve problems in drawing, painting and printmaking, as well as explore the development of two-dimensional design in Western culture and the art styles of other cultures. Course covers decorating flat surfaces; vitality of line; perspective drawing; art ideas from other cultures; techniques of painting; fantasy in design; simplification (its part in history and contemporary art); printmaking; symbolism; the power of distortion; and the search for artistic ideas.

#### **ART 312 | Three-Dimensional Art Survey/Clay | Total Credit Hours (3)**

A studio survey of three-dimensional design in clay. Using the medium of clay, the student is introduced to techniques of creating sculptural form. Instruction includes techniques of hand building, mold-making, wheel work and coloring, glazing and firing. Although major emphasis is on contemporary developments in clay sculpture, a survey of historical traditions of ceramics is included.

#### **ART 357 | Fine Art Survey: Art of the Non-Western World | Total Credit Hours (3)**

Study of the visual arts among the traditional people of Africa, Asia, Oceania and the Americas. In a seminar format, students will view art reproductions and read and discuss supporting texts and writings. Students also will participate in supporting activities.

#### **ART 395 | Special Topics | Total Credit Hours(1-4)**

To be arranged with department advisor.

#### **ART 495 | Special Topics | Total Credit Hours (1-4)**

To be arranged with department advisor.

### Biology

#### **BIO 105 | Biology | Total Credit Hours (3)**

An integrated treatment of biological concepts and their relationship to basic human and social concerns. Corequisite: BIO 105L

**BIO 105L | Biology Lab | Total Credit Hours (1)**

A series of laboratory experiences to support the non-major biology course. Corequisite: BIO 105.

**BIO 121 | Human Biology | Total Credit Hours (3)**

A one-semester survey, with laboratory, of human biology, including cell structures and functions and the general organization and function of various systems of the human body. Corequisite: BIO 121L.

**BIO 121 | Human Biology Laboratory | Total Credit Hours (1)**

Laboratory experience accompanying BIO 121 lecture. Corequisite: BIO 121.

**BIO 141 | General Biology | Total Credit Hours I (3)**

Introduction to biological concepts common to all living organisms. This survey course is intended for prospective biology and science majors at Saint Martin's University. Topics include biochemistry, cell structure and function, energy, photosynthesis, respiration, cell division, genetics, chromosomes, DNA structure and replication, transcription, translation, and evolution. Corequisite: BIO141L.

**BIO 141L | General Biology I Laboratory | Total Credit Hours (1)**

Laboratory experience accompanying BIO 141 lecture. Corequisite: BIO 141.

**BIO 142 | General Biology II | Total Credit Hours (3)**

Introduction to biological concepts common to all living organisms. This survey course is intended for prospective biology and science majors at Saint Martin's University. Topics include biodiversity, ecology and the evolution of early life, prokaryotes, viruses, protists, fungi, plants, and animals. Corequisite: BIO 142L.

**BIO 142L | General Biology II Laboratory | Total Credit Hours (1)**

Laboratory experience accompanying BIO 142 lecture. Corequisite: BIO 142.

**BIO 195 | Special Topics | Total Credit Hours (1-4)**

Prerequisite: Permission of the instructor. May be repeated for credit.

**BIO 199 | Introduction to Biological Research | Total Credit Hours (1)**

Introduction to basic biological research intended for students with no previous research experience. Students will collaborate with a faculty member or senior research student to learn basic skills necessary to design and implement an original research project. Coursework includes background reading to familiarize the student with techniques and the current state of the literature, as well as a three-hour per-week commitment to working and observing in the laboratory learning the assays to be used in the research project. Prerequisite: Permission of instructor.

**BIO 203 | Human Nutrition | Total Credit Hours (3)**

An introduction to the fundamental of human nutrition as they relate to the individual and the community. Includes an exploration of nutrient identity, acquisition and utilization. The links between nutrition, diseases, environment and social context are examined. Students apply concepts to real-world circumstances. Equivalent to EXS 203 and NUR 203. Prerequisites: BIO 121 or BIO 141.

**BIO 228 | Human Anatomy and Physiology I | Total Credit Hours (3)**

The study of the structure and function of the human body. Topics include cellular organization, metabolism, histology, integumentary, skeletal and nervous systems. Prerequisite: BIO 121 or BIO 141. Corequisite: BIO228L.

**BIO 228L | Human Anatomy and Physiology I lab | Total Credit Hours (1)**

Laboratory experience accompanying BIO 228 lecture. Corequisite: BIO228.

**BIO 229 | Human Anatomy and Physiology II | Total Credit Hours (3)**

A continuation of BIO228 "Human Anatomy and Physiology I". Systems covered include: endocrine, reproductive, cardiovascular, lymphatic, respiratory, urinary, and digestive. Prerequisite: BIO 228. Corequisite: BIO 229L.

**BIO 229L | Human Anatomy and Physiology II lab | Total Credit Hours (1)**

Laboratory experience accompanying BIO 229 lecture. Corequisite: BIO 229.

**BIO 251 | Microbiology for Applied Health | Total Credit Hours (3)**

Microbial techniques with health applications. Morphology of microbes, microbial metabolism, microbial genetics, cultivation and growth identification and classification tests, growth control, pathogens, disease, and host defenses. Course does not fulfill an upper-division biology credit requirement. Pre-requisites: BIO 121 or BIO 141, CHM 121. Corequisite: BIO 251L.

**BIO 251L | Microbiology for Applied Health lab | Total Credit Hours (1)**

Laboratory experience accompanying BIO 251 lecture. Corequisite: BIO 251.

**BIO 295 | Special Topics | Total Credit Hours (1-4)**

Prerequisite: Permission of the instructor. May be repeated for credit.

**BIO 299 | Biological Research | Total Credit Hours (1-2)**

Students will design and carry out an original research project under supervision of a faculty member. The course includes a three-hour or six-hour time commitment (depending on the number of credits) working in the laboratory. Students are encouraged to present their findings at a scientific conference. Prerequisites: BIO 199 and/or permission of the instructor. May be repeated for credit.

**BIO 301 | Biostatistics with Laboratory | Total Credit Hours (4)**

This course is intended for biology majors and focuses on explaining the scientific interpretation of statistical tests rather than the mathematical logic of the tests. The emphasis on the course is interpretation with some calculations, enabling students to better understand statistical results published in scientific journals. Includes a laboratory where students examine commonly used statistical tests and learn how to choose and conduct the appropriate test of scientific data using computer programs such as Excel and Minitab. Prerequisites: MTH 101 or MTH 121, and BIO 141, and BIO 142.

**BIO 305 | Botany with Laboratory | Total Credit Hours (4)**

The biology of plants with an emphasis on their evolution, biochemistry, cell biology, anatomy, and physiology. Labs will introduce plant diversity and physiology and will include small group research projects. One laboratory period per week. Prerequisites: BIO 141 and BIO 142 or permission of the instructor.

**BIO 307 | Medical Botany | Total Credit Hours (3)**

This course focuses on the pivotal roles plants play in human nutrition, drug discovery, and disease treatment. We will approach this through a study of the interactions between plants, their secondary metabolites, and human systems. This course will emphasize the roles of plant compounds in human nutrition, specifically focusing in on phytonutrients, antioxidants, and neurotransmitters. Prerequisites: BIO 141 and BIO 142.

**BIO 307L | Medical Botany Lab | Total Credit Hours (1)**

A laboratory to apply concepts in Medical Botany. Students will encounter the plants and procedures describe in class in a “hands-on” manner. Students will improve their experimentation techniques and will utilize hypothesis based reasoning to propose independent experiments.

**BIO 310 | Marine Biology with Laboratory | Total Credit Hours (4)**

An overview of marine biology. Topics include basic oceanography, plankton and nekton communities, deep-sea biology, benthic communities, intertidal ecology, estuaries, tropical communities and human impacts on the sea. Lecture and laboratory course with laboratory and field experiences in marine biology. Prerequisites: BIO 141 and BIO 142.

**BIO 314 | Invertebrate Zoology with Laboratory | Total Credit Hours (4)**

Taxonomy and interrelationships of invertebrates. Emphasis on marine animals. Includes laboratory and field experiences with invertebrate organisms. Prerequisites: BIO 141 and BIO 142.

**BIO 330 | Advanced Anatomy and Physiology | Total Credit Hours (3)**

Lecture includes advanced material for physiology and patho-physiology of human systems including the cardiovascular system, immune system, renal system, and reproductive systems. Lab includes advanced dissections using a human cadaver. Prerequisites: BIO 141/141L, BIO 142/142L, BIO 228/228L, BIO 229/229L.

**BIO 344 | Evolution | Total Credit Hours (4)**

This course will address current biological issues and theories from an evolutionary perspective. We will discuss the genetics of evolution, current and old theories regarding natural selection, sexual selection, and genetic drift. Several specific topics will be discussed in depth, including antibiotic resistance, human evolution, and conservation of genetic diversity. Prerequisites: BIO 141 and BIO 142.

**BIO 350 | Microbial Ecology | Total Credit Hours (3)**

Examination of how microorganisms interact with each other and with their environment, the diversity of microorganisms and the methods used to identify and quantify them in their habitats, and the use of microorganisms in industrial and biotechnology settings. Field trips and in class demonstrations supplement lecture. Prerequisite: BIO 141 or BIO 142 or permission of instructor.

**BIO 352 | Advanced Microbiology | Total Credit Hours (4)**

Topics covered include microbial genetics, virology, immunology, diagnostic microbiology, and epidemiology. Current topics in microbiology will be covered as well as discussion of current research. Prerequisite: BIO 251 or permission of instructor.

**BIO 357 | Ecological Botany | Total Credit Hours (3)**

This course will familiarize students with the roles plants play in nature. Emphasis will be on how evolutionary adaptations allow plants to live in specific environments and interact with other organisms. Prerequisites: BIO 141, BIO 142. Corequisite: BIO 357L.

**BIO 357L | Ecological Botany Laboratory | Total Credit Hours (1)**

Laboratory experience accompanying BIO 357 lecture. Corequisite: BIO 357.

**BIO 358 | Ecology with Laboratory | Total Credit Hours (4)**

Analysis of the physical and biotic factors involved in the distribution and relationship of plants and animals in their native environments. Broad topics that will be emphasized include natural history, population ecology, ecological interactions, communities, and ecosystems. Laboratory and field experiences will also be used to study basic interactions in the environment. Prerequisites: BIO 141, BIO 142.

**BIO 359 | Field Ecology | Total Credit Hours (3)**

Universal ecological principles such as evolution, population dynamics, predator-prey relationships, competition, and life histories will be discussed in the lecture and studies in the laboratory. Much of the course will be spent in the field engaging students in experimental design, ecological measurement, observation, modeling and an initiation into kinds of statistical analysis used to investigate the natural world. Prerequisites: BIO 141, BIO 142, or permission of instructor. Corequisite: BIO 359L.

**BIO 359L | Field Ecology Laboratory | Total Credit Hours (1)**

Laboratory experience accompanying BIO 359 lecture. Corequisite: BIO 359.

**BIO 360 | Advanced Ecology | Total Credit Hours (3)**

Focuses on one major ecosystem – such as wetlands, forests or riparian zones – and the interrelationships of the communities involved in such a system. Extensive fieldwork required. Prerequisites: BIO 141, BIO 142, or permission of the instructor.

**BIO 370 | Cell Biology | Total Credit Hours (3)**

A detailed survey of the molecular biology of eukaryotic cells. Topics include cellular evolution, macromolecular biochemistry, genetic mechanisms, cell structure and energy conversion. No lab component. Prerequisites: BIO 141/142; CHM 141 or permission of instructor.

**BIO 375 | Genetics with Laboratory | Total Credit Hours (4)**

The study of transmission, molecular, and population genetics. Laboratory exercises will investigate patterns of gene transmission and use modern molecular techniques for genetic analyses. One laboratory period per week. Prerequisites: BIO 141 and BIO 142.

**BIO 380 | Techniques in Laboratory Instruction | Total Credit Hours (1-2)**

Students gain experience in laboratory instruction by participating in a laboratory class as an assistant to the laboratory instructor. The student may help prepare lab materials, supervise the laboratory class, answer students' questions, assist in teaching laboratory techniques to lab students, and other duties as assigned by the instructor. Students may assist in revising laboratory experiments, writing or testing new experiments, writing lab "lectures" or pre-lab quizzes. Repeatable for credit. Maximum of two credits can apply to Biology requirements. Prerequisite: Permission of instructor.

**BIO 382 | Vertebrate Embryology | Total Credit Hours (4)**

Developmental biology of vertebrates including maturation, fertilization, cleavage and differentiation of representative animals. Prerequisites: BIO 141 and BIO 142.

**BIO 382L | Vertebrate Embryology Laboratory | Total Credit Hours (1)**

Laboratory exercises exploring developmental processes. Must be taken concurrently with BIO 382.

**BIO 385 | Developmental Biology | Total Credit Hours (4)**

Developmental biology describes the molecular, genetic, cellular and evolutionary aspects of animal development. Students will explore the characteristics of developmental processes and mechanisms such as fertilization, cleavage, gastrulation, morphogenesis, and organogenesis exhibited in diverse organisms including early human development. Prerequisites: BIO 141 and BIO 142.

**BIO 390 | Internship | Total Credit Hours (1-4)**

Off-campus experience in the biological sciences, either in a work-related or research environment. Monitored, supervised and evaluated by an intern supervisor and faculty member.

**BIO 395 | Special Topics | Total Credit Hours (1-4)**

Prerequisite: BIO141 and BIO142, or Permission of the instructor. May be repeated for credit.

**BIO 397 | Directed Study | Total Credit Hours (1-3)**

A student/faculty-selected project that allows the student to do research in a specialized area of biology. Offered on approval by the chair of the department.

**BIO 399 | Biological Research and Data Presentation | Total Credit Hours (1-3)**

Students design and carry out an original research project under supervision of a faculty member and are expected to present their findings at a scientific conference in the form of a poster or oral presentation. Students can use course time to collect and analyze data as well as to prepare for the presentation. Prerequisites: permission of the instructor. May be repeated for credit.

**BIO 400 | Senior Seminar | Total Credit Hours (2)**

Presentation and discussion of results of literature and laboratory investigations of biological topics. Students prepare a proposal for Senior Research in the following semester with the same instructor.

**BIO 401 | Senior Seminar Research | Total Credit Hours (4)**

Implementation of a research project proposed in BIO 400, focused in an area of study determined by the instructor. Culminates in a written paper and oral presentation. Discipline-specific research focus designated by the following course numbers: BIO 401M (microbiology); BIO 401D (molecular biology); BIO 401E (ecology/ marine biology). Prerequisites: BIO 400, and for BIO 401M: BIO 251 or permission of instructor; for BIO 401D: BIO 375 or permission of instructor; for BIO 401E: BIO 310, BIO 358, BIO 359, or permission of instructor.

**BIO 495 | Special Topics | Total Credit Hours (1-4)**

Prerequisite: Permission of the instructor. May be repeated for credit.

## Chemistry

**CHM 105 | Chemistry in the Community | Total Credit Hours (3)**

Student attention is directed to selected problems facing society and how chemistry must play a role in solving those problems. Two unique features make this course of interest to non-science students: a focus on decision-making and the interplay between science and society. Three hours of lecture per week. Satisfies core requirement, but is not a prerequisite for other chemistry courses.

**CHM 105L | Chemistry in the Community Laboratory | Total Credit Hours (1)**

A series of laboratory experiences to supplement and support the development of a basic understanding and appreciation of chemistry and its place in the global community. Must be taken concurrently with CHM 105.

**CHM 115 | Introduction to Chemistry and the Environment | Total Credit Hours (4)**

This course is designed to introduce students to the aspects of chemistry that are most relevant to environmental issues, and view these issues through the lens of a chemist. The fundamental chemistry behind environmental topics including greenhouse gases, the ozone layer, and nuclear waste are examined. An analysis of conventional and alternative energy sources, and the chemistry behind them, serves as a framework for this learning.

**CHM 120 | Problem Solving in Chemistry | Total Credit Hours (1)**

Students learn techniques for analyzing problems and develop a formalized approach to solving problems in general chemistry that may be applied to any type of problem. One hour lecture per week. Corequisite: Concurrent enrollment CHM121. May be repeated for credit

**CHM 121 | Introduction to Chemistry | Total Credit Hours (3)**

Fundamentals of chemistry for students interested in nursing. The course covers basic chemical principles, with applications in organic chemistry and biochemistry. Topics include measurements and conversions, atomic structure, chemical bonding, molecular structure, chemical reactions, solutions, elementary organic chemistry, and discussions about biochemically relevant molecules. Prerequisite: MTH 101 and MTH 102. Prior experience with chemistry (in high school or from another college chemistry course). MTH 201 may be taken concurrently. CHM 121L must be taken concurrently. Students with no prior chemistry experience must take CHM 131 and CHM 131L or similar before enrolling in this course.

**CHM 121 | Introduction to Chemistry – Laboratory | Total Credit Hours (1)**

Laboratory experience to accompany CHM121 Introduction to Chemistry. Introduction to laboratory techniques and manipulations. Qualitative and quantitative exercises and activities designed to illustrate, complement, and extend material discussed in CHM 121. To be taken concurrently with CHM 121. One three-hour laboratory per week.

**CHM 131 | Fundamentals in Chemistry: Problem Solving and Applications | Total Credit Hours (4)**

This class is designed for students with no prior chemistry experience and/or those who do not meet the math prerequisite for CHM 141, and serves to prepare students for a successful experience in CHM 141. The course focuses on fundamental chemical concepts such as the composition and properties of matter, physical and chemical changes, reactions and stoichiometry, basic thermochemistry, and simple bonding models, with an emphasis on applications and guided quantitative problem solving. These topics will be presented through the lens of specific societal concerns, that may vary by semester. Concurrent enrollment in CHM 131L.

**CHM 131L | Fundamentals in Chemistry Laboratory | Total Credit Hours (1)**

Laboratory experience for CHM 131. Qualitative and quantitative lab exercises reinforce lecture coverage and provide students with experience drawing conclusions and making arguments from raw data. Must be taken concurrently with 131.

**CHM 140 | Problem-solving in General Chemistry | Total Credit Hours (1)**

Students learn techniques for analyzing problems and develop a formalized approach to solving problems in general chemistry that may be applied to any type of problem. One hour lecture per week. Corequisite: Concurrent enrollment CHM 141 or 142. May be repeated for credit.

**CHM 141 | General Chemistry | Total Credit Hours (4)**

Principles of chemistry, including stoichiometry; periodicity; atomic molecular structure and bonding; gases, liquids and solids; solutions; thermochemistry; descriptive chemistry. Prerequisite: 1) MTH 121 or equivalent math placement exam score, or concurrent and 2) passing score on chemistry placement exam or concurrent enrollment in CHM 140. Students with no prior chemistry experience should be strongly advised into CHM 131 whenever possible. Alternatively, successful completion of CHM 131 and CHM 131L fulfills both the MTH and CHM prerequisites.

**CHM 141L | General Chemistry Laboratory | Total Credit Hours (1)**

Laboratory experience for General Chemistry 141, 142. Introduction to laboratory techniques and manipulations. Qualitative and quantitative exercises to illustrate complement and extend the material presented in lecture. Strongly recommended to be taken concurrently with CHM 141, 142. One three-hour laboratory per week.

**CHM 142 | General Chemistry | Total Credit Hours (4)**

Principles of chemistry, including stoichiometry; periodicity; atomic molecular structure and bonding; gases, liquids and solids; solutions; thermodynamics; kinetics; equilibrium; descriptive chemistry; introduction to organic chemistry. Three hours of lecture and one hour discussion per week. Prerequisite: CHM 141 or permission of instructor.

**CHM 142L | General Chemistry Laboratory | Total Credit Hours (1)**

Laboratory experience for General Chemistry 141, 142. Introduction to laboratory techniques and manipulations. Qualitative and quantitative exercises to illustrate complement and extend the material presented in lecture. One three hour laboratory per week. Prerequisite: CHM 141L or permission of instructor.

**CHM 145 | Chemistry for Engineering Students | Total Credit Hours (4)**

Basic chemical principles of structure and bonding that are important to the field of engineering are presented in contexts that reflect the needs and interests of students of engineering. Major topics include atoms and molecules; equations and stoichiometry; gases, liquids, and solids; periodicity; bonding and structure; materials and molecules; thermochemistry; chemical kinetics and equilibrium; electrochemistry. 3 hours of lecture and 1 hour of discussion per week.

**CHM 145L | Chemistry for Engineering Students - Laboratory | Total Credit Hours (1)**

Laboratory experience for CHM145 Chemistry for Engineering Students. Introduction to laboratory techniques and manipulations. Qualitative and quantitative exercises to illustrate and extend material presented in CHM145. Strongly recommended to be taken concurrently with CHM145. One three hour laboratory per week.

**CHM 195 | Special Topics | Total Credit Hours (1-4)**

Prerequisite: Permission of instructor. May be repeated for credit.

**CHM 201 | Organic Chemistry I | Total Credit Hours (4)**

Structure and bonding, nomenclature, stereochemistry, spectroscopy, fundamentals of resonance and aromaticity and the concept of functional groups of principle classes of organic compounds. Students will be expected to integrate large amounts of information into a coherent framework of knowledge. Four hours of lecture per week. Prerequisite: CHM 142 or equivalent.

**CHM 201L | Organic Chemistry Laboratory | Total Credit Hours (1)**

Introduction to basic techniques for physical separation, purification and identification of organic compounds. Emphasis on microscale techniques, spectroscopy; verification of principles learned in CHM 201. Prerequisite: CHM 201 or concurrent enrollment. One three hour lab per week.

**CHM 202 | Organic Chemistry II | Total Credit Hours (4)**

Building on concepts from CHM 201, students learn how chemical reactions occur through a reaction mechanism approach. Common approaches to all reactions are stressed, with emphasis on multi-step synthesis and spectroscopic analysis. Students are expected to integrate large amounts of information into a coherent framework of knowledge. Four hours of lecture per week. Prerequisite: CHM 201.

**CHM 202L | Organic Chemistry Laboratory | Total Credit Hours (1)**

Introduction to basic techniques for synthesis of organic compounds, spectroscopic methods for structural determination, analytical separations. Practical applications of concepts from CHM 202. Prerequisite: CHM 202 or concurrent enrollment. One three-hour lab per week.

**CHM 295 | Special Topics | Total Credit Hours (1-4)**

Prerequisite: Permission of instructor. May be repeated for credit.

**CHM 299 | Laboratory Projects | Total Credit Hours (1-2)**

Students assist in a research project under the supervision of the instructor. Research progress will be monitored by the chemistry faculty on a regular basis. This course is not a part of the research track of the chemistry major. Open to all disciplines. May be repeated for credit. Prerequisite: Permission of instructor.

**CHM 331 | Quantitative Analysis | Total Credit Hours (3)**

Principles and practice of analytical chemistry. Statistical analysis of data; detailed study of chemical equilibrium for precipitation, acid-base, and complexation reactions; oxidation reduction analysis; introduction to instrumental techniques used for analytical chemistry. Pre-requisite: CHM142/142L or permission of instructor.

**CHM 331L | Quantitative Analysis Laboratory | Total Credit Hours (1)**

Laboratory component of CHM 331, to illustrate, complement and supplement lecture material. Introduction to methods and techniques of quantitative analysis. One three-hour lab per week. Prerequisites: CHM 331 or concurrent enrollment.

**CHM 345 | Molecular Structure Analysis | Total Credit Hours (3)**

Theory of operation, sample preparation, separation and purification, use of instrumentation and detailed interpretation of results will be investigated. Instrumental methods will be applied to the separation, characterization and identification of unknown or uncharacterized organic, organometallic, and inorganic systems. Three lecture hours per week. Prerequisites: CHM 331 and CHM 202 (or concurrent) or permission of instructor.

**CHM 345L | Molecular Structure Analysis Laboratory | Total Credit Hours (1)**

Laboratory component of CHM 345. Theory and hands-on instruction in the operation of chemical instrumentation. Methods studied will include NMR, IR UV-Vis, GC HPLC, MS Polarimetry, Cyclic Voltammetry, and Polarimetry. One three hour lab per week. Prerequisites: CHM 345 or concurrent enrollment.

**CHM 351 | Organic Chemistry III | Total Credit Hours (3)**

Course is a continuation of CHM 202, and focuses on selected topics in organic chemistry. Designed to present advanced areas of study not covered in CHM 201 or CHM 202, but which are important to an understanding of organic chemistry, including reaction mechanisms, functional group transformations and modern synthetic methods. Three hours of lecture per week. Prerequisite: CHM 202.

**CHM 355 | Inorganic Chemistry | Total Credit Hours (3)**

Bonding, structure, reactions, kinetics, mechanisms of inorganic compounds: main group, coordination, organometallic and bioinorganic. Periodicity, acid-base chemistry and physical techniques in inorganic chemistry will be discussed according to current theories. Three hours of lecture per week. Prerequisite: CHM 142.

**CHM 362 | Biochemistry | Total Credit Hours (3)**

Lecture course covering principle topics of biochemistry. Emphasis on lipids, carbohydrates, proteins, acids, enzymes, hormones, vitamins and coenzymes, with discussions of the applicable metabolic pathways. Prerequisite: CHM 202 or equivalent. Four lectures per week.

**CHM 362L | Biochemistry Laboratory | Total Credit Hours (1)**

Laboratory methods will be introduced to investigate the properties and metabolism of carbohydrates, lipids and proteins; techniques of enzyme catalysis and isolation; research methods; analytical methods such as electrophoresis, UV-Vis, and NMR spectroscopy. Prerequisite: One three hour laboratory per week. Concurrent enrollment in CHM 362.

**CHM 371 | Physical Chemistry | Total Credit Hours (3)**

Introduction to kinetic theory of gases, real and ideal gas behavior, thermodynamics, chemical and phase equilibrium, chemical kinetics, and quantum mechanics with application to chemical bonding and molecular spectroscopy. Prerequisites: CHM 142, MTH 172 or concurrent. PHY 172 recommended.

**CHM 371L | Physical Chemistry Laboratory | Total Credit Hours (1)**

Laboratory experience for CHM 371/CHM 372, to illustrate, complement and supplement the lecture material. Must be taken concurrently with CHM 371/CHM 372. One three-hour laboratory per week. Prerequisites: CHM 142, MTH 172.

**CHM 372 | Physical Chemistry | Total Credit Hours (3)**

Introduction to kinetic theory of gases, real and ideal gas behavior, thermodynamics, chemical and phase equilibrium, chemical kinetics, and quantum mechanics with application to chemical bonding and molecular spectroscopy. Prerequisites: CHM 142, MTH 172 or concurrent. PHY 172 recommended.

**CHM 372L | Physical Chemistry Laboratory | Total Credit Hours (1)**

Laboratory experience for CHM 371/CHM 372, to illustrate, complement and supplement the lecture material. Must be taken concurrently with CHM 371/CHM 372. One three-hour laboratory per week. Prerequisites: CHM 142, MTH 172.

**CHM 375 | Elements of Research | Total Credit Hours (2)**

First course in the capstone research track. Students will learn to search, read, and evaluate the chemical literature using traditional and online methods. Students will then pick a research topic or subtopic in consultation with a chemistry faculty member. Once the topic is chosen, the student will prepare an original research proposal and research plan. Prerequisites: CHM 331/331L, CHM 202/202L.

**CHM 380 | Techniques in Laboratory Instruction | Total Credit Hours (1)**

Students gain experience in laboratory instruction by participating in a lower division laboratory class as an assistant to the laboratory instructor. The student will help supervise the laboratory class, answer students' questions, assist in teaching laboratory techniques to lab students, and other duties as assigned by the instructor. Students may assist in revising laboratory experiments, writing or testing new experiments, writing lab "lectures" or pre-lab quizzes, and some grading. Repeatable for credit, but only 1 credit may be used toward the Chemistry minor. Prerequisite: Permission of instructor.

**CHM 385 | Conference Preparation | Total Credit Hours (1)**

This course is designed to prepare students to attend a scientific conference. Students will learn how to read scientific journal articles, write about what they read, and learn to do literature research. They will investigate the conference session offerings, read abstracts, and prepare a schedule of seminar sessions to attend at the conference. Students who have done research in a scientific field will be encouraged to present their research at the conference. All students who participate in the class will be able to attend the conference. May be repeated for credit. Prerequisite: Permission of instructor.

**CHM 390 | Student Internship | Total Credit Hours (1-3)**

Students receive professional training in an actual employment setting. Academic credit is earned while working at a part-time job in local industry that uses students in chemistry. Prerequisite: Permission of instructor.

**CHM 395 | Special Topics | Total Credit Hours (1-4)**

Prerequisite: Permission of instructor. May be repeated for credit.

**CHM 399 | Laboratory Projects II | Total Credit Hours (1-2)**

Students assist in a research project under the supervision of the instructor. Research progress will be monitored by the chemistry faculty on a regular basis. This course is not a part of the capstone track of the chemistry major. Open to all disciplines. May be repeated for credit. Prerequisite: CHM299 and permission of the instructor.

**CHM 450 | Research | Total Credit Hours (4)**

Second course in the capstone research track. Under close supervision by a chemistry faculty member, students will follow their previously developed research plan to conduct laboratory experiments. The results of these experiments will be used to further the course of the students' research project or subproject. Prerequisite: CHM 375.

**CHM 475 | Thesis | Total Credit Hours (2)**

Third and final course in the three course capstone research track. Students will complete literature and laboratory research in support of their research project. Once the research is completed, the student will produce a thesis describing all aspects of the project and its contribution to the body of chemical knowledge. The thesis will be presented and defended to members of the chemistry faculty and student body. Prerequisite: CHM 450.

**CHM 495 | Special Topics | Total Credit Hours (1-4)**

Prerequisite: Permission of instructor. May be repeated for credit. Communication Studies

## Communication

**COM 101 | Introduction to Communication | Total Credit Hours (3)**

A survey of communication studies in social interaction, international communication, political communication, and communication technology and society.

**COM 103 | Interpersonal Communication | Total Credit Hours (3)**

Explore principles of interpersonal communication with the goals of recognizing and understanding how and why individuals communicate. Develop skills needed to become more comfortable and more effective communicators. Students learn to say what they mean so that others will understand, to become better listeners, to respond effectively, and to evaluate communication in a variety of contexts.



**COM 106 | Public Address | Total Credit Hours (3)**

Course helps students learn to speak publicly. Students are taught to prepare and deliver a variety of speeches: informative, stimulating, convincing, entertaining, and action-getting. Objectives include providing students with courage to express their ideas publicly and giving a heightened sense of confidence with the ability to think on their feet and with the ability to express themselves in correct English.

**COM 195 | Special Topics | Total Credit Hours (1-4)**

Instructors and topics will vary. May be repeated for credit.

**COM 200 | Communication Theory | Total Credit Hours (3)**

This course is an introductory approach to theories associated with the study and analysis of communication. It seeks to provide a broad base of understanding about the complexity of meaning making in society and culture.

**COM 201 | Communication and Identity | Total Credit Hours (3)**

Investigates identity and cultural communication theories and their application for varying levels of human interactions – between individuals, within groups, and across cultures.

**COM 240 | Media Research and Critical Analysis | Total Credit Hours (3)**

An overview of different approaches and methodologies used by scholars to conceptualize research and write projects concerned with the critical analysis of media texts and discourses. Students will apply various research methods to analyze the content, structure, influence, and contexts of mediated communication.

**COM 295 | Special Topics | Total Credit Hours (1-4)**

Instructors and topics will vary. May be repeated for credit.

**COM 299 | Introduction to Journalism | Total Credit Hours (3)**

Fundamentals of journalistic writing, including basic news story and feature writing, interviewing, copy editing, media law, ethics and writing from speeches and interviews.

**COM 300 | Media Production | Total Credit Hours (4)**

Provides a hands-on introduction to the various pre-production, production and post-production processes and techniques used in the creation of media projects. Students gain practical experience in producing, directing, and editing media in field productions of narrative, documentary and/or experimental forms. Topic and media focus varies depending on instructor. May be repeated for credit.

**COM 302 | Advanced Journalism | Total Credit Hours (3)**

Aspects of Media Law, First Amendment rights and various modes of reporting. Prerequisite: ENG 299, WRT 299 or COM 299.

**COM 303 | Digital Journalism | Total Credit Hours (3)**

Introduces students to the theory and practice needed to write stories for the digital newsroom. Students explore media content, creation skills and tools, and gain media literacy skills.

**COM 307 | Studies in Film | Total Credit Hours (3)**

How do films work? Critical survey of several narrative films in their historical context and exploration of filmmaking techniques—acting, directing, editing, screenwriting and other related topics—as a means of developing tools for analyzing films as art, popular culture and sociopolitical commentary.

**COM 310 | Media Analysis | Total Credit Hours (4)**

With an emphasis on form and cultural context, this course will train students different ways to describe, analyze and interpret meaning across various media formats like film, television, radio, social media, mass media, podcasting, and print. May be repeated for credit.

**COM 317 | Language and Culture | Total Credit Hours (4)**

Course examines the nature of language and its various functions, with an emphasis upon English and its cultural and historical contexts. Students explore the structure of language and its role in identity, power and history. Course content varies.

**COM 320 | Media and Culture | Total Credit Hours (3)**

Course will focus on understanding the history, functions and role of mass media in our society and culture. Newspapers, Radio, Television, Internet, Smart Phones, etc., provide unique ways to view the world. This course explores the role that the changing media landscape plays in the ways that we express ourselves, listen to others, share power and live our lives. Students will use a critical approach in examining mass media's evolution and examine the challenges that it poses to our understanding of ethics, economics and freedom today.

**COM 321 | Environmental Media | Total Credit Hours (4)**

This class will explore how artists, authors, musicians and different cultures have used media to capture and express feelings of being near or with nature. Additionally, this class will consider how concepts like nature, environment and ecology have changed over time, and how these developing concepts can be used to better understand complex environmental issues like global warming and the Anthropocene.

**COM 340 | International Communications | Total Credit Hours (3)**

The course explores theoretical and practical concepts of international communication. Historical and contemporary perspectives of global media will be considered, particularly as they relate to issues of democracy, cultural autonomy, and political rights.

**COM 360 | Communication Law and Policy | Total Credit Hours (3)**

Social and legal questions over communication resources, rights and responsibilities. Examination of law and policy with respect to social communication practices, such as the First Amendment, media ownership and intellectual property rights.

**COM 380 | Copy Editing and Design | Total Credit Hours (3)**

Focus on editing copy for publications, covering grammar and style, production methods, news criteria, design, pagination, and publication. May be repeated for credit.

**COM 385 | Conflict and Peace Studies | Total Credit Hours (3)**

Examines conflict and leadership in global and local settings with a focus on the role communication plays in understanding, creating, negotiating, and transforming conflict situations. The class will emphasize the reconciliation movement over the past 25 years, particularly between modern nation-states and indigenous peoples.

**COM 390 | Internship | Total Credit Hours (1-6)**

Approved by the department and carried out under the direction of department members and internship coordinators. May be repeated for credit. Prerequisite: permission of instructor.

**COM 395 | Special Topics | Total Credit Hours (1-4)**

Instructors and topics will vary. May be repeated for credit.

**COM 396 | Intercultural Communication | Total Credit Hours (3)**

This course takes students on an intellectual journey to develop the knowledge, awareness, and skills necessary to become effective communicators across culture, identity, and power. This course will help students lay the foundations and explore the critical ideas related to communication and culture. It will also help them navigate the complexities in conversation related to race, gender, class, and other social identities.

**COM 397 | Directed Study | Total Credit Hours (1-3)**

Directed study allows students to pursue an area of interest as developed with their directed study instructor. May be repeated for credit. Prerequisite: permission of instructor.

**COM 398 | Media History | Total Credit Hours (3)**

A focused study of the evolution and cultural history, the distribution of information, and the creation of knowledge through the means of a specific medium. The focus on a specific medium may vary, depending on instructor. May be repeated for credit.

**COM 399 | Communication Theory | Total Credit Hours (3)**

Social and cultural theory of media and communications applied to analysis of media events and texts. Students will apply research methods and strategies to analyze media content. Topic may vary with instructor. May be repeated for credit.

**COM 401 | Community Media Lab | Total Credit Hours (3)**

Students produce news and feature stories for local media in the Pacific Northwest area. Requires writing and reporting skills. May be repeated for credit. Prerequisites: ENG 302, WRT 302, COM 302, WRT 303, or COM 303.

**COM 495 | Special Topics | Total Credit Hours (1-4)**

Instructors and topics will vary. May be repeated for credit.

**COM 499 | Senior Seminar | Total Credit Hours (3)**

Students write a thesis paper or create a media project. The capstone project must be approved and evaluated by a committee. Repeatable for a total of 6 credits.

## **Criminology and Criminal Justice**

**CJ 101 | Introduction to Criminal Justice | Total Credit Hours (3)**

An examination of the organization and jurisdiction of various agencies in the criminal justice field; role of police, courts, prosecution, corrections, probation and parole; and their impact and involvement with the individual and community.

**CJ 195 | Special Topics | Total Credit Hours (1-4)**

Courses offered periodically on topics announced by faculty.

**CJ 210 | The Correctional Environment | Total Credit Hours (3)**

This course introduces students to the history and functioning of corrections as a component of the American criminal justice system. Students will learn about correctional philosophies and applied correctional methods in both institutional and community settings. The impact of correctional policies and practices on individuals and communities will also be explored. Prerequisite: CJ 101.

**CJ 215 | Police and Society | (Total Credit Hours 3)**

Review of research on the police, including selected social institutional factors as related to their influence on police systems. Prerequisite: CJ 101.

**CJ 240 | Forensic Science | Total Credit Hours (3)**

An introductory forensic science class encompassing historical development of forensic science, physical evidence, crime scene investigation, methods and techniques of the modern crime laboratory and legal considerations surrounding the scientific investigation of crime. Prerequisite: CJ 101.

**CJ 260 | Criminal Law and Procedure | Total Credit Hours (3)**

The purpose of the course is to acquaint you with the criminal law and lawful procedures justice system personnel may employ in processing cases under the criminal law. It will be assumed that students have a general knowledge of the history, nature, purpose and scope of the legal system. Consequently, we will examine the role of the law enforcement and courts in our criminal justice system in light of Supreme Court cases that bear on investigation, search, detention, interrogation, arrest, charging, and legal practices. Prerequisite: LS 101.

**CJ 295 | Special Topics | Total Credit Hours (1-4)**

Courses offered periodically on topics announced by faculty.

**CJ 304 | Legal Processing and Evidence | Total Credit Hours (3)**

The organization of the criminal courts; the analysis of statutes, case decisions, and court rules regarding the admissions and presentation of evidence; issues of constitutional due process in criminal cases; and problems with respect to the application of evidentiary rules in field settings will constitute the focus of this course. Prerequisite: LS 101

**CJ 305 | Juvenile Justice and Rehabilitation | Total Credit Hours (3)**

This course will examine the legal history of the juvenile court and historical and contemporary approaches to juvenile rehabilitation adopted in the United States. Topics explored throughout this course will include analysis of the problems and processes of the juvenile justice system, overview of history, definitions, and nature of those correctional theories, and programs and practices that aim to deter criminal conduct in juveniles through efforts to change anti-social behavior. Equivalent to SOC 305.

**CJ 307 | Gender, Crime and Law | Total Credit Hours (3)**

Overview of history, definitions, and nature of the relationship between gender and the criminal justice system. Historically, the American criminal justice system has been a “man’s world” focused on crimes committed by men and institutions run by men. To address the historical lack of interest in women’s roles and the status of LGBT individuals within the criminal justice world, the course will examine historical and contemporary roles played by women and LGBT individuals as offenders, professionals, prisoners, and victims. Special attention will be given to crimes against women/LGBT individuals and the efforts to investigate, prosecute, prevent and deter these crimes. Prerequisite: CJ 101 and SOC 101.

**CJ 308 | Impact of Correctional Methods Total Credit Hours (3)**

Examination of confinement and rehabilitation philosophies; analysis of local, state and federal correctional systems. Historical background and modern concepts will be analyzed. Prerequisite: CJ 101.

**CJ 310 | Community Corrections | Total Credit Hours (3)**

An examination of community corrections as viable alternatives to incarceration. Examines conceptual, historical, philosophical, structural, functional and legal aspects. Prerequisite: CJ 101.

**CJ 312 | Working with Crime Victims | Total Credit Hours (3)**

This course studies the impact of crime on victims and survivors, revictimization, society, and the criminal justice system. We will explore the history of victim rights and the victim rights movement, theories, practical application of these theories, and effective victim service programs. Special attention will be given to the economic, medical, spiritual, and psychological impacts of crime, as well as lifestyle changes victims make as a result of crime. Prerequisite: CJ 101

**CJ 315 | Organization and Behavior | Total Credit Hours (3)**

A comprehensive and critical evaluation of the important theories, approaches and current research related to the study of complex organizations and administration practices of criminal justice agencies. Prerequisite: CJ 101.

**CJ 325 | Criminology and Juvenile Delinquency | Total Credit Hours (3)**

Nature and causes of crime and delinquency; efforts to control them. Equivalent to SOC 325. Prerequisite: CJ 101.

**CJ 340 | Principles and Practices of Restorative Justice | Total Credit Hours (4)**

This course examines the history, evolution, structure, contemporary functioning, and effectiveness of restorative justice approaches used throughout the world to address conflict, repair harm and administer justice.

**CJ 350 | Environmental and Wildlife Crime, Law, and Justice | Total Credit Hours (3)**

This course provides an introduction to environmental and wildlife crimes and their impacts, as well as formal and informal approaches to prevent, control, and respond to these crimes. Topics include identifying crimes and their social and structural sources, research on the human and environmental impacts of illegal behavior, pertinent U.S. and international laws, the regulation, enforcement, and prosecution of crimes impacting wildlife and the environment, and efforts to seek justice for the natural world.

**CJ 353 | Drugs, the Family and Society | Total Credit Hours (3)**

Overview of psychoactive substances, and their impact on individuals, families, and society. Abuse, dependence, treatment, and criminality of drug use are considered. Sociocultural theories of engagement with drug-use-supportive peer groups will also be examined. Prerequisite: PSY 101 or CJ 101. Equivalent to PSY 353.

**CJ 379 | Judicial Process | Total Credit Hours (3)**

Course covers role of the American court system; roots of Anglo-American jurisprudence; political aspects of legal institutions; structure of American court system. Equivalent to PLS 379. Prerequisite: CJ 101 or PLS 150.

**CJ 390 | Internship | Total Credit Hours (1-6)**

Job experience in a criminal justice field. Prerequisite: Department permission and junior standing. May be taken for elective credit only; repeatable for up to six semester hours. Students who take internship credit cannot participate in a practicum, CJ 450.

**CJ 395 | Special Topics | Total Credit Hours (1-4)**

Courses offered periodically on topics announced by faculty.

**CJ 397 | Directed Study | Total Credit Hours (1-3)**

Opportunity for students with advanced standing to pursue topics of special interest. Prerequisite: Permission of advisor.

**CJ 401 | Treatment of Crime Victims | Total Credit Hours (4)**

This course develops advanced skills, knowledge, and expertise in crime victim advocacy as a trained crime victim advocate, social worker, or criminal justice professional. Topics covered include the victim rights movement and victim rights, victim service programs, victim empowerment, crime-specific topics, how victims interact with various legal systems, new directions in victim services, trauma recovery, and treatment modalities for victims of crime through intersectional and interdisciplinary lenses. Student research will focus on trauma, PTSD, best practices, and evidence-based treatment modalities in trauma recovery. Prerequisite: CJ 312

**CJ 410 | Law and Society | Total Credit Hours (3)**

Study of law and its relationship to society. Instructor may focus on specific issues as they relate to law and society. Prerequisite: CJ 101 or PLS 150.

**CJ 420 | Philosophy of Law | Total Credit Hours (3)**

This course provides an overview of the nature, principles, theories and philosophical basis of Western law. The purpose of the course is to acquaint students with the history of ideas that constitutes the foundation for Western legal reasoning. Prerequisite: Sophomore standing. Equivalent to PLS 420.

**CJ 430 | Constitutional Safeguards and Individual Liberties | Total Credit Hours (3)**

This course introduces the U.S. Constitution and its Amendments and examines the role and influence of the Constitution on due process of law and individual rights. Emphasis is placed on studying and clarifying the impact of U.S. Supreme Court decisions on society. Equivalent PLS 430. Prerequisite: LS 101.

**CJ 440 | Advanced Forensic Science | Total Credit Hours (3)**

Advanced forensic science laboratory teaching trace evidence examination, forensic serology, drug analysis, arson analysis, physical pattern analysis, questionable documents examination and firearm and tool mark examination. Prerequisite: CJ 240.

**CJ 450 | Practicum | Total Credit Hours (1-15)**

Semester-long, full-time observation and/or research with a criminal justice agency or related agency. Students can take course only once, and are not permitted to take an internship, CJ 390/490. A substantial research project is required. Elective credit only.

**CJ 470 | White Collar Crime | Total Credit Hours (3)**

Overview of history, definitions, and nature of those unlawful activities that constitute 'white collar' law violations. The course will examine historical and contemporary conduct that has been identified as government, corporate, occupational, and institutional

crime and the law enforcement agencies and approaches in place to investigate, prosecute, prevent and deter these crimes. Prerequisites: CJ 101 or SOC 101.

**CJ 490 | Internship | Total Credit Hours (1-6)**

This course is designed to address the question what comes after graduation. This career-oriented course includes internship placement with approved criminal justice and related agencies along with weekly classroom professional development seminars addressing criminal justice ethics and employment opportunities. Students can concentrate their placement in applied areas such as: law enforcement, courts, corrections, legal studies, loss prevention, and criminal justice management/administration. Placements require instructor and agency approval. Prerequisites: CJ 101, LS 101, MTH 201, CJ 210, SOC 240, and Junior or Senior standing.

**CJ 495 | Special Topics | Total Credit Hours (1-4)**

Courses offered periodically on topics announced by faculty.

**CJ 499 | Senior Seminar | Total Credit Hours (3)**

Major research paper on approved topic under direction of department chair. Final course of student's program in criminal justice. Prerequisite: Senior standing.

## Internships

**INT 290 | Internship | Total Credit Hours (0 credit)**

Provides an opportunity to gain knowledge and skills from a structured and supervised work experience in a career field the student is exploring. Pass/Fail grading. This course does not replace existing departmental internships and serves only as a supplemental internship option for undergraduates.

**INT 390 | Internship Intermediate | Total Credit Hours (0 credit)**

On-campus or off-campus internships offer experiential learning activities designed to provide students with opportunities to make connections between the theory and practice of academic study and the practical application of that study in a professional work environment. Internships offer the opportunity to "try out" a career while gaining relevant experience and professional connections. Pass/Fail grading.

**INT 490 | Internship Advanced | Total Credit Hours (0 credit)**

Provides an opportunity to gain knowledge and skills from a structured and supervised work experience in a career field the student is exploring. This course does not replace existing departmental internships and serves only as a supplemental internship option for undergraduates. Pass/Fail grading.

## Literary Studies

**ENG 100 | English Skills | Total Credit Hours (3)**

Instruction and practice in sentence structure, including English grammar and punctuation, as well as in larger units of composition. Course primarily intended for those students not placed into COR 120.

**ENG 195 | Special Topics | Total Credit Hours (1-4)**

To be arranged by department. May be repeated for credit.

**ENG 210 | Literary Studies | Total Credit Hours (4)**

This comparative genre course teaches students to read literature with greater enjoyment and in greater depth by teaching the skills of analysis, interpretation, and persuasive expression. Prerequisite: ENG 102 or COR 120 with a "C-" or better.

**ENG 220 | Literary Foundations | Total Credit Hours (4)**

This course explores how literature functions by drawing connections between the works of the ancient and the modern world. Prerequisite: ENG 102 or COR 120 with a "C-" or better.

**ENG 251 | British Literature I (to 1789) | Total Credit Hours (4)**

A survey of the diverse genres, themes, and authors of the British Isles, from the Middle Ages through the 18<sup>th</sup> century. Prerequisite: ENG 210 or 220, or instructor permission.

**ENG 252 | British Literature II (1789 to present) | Total Credit Hours (4)**

A survey of British and Anglophone texts from the Romantic, Victorian, Modernist, and Postmodern eras, with an eye toward emerging postcolonial voices. Prerequisite: ENG 210 or 220, or instructor permission.

**ENG 261 | American Literature | Total Credit Hours (4)**

A survey of the diverse literatures and cultures of the Americas from European colonization to the twenty-first century. Prerequisite: ENG 210 or 220, or instructor permission.

**ENG 292 | Creative Writing | Total Credit Hours (3)**

Introduction to the processes by which writers produce creative work. Students will study writers of poetry and fiction as a means of producing original work. Prerequisite: ENG 102 or COR 120.

**ENG 295 | Special Topics | Total Credit Hours (1-4)**

To be arranged by department. May be repeated for credit. Prerequisite: COR 120.

**ENG 299 | Introduction to Journalism | Total Credit Hours (3)**

Fundamentals of journalistic writing, including basic news story and feature writing, interviewing, copyediting, media law, ethics and writing from speeches and interviews. Prerequisite: ENG 102 or COR 120.

**ENG 302 | Advanced Journalism | Total Credit Hours (3)**

Aspects of media law, First Amendment rights, and various modes of reporting. Prerequisite: ENG 299, WRT 299 or permission of instructor.

**ENG 306 | Professional and Academic Writing Skills | Total Credit Hours (3)**

Emphasis on structure of language, style and format used in writing inside and outside academia. Topics include technical reading and writing, research projects, reports, correspondence and other writing tasks that support writing in school and the working world. Prerequisite: ENG 102 or COR 120.

**ENG 310 | Studies in Fiction | Total Credit Hours (4)**

An advanced survey of fiction, stressing the fundamentals of the genre and critical approaches to it. Prerequisite: COR 210Y, ENG 210, or ENG 220.

**ENG 311 | Studies in Nonfiction | Total Credit Hours (4)**

An advanced survey of nonfiction, stressing the fundamentals of the genre and critical approaches to it. Prerequisite: COR 210Y, ENG 210, or ENG 220.

**ENG 313 | Poetry and Poetics | Total Credit Hours (4)**

An advanced survey of poetry, stressing the fundamentals of the genre and critical approaches to it. Prerequisite: COR 210Y, ENG 210, or ENG 220.

**ENG 314 | Drama and Performance Studies | Total Credit Hours (4)**

An advanced survey of drama, stressing the fundamentals of the genre and critical approaches to it. Prerequisite: COR 210Y, ENG 210, or ENG 220.

**ENG 317 | Language and Culture | Total Credit Hours (4)**

This course examines the nature of language and its various functions, with an emphasis upon English and its cultural and historical contexts. Students explore the structure of language and its role in identity, power and history. Course content varies. Prerequisite: COR 210Y, ENG 210, or ENG 220.

**ENG 320 | Literature and the Environment | Total Credit Hours (4)**

An exploration of the representation of the natural world in literature, with an emphasis on ecocritical perspectives. Prerequisite: COR 210Y, ENG 210, or ENG 220.

**ENG 325 | Studies in British Literature | Total Credit Hours (4)**

Changing content. May be repeated for credit. Prerequisite: COR 210Y, ENG 210, or ENG 220.

**ENG 330 | Studies in American Literature | Total Credit Hours (4)**

Changing content. May be repeated for credit. Prerequisite: COR 210Y, ENG 210, or ENG 220.

**ENG 333 | Concentrated Author Studies | Total Credit Hours (4)**

Intensive reading and criticism of works by one or two authors. May be repeated for credit. Prerequisite: COR 210Y, ENG 210, or ENG 220.

**ENG 335 | Comparative Literature | Total Credit Hours (4)**

An exploration of selected works of world literature—Anglophone, translated, or both—with an emphasis on cultural contexts and comparative approaches to literary studies. Changing content. May be repeated for credit. Prerequisite: COR 210Y, ENG 210, or ENG 220.

**ENG 340 | Literature in the Medieval World | Total Credit Hours (4)**

An exploration of selected prose, drama, and poetry from Britain, Europe, and beyond, circa 700-1500. Changing content. May be repeated for credit. Prerequisite: COR 210Y, ENG 210, or ENG 220.

**ENG 345 | Literature, Race, and Ethnicity | Total Credit Hours (4)**

Focusing on the rich and varied ethnic traditions of American and British authors and beyond, this course explores literatures both in and out of the canon. May be repeated for credit. Prerequisite: COR 210Y, ENG 210, or ENG 220.

**ENG 350 | Gender and Sexuality in Literature | Total Credit Hours (4)**

A study of works of literature that explore issues of gender and sexuality, with an emphasis on critical approaches and historical contexts. Prerequisite: COR 210Y, ENG 210, or ENG 220.

**ENG 355 | Spirituality and Literature | Total Credit Hours (4)**

Course focuses on selected literary texts as sites for the discussion, promulgation, and critique of religious institutions, dogmas, and influence. Changing content. May be repeated for credit. Prerequisite: COR 210Y, ENG 210, or ENG 220.

**ENG 365 | Literature and Film | Total Credit Hours (4)**

A course that explores intersections between literature and film as distinct mediums of artistic expression. Usually features cinematic adaptations of literary texts. Changing content. May be repeated for credit. Prerequisite: COR 210Y, ENG 210, or ENG 220.

**ENG 370 | Rhetorical Approaches to Literature | Total Credit Hours (4)**

This course focuses on rhetorical theory and rhetorical analysis of literary texts and genres. Particular attention is paid to situating the text in its historical, social, and political context in order to understand how literature is informed by rhetoric. The course may also explore rhetorical figures, schemes, and tropes specific to particular forms of imaginative literature. Prerequisite: COR 210Y, ENG 210, or ENG 220.

**ENG 375 | Literature and Law | Total Credit Hours (4)**

A survey of literary works that focus on the broad theme of the law and explore topics arising out of the search for social justice and the nature of legal systems. Prerequisite: COR 210Y, ENG 210, or ENG 220.

**ENG 382 | Literary Theory and Criticism | Total Credit Hours (4)**

Advanced study in textual interpretation and assumptions about literature for Literary Studies majors. Examination of many contemporary theories that underpin how we read and interpret a piece of writing, including systems (social class, gender, ethnicity, psychology, and historical forces) that circulate through written texts and that influence our interpretation of them. Prerequisite: ENG 210 or 220.

**ENG 390 | Internship | Total Credit Hours (1-3)**

Aspects of communication. Prerequisite: ENG102, COR 120, or permission of instructor.

**ENG 395 | Special Topics | Total Credit Hours (1-4)**

To be arranged by department. May be repeated for credit. Prerequisite: COR 120.

**ENG 397 | Directed Study | Total Credit Hours (1-4)**

Composition or readings in literature. Prerequisite: COR 120.

**ENG 495 | Special Topics | Total Credit Hours (1-4)**

To be arranged by department. May be repeated for credit. Prerequisite: COR 120.

**ENG 499 | English Seminar | Total Credit Hours (4)**

Focused group seminar, led by an English faculty member on a specialized topic to support student research and composition of a major paper. Topic of seminar changes each year. Prerequisite: ENG 382.

## **Environmental Studies**

**ENV 101 | Gleaning and Foraging in the Pacific Northwest | Total Credit Hours (3)**

Gleaning and Foraging in the Pacific Northwest teaches students the rich resources of the region available for foraging and how to preserve them. From geoducks to huckleberries, this class offers an exciting way for students to learn more about self-reliance, ecosystem health, and build relationships with their peers while actively learning off campus.

**ENV 105 | Earth Science with laboratory | Total Credit Hours (4)**

This course introduces students to the Earth as a system of interconnected spheres (atmosphere, hydrosphere, lithosphere, and biosphere). Local geology is explored via field trips to unique geological sites (Mt Saint Helens, Mima mounds, glacial moraines). Laboratory topics cover local geology, the scientific method, plate tectonics, atmospheric science, and biosphere ecology.

**ENV 110 | Environmental Science with laboratory | Total Credit Hours (4)**

Course encompasses broad topics in environmental science; including species diversity, population dynamics, human population growth concerns, energy use and water quality. Includes laboratory and field experiences.

**ENV 115 | Chemistry of the Environment with laboratory | Total Credit Hours (4)**

This course is designed to introduce students to the aspects of chemistry that are most relevant to environmental issues, and view these issues through the lens of a chemist. The fundamental chemistry behind environmental topics including greenhouse gases, the ozone layer, and nuclear waste are examined. An analysis of conventional and alternative energy sources, and the chemistry behind them, serves as a framework for this learning.

**ENV 310 | Environmental Social Issues | Total Credit Hours (3)**

A course addressing various topics surrounding environmental issues from a social science perspective. Topics vary and course may be repeated for Environmental Studies BA, but not for BS.

**ENV 315 | Introduction to Sustainable Agriculture | Total Credit Hours (3)**

This course teaches a comprehensive approach to agriculture based on organic and regenerative agricultural principles. Basic soil science, cultivars, planting and crop management strategy, and harvest are taught in this class. Strategies for building community interest and support for sustainable agriculture are covered in this class as well.

**ENV/SJ 320 | Food Justice, Sovereignty, and Community Resilience | Total Credit Hours (3)**

Introduces students to food access inequities, labor exploitation, and environmental damage that is inherent in the dominant industrial food economy in the United States and globally. Students move from that analysis to understanding strategies for increasing access to healthy foods while building healthier environments and resilient communities.

**ENV 325 | Advanced Sustainable Agriculture | Total Credit Hours (3)**

This course advances the sustainable agriculture model from the introductory course to better teach and incorporate principles of organic, regenerative, and agro-ecological systems that both increase farm yields and dramatically improve soil fertility and ecosystem function. Building a climate change resilient farming model is a key component of this class.

**ENV 330 | Climate Change | Total Credit Hours (3)**

This course examines the historical, economic, social and scientific contexts surrounding the topic of climate change.

**ENV 335 | Principles and Implementation of Permaculture | Total Credit Hours (3)**

This course teaches students the key principles of permaculture, the benefits of permaculture in terms of ecosystem services, and provides them an opportunity to design and implement a permaculture site or feature.

**ENV 340 | Global Environmental Politics | Total Credit Hours (3)**

This course introduces students to major global environmental concepts and issues such as biodiversity, climate change, epistemic communities, regimes, global and regional environmental governance, and sustainable development.

**ENV 350 | Environmental and Wildlife Crime, Law, and Justice | Total Credit Hours (3)**

This course provides an introduction to environmental and wildlife crimes and their impacts, as well as formal and informal approaches to prevent, control, and respond to these crimes. Topics include identifying crimes and their social and structural sources, research on the human and environmental impacts of illegal behavior, pertinent U.S. and international laws, the regulation, enforcement, and prosecution of crimes impacting wildlife and the environment, and efforts to seek justice for the natural world.

**ENV 390 | Internship | Total Credit Hours (1-6)**

Off-campus experience in Environmental Studies either in a work-related or research environment. Monitored, supervised and evaluated by an intern supervisor and faculty member. Student may register for 1-6 internship credits.

**ENV 395 | Special Topics | Total Credit Hours (1-4)**

Instructors and topics will vary. May be repeated for credit.

**ENV 397 | Directed Study | Total Credit Hours (1-3)**

Directed Study allows students to pursue an area of interest as developed with their directed study instructor. If taken to satisfy the ENV Internship requirement, course must include a service component. May be repeated for credit. Prerequisite: permission of instructor.

**ENV 400 | Senior Seminar | Total Credit Hours (2)**

Presentation and discussion of results of literature and laboratory investigations of environmental topics. Preparation of senior research project proposal. Intended for Environmental Studies Bachelor of Science degree.

**ENV 401 | Senior Research | Total Credit Hours (4)**

Literature review, development and implementation of a research project focused in an area of study determined by the instructor. Culminates in a written paper and oral presentation. Intended for Environmental Studies Bachelor of Science degree. Prerequisites: BIO 358 or BIO 359, and ENV 400.



**ENV 498 | Research Methods | Total Credit Hours (3)**

This course is designed to give students a theoretical and practical knowledge of research methods in the disciplines of environmental studies and political science. In this course students will choose a research topic, perform a considerable amount of readings in the secondary literature, make a research design, and carry out the research necessary to write a senior thesis next semester. Intended for Environmental Studies Bachelor of Arts degree.

**ENV 499 | Senior Research Seminar | Total Credit Hours (3)**

A major research paper exploring some aspect of environmental studies and/or social policy. The topic is developed in ENV498 during the previous semester. This course is intended for Bachelor of Arts environmental studies majors. Intended for Environmental Studies Bachelor of Arts degree. Prerequisite: ENV 498.

**Exercise Science****EXS 203 | Human Nutrition | Total Credit Hours (3)**

An introduction to the fundamental of human nutrition as they relate to the individual and the community. Includes an exploration of nutrient identity, acquisition and utilization. The links between nutrition, diseases, environment and social context are examined. Students apply concepts to real-world circumstances. Equivalent to BIO 203 and NUR 203. Prerequisites: BIO 121 or BIO 141.

**EXS 310 | Introduction to Sports Medicine | Total Credit Hours (3)**

Study of emergency methods used in common accidents. Students may qualify for Red Cross certificates. Equivalent to PE 310.

**EXS 315 | Exercise Prescription and Testing | Total Credit Hours (3)**

Provides students involved in the promotion of physical activity with the basic knowledge necessary to safely conduct exercise, health and fitness assessments in a variety of community settings. Topics will include: history of assessment and its role in physical activity promotion; purpose and methods for pre-evaluation and screening; assessment and evaluation techniques; prescriptive program development for health and fitness; introduction of special population considerations; and bio-psychosocial implications of assessment and evaluation. This course will help prepare exercise science students for certification through the American College of Sports Medicine and/or the National Strength and Conditioning Association (NSCA).

**EXS 320 | Motor Learning and Development | Total Credit Hours (3)**

Motor Learning study focuses on the behavioral, biomechanical, and neural bases of development, acquisition, and performance of functional movement skills. Acquisition of skill is examined over the lifespan in typically developing and impaired individuals. Movement analysis is used to explain the neuromotor control processes underlying skilled performance in everyday functional behaviors, sport, and dance. The teacher or practitioner's role in facilitating skill learning and performance is emphasized.

**EXS 390 | Internship | Total Credit Hours (1-3)**

Student experience in the exercise sciences, either in a work-related or research environment. Monitored, supervised and evaluated by an intern supervisor and faculty member.

**EXS 395 | Special Topics | Total Credit Hours (1-4)**

Instructors and topics will vary. May be repeated for credit.

**EXS 397 | Directed Study | Total Credit Hours (1-3)**

Directed study allows students to pursue an area of interest as developed with their directed study instructor. May be repeated for credit. Prerequisite: permission of instructor.

**EXS 405 | Advanced Kinesiology with lab | Total Credit Hours (4)**

Exploration of anatomical and mechanical fundamentals of human motion. Laboratory experience provides basic instrumentation and clinical skills practice.

**EXS 415 | Advanced Exercise Physiology with lab | Total Credit Hours (4)**

Course promotes understanding of theoretical and practical aspects of exercise physiology as they relate to the teacher, coach, trainer and/or exercise specialist. Laboratory experience provides basic instrumentation and clinical skills practice.

**EXS 420 | Biomechanics | Total Credit Hours (3)**

An analysis of the biomechanics of human movement with an emphasis on sports, improved performance and injury prevention. Includes basic application of physical laws to performance, motion, fluid mechanics and tissue mechanics.

**EXS 490 I | Internship | Total Credit Hours (1-3)**

Student experience in the exercise sciences, either in a work-related or research environment. Monitored, supervised and evaluated by an intern supervisor and faculty member.

## **EXS 499 | Exercise Science Capstone**

The Capstone pulls together the breadth of the student's knowledge and experience gained at Saint Martin's University through a carefully researched original work of scholarship on a topic chosen by the student and approved by the student's advisor.

## **Gender and Identity Studies**

### **GIS 200 | Introduction to Gender and Identity Studies | Total Credit Hours (3)**

This course introduces students to the conceptualization of gender and identity in a social world. Focus will be placed on a multi-disciplinary understanding of gender and identity and will examine how gender, class, race, age, sexuality, physical ability, and culture intersect and impact lives.

### **GIS 250 | Men and Masculinities | Total Credit Hours (3)**

This course introduces students to feminist informed men's studies. The influence of gender on men's lives will be analyzed through an exploration of multiple masculinities and their individual, cultural, and social implications.

### **GIS 295 | Special Topics in Gender and Identity Studies | Total Credit Hours (1-4)**

Elective courses offered periodically on topics.

### **GIS 300 | Feminist and Identity Theories | Total Credit Hours (3)**

The objective of this course is to think critically about theory and methodology as it pertains to the intersection of gender, sexuality, socioeconomic status, race, ability and other social identities. The course seeks to understand how the social construction of gender and identity shapes our gendered norms, behaviors, and the lens in which we evaluate and normalize others.

### **GIS 350 | Queer Theory | Total Credit Hours (3)**

This course will provide an introduction to theoretical and practical understandings of Queer Theory. It will examine the political and social constructions of sexuality, sexual orientation, gender, desire, and the erotic "body." It will focus on both the historical practice of Queer Theory as an apparatus of the academy, and as an on-going movement for universal equal rights.

### **GIS 375 | Gender and Pop Culture | Total Credit Hours (3)**

This course looks at pop culture through the lens of gender and how gender is created in society. Gender doesn't stand on its own away from other political categories including, but not limited to: race, class & sexuality. This class will take a look at how all of these identifying social categories become constructed and shape what we consider to be pop culture, what we label as pop culture, and how we define ourselves within pop culture.

### **GIS 395 | Special Topics in Gender and Identity Studies | Total Credit Hours (1-4)**

Elective courses offered periodically on topics related to gender and identity studies.

### **GIS 397 | Directed Studies | Total Credit Hours (3)**

An examination of selected issues or research projects in gender and identity studies. Program permission required.

## **Geography**

### **GPH 210 | World Regional Geography | Total Credit Hours (3)**

Study of major world regions, their historical backgrounds, physical features, climate, political dynamics and economic resources.

## **History**

### **HIS 121 | World History to 1500 | Total Credit Hours (3)**

The course is an examination of different civilizations in many parts of the world from the beginning of man's origins to 1500 AD. Specifically, the course looks at the origin, religion, art, political development and military struggles of various cultures across the globe. Through this course students will be able to explain basic concepts such as civilization and the effects of market economies, warfare, and religion on the formation and maintenance of cultures. The students will also be able to identify important historical figures as well as the geographical regions of various civilizations. Finally, students should have the competency to broadly explain the chronological events that have occurred throughout the history of the world.

### **HIS 122 | World History Since 1500 | Total Credit Hours (3)**

The course is a general examination of different civilizations in many parts of the world from the Renaissance to World War I. Specifically, the course looks at the political, economic and military struggles of various cultures across the globe and will provide explanations to understand the relationship between the Western and non-Western worlds. The course also studies the technological and philosophical revolutions as well as historical figures that shaped the world into what it is today. Consequently, the course explains how global interaction through trade, migration, religion and war contributed to the growing interconnectivity of the modern world. At the end of the course students should be able to broadly explain the chronological events that shaped the world at the beginning of the 20th century.

**HIS 141 | U.S. History to 1877 | Total Credit Hours (3)**

General survey of U.S. history through the Civil War and Reconstruction. Course will examine key social, economic and political developments in the United States during this period.

**HIS 142 | U.S. History Since 1877 | Total Credit Hours (3)**

General survey of U.S. history from the Industrial Revolution to the present, including examination of key social, economic and political developments in the United States during this period.

**HIS 195 | Special Topics | Total Credit Hours (1-4)**

To be arranged with department advisor.

**HIS 211 | History of Latin American Civilization | Total Credit Hours (3)**

This course studies Latin American history from the origins of pre-Columbian civilization to the independence movement from Spain in 1810. The course focuses on the political, economic, and cultural forces that shaped Spanish and Portuguese Colonial America. Specifically, the course examines indigenous societies in Mesoamerica and the Andes, the conquest of Latin America, colonial socio-political organization, the late colonial crises, and the build-up to the independence in Latin America.

**HIS 213 | History of African Civilization to 1880 | Total Credit Hours (3)**

This class will examine African history, focusing on Sub-Saharan Africa from the period 1000 to 1880 AD. It will examine various African societies in their own right, while also considering their relationships with Europe, Asia, and the Americas through the exchange of Christianity and Islam, the growth and abolition of the slave trade, and the emergence of colonialism.

**HIS 215 | History of Islamic Civilization | Total Credit Hours (3)**

Introductory survey of Middle East history. Examines key political, cultural and economic developments from the time of Muhammad to the present.

**HIS 217 | History of Chinese and Japanese Civilizations | Total Credit Hours (3)**

General survey of the history of China and Japan. Emphasis on the important aspects of Chinese and Japanese civilizations, political, social and economic factors, the impact of the West, modernization, development, militarism, war and revolution.

**HIS 295 | Special Topics | Total Credit Hours (1-4)**

To be arranged with department advisor.

**HIS 305 | History of American Women | Total Credit Hours (3)**

Survey of the history of American women from the colonial era to the present, focusing on the ways gender, race, ethnicity, class, and location have shaped American women's lives.

**HIS 310 | United States Diplomatic History | Total Credit Hours (3)**

A study of the origins, development and implementation of United States foreign policy. Equivalent to PLS 310.

**HIS 315 | Women's Sports History | Total Credit Hours (3)**

A critical survey of the origins and historical evolution of women's sports. It will consider the social, political and cultural variables that influenced and shaped women's athletics. Also examines overall significance of the contemporary women's sports revolution.

**HIS 319 | Total Credit Hours American Working-Class History | Total Credit Hours (3)**

A critical survey of working class history in the United States from the early 19<sup>th</sup> century to the present. Main themes will include: working-class culture, industrial organization, and politics; work and community life; labor-management relations; changing patterns of working class protest; and a special emphasis on race, ethnicity, and gender in the process of working-class formation and fragmentation.

**HIS 320 | The History of Nazi Germany | Total Credit Hours (3)**

This course will examine one of the most radical and destructive regimes in history, Nazi Germany, and the Holocaust, which that regime perpetrated. The course will focus on the origins of anti-Semitism, the impact of World War I on German society, the abortive experiment in democracy in the 1920s, the emergence of Adolf Hitler and the rise of the Nazi movement to power. The course will also examine Hitler's regime, the road to war and the relationship between total war and genocide.

**HIS 325 | History of the Vietnam War | Total Credit Hours (3)**

History of the Vietnam War from 1945 to 1975. Focus on U.S.-Vietnam relations; also examines the French role in Indochina and regional developments since the war's end. Equivalent to PLS 325.

**HIS 326 | Pacific Northwest History | Total Credit Hours (3)**

A survey of Pacific Northwest history from the earliest contacts between Indigenous and European peoples to the present, with a focus on the social, cultural, political, and environmental history of the region that is now Washington, Oregon, and Idaho (Education Program requirement in many cases).

**HIS 329 | American Environmental History | Total Credit Hours (3)**

This course examines the long history of resource exploitation and management, land use, impacts on ecosystems, and indigenous and contemporary land and resource management principles and practices. Changes in agriculture, the impact of capitalism, conservation and environmental activism, and contemporary strategies of sustainable land and resource management are strongly emphasized in this course.

**HIS 330 | Cold War | Total Credit Hours (3)**

The course traces the origins of the Cold War, its impact on the foreign and domestic policies of the United States and Soviet Union, and the role of perceptions and misperceptions on the part of United States and Soviet decision-makers. Equivalent to PLS 330.

**HIS 334 | Medieval European History | Total Credit Hours (3)**

Germanic migrations to the fall of Constantinople, 1453. Emphasis on religious, political, military and diplomatic aspects.

**HIS 336 | Early Modern European History | Total Credit Hours (3)**

A survey of all aspects of European history from 1450 to the French Revolution.

**HIS 344 | Nineteenth Century European History | Total Credit Hours (3)**

The European experience from 1815 to World War I.

**HIS 347 | Twentieth Century Europe | Total Credit Hours (3)**

Critical study of European problems and developments since 1914.

**HIS 356 | Colonial American History to 1763 | Total Credit Hours (3)**

A comprehensive analysis of the ideas, events and institutions that shaped the colonial experience and development of the future United States. Course spans period from earliest European contact through the maturation of the colonies.

**HIS 357 | United States History 1763-1877 | Total Credit Hours (3)**

Intensive overview of the United States from the Revolutionary period through the Civil War and Reconstruction era. Examines social, political and economic developments that consolidated the nation.

**HIS 358 | United States History 1877-1945 | Total Credit Hours (3)**

Comprehensive analysis of the emergence of the United States as a great power. Examines crucial social, political, economic and diplomatic developments that moved the United States from the periphery of international power to world leadership during World War II.

**HIS 359 | United States History Since 1945 | Total Credit Hours (3)**

An in-depth analysis of the history of the post-World War II United States. Emergence of the United States as a modern superpower will be traced through examination of key social, political, economic and diplomatic developments of the postwar period.

**HIS 360 | History of American Slavery | Total Credit Hours (3)**

This course will explore the origins, expansion, and abolition of slavery in colonial and 19th century America. It will examine the experiences of enslaved people, slaveholders, and non-slaveholders in different contexts, and examine the relationship between slavery and racism, national politics, the economy, the Civil War, and society more broadly. The course will also explore different approaches to studying slavery, including working with secondary sources produced by historians of slavery, and with primary sources produced by enslaved people, slaveholders, and others.

**HIS 365 | History of the Civil War and Reconstruction | Total Credit Hours (3)**

This is a specialized course in the history of the Civil War and Reconstruction. Among other topics, this course will explore the causes of the war, and its relation to slavery; military developments, and whether the war and Northern victory was inevitable; the wartime experiences of soldiers, slaves, and civilians; the role enslaved people and Abraham Lincoln played in the outcome of the war and emancipation; the causes of the successes and failures of Reconstruction; and the degree to which Northern and Southern society and politics were altered by the war and Reconstruction.

**HIS 370 | History of American Immigration | Total Credit Hours (3)**

This course examines the history of immigration to the United States, the experiences of immigrants of diverse backgrounds, and the role that immigration has played in shaping American culture. The course will examine primary and secondary source documents, including monographs, novels, autobiographies, and other resources to explore the major themes, historical trends, and cultural contexts of the American immigrant experience. At the instructor's discretion, the course may survey the history of immigration from the colonial period to the present day, or focus on some narrower period of American immigration history.

**HIS 380 | History of Race and Racism in America | Total Credit Hours (3)**

This course will examine the origins and impact of successive racial systems in American history, with an emphasis on the social construction of race and the role that race and racism play in American history, contemporary society, and our own lives. The

course is interdisciplinary and will draw upon history, sociology, and multicultural theory and practice. Prerequisite: COR120 or equivalent.

**HIS 390 | History Internship | Total Credit Hours (1-9)**

Departmental permission and junior standing required.

**HIS 395 | Special Topics | Total Credit Hours (1-4)**

To be arranged with department advisor.

**HIS 397 | Directed Study | Total Credit Hours (1-3)**

Permission of department required.

**HIS 410 | The History of Modern Egypt | Total Credit Hours (3)**

This course analyzes the modern history of Egypt within an extended time span between the early 19th century and the present. It will examine the political, economic and socio-cultural foundations of modern Egypt, the influence of the West and critically evaluate contemporary Egypt within the context of the modern Middle East.

**HIS 411 | Modern Latin America | Total Credit Hours (3)**

The course is designed to examine the historical development of Latin America from its age of independence in the nineteenth century to the modern day nation states of the 21st century. The course focuses on the economic, political, and cultural forces that have shaped Latin America. In particular, the course presents two major theories (the cultural historical legacy argument and the external dependency argument) that influence modern Latin America today. The class studies Bolivar's war for independence and the subsequent effect of independence on Latin America's socioeconomic and political environment. The class then studies Latin America's political and economic development in the 20th century as it fluctuated between nationalism, modernization, communist upheavals and dictatorship while also examining U.S.-Latin American relations.

**HIS 413 | History of Modern Africa | Total Credit Hours (3)**

This course will survey African History since 1880, with a focus on Sub-Saharan Africa. It will examine the European colonization of Africa, African resistance to this colonization from the 19th century until independence, and the challenges and successes of the post-colonial period to the present day. The course will continually explore how Africans have defined themselves, their relations with other Africans, and the relationship between Africa and the rest of the world.

**HIS 415 | History of the Modern Middle East | Total Credit Hours (3)**

Intensive overview of 19th- and 20th-century history of the Middle East. Key political, economic and cultural developments of the region from the age of European imperialism to the present will be considered.

**HIS 421 | History of Struggles for Justice | Total Credit Hours (3)**

Historical analysis of social justice movements. Extensive reference to intersections of identities within social justice causes, organizations, and movements. Topics may include American and global anti-racist, anticapitalist, and feminist struggles.

**HIS 435 | History of Capitalism | Total Credit Hours (3)**

Origins of private property, profit taking and possessive individualism. Alternative explanations for the rise and fall of capitalism. Extensive reference to the experience of the North Atlantic community.

**HIS 490 | History Internship | Total Credit Hours (1-9)**

Departmental permission and junior standing required.

**HIS 495 | Special Topics | Total Credit Hours (1-4)**

To be arranged with department advisor.

**HIS 498 | History Research Methods | Total Credit Hours (3)**

This course is designed to give students a theoretical and practical knowledge of research methods in the discipline of history. This class is about how historians think about and do history. It is intended to introduce students to the types of research used by historians, the process of writing history, the theoretical perspectives used by historians today, and the implications of new technologies in the researching and writing of history. In this course students will choose a research topic, perform a considerable amount of readings in the secondary literature, make a research design, and carry out the research necessary to write a senior thesis the next semester.

**HIS 499 | Senior Seminar/Paper | Total Credit Hours (3)**

A capstone course in which students use both primary and secondary sources to write an original research paper on an approved topic. Prerequisite: HIS 498.

## Interdisciplinary Studies

### **IDS 301 | Junior Seminar | Total Credit Hours (3-4)**

Team-taught classes with changing subject matter. These seminars study significant ideas, texts, and occurrences that students are required to interpret with two distinct sets of disciplinary methods. At least two IDS301 seminars are required of IDS majors. Repeatable.

### **IDS 498 | Senior Thesis I | Total Credit Hours (2)**

After submitting a plan to the Board of Study and receiving its approval, students gather substantial bibliographies and produce drafts of their senior thesis.\*

### **IDS 499 | Senior Thesis II | Total Credit Hours (2)**

Students revise and present their senior theses before Board of Study.\*

\*Students will choose a senior thesis director, subject to the approval of the Board of Study. After presentation of senior thesis (IDS 499), Board of Study will share its evaluation of the thesis with the director; director will determine its final grade.

## Legal Studies

Course descriptions for additional Legal Studies courses offered other than those listed below may be found under the department from which the courses originate.

### **LS 101 | The Legal Environment and Ethics | Total Credit Hours (4)**

This course introduces the student to the American legal system, including sources of law; topical areas within the law; legal process; basic legal research methods; and ethical issues. It is the initial, introductory course in Legal Studies and is required for completion of a minor in Legal Studies. The course features a broad range of guest speakers as well as a number of field trips to courts, law libraries, and law offices.

### **LS 195 | Special Topics | Total Credit Hours (1-4)**

Courses relevant to the Legal Studies curriculum offered periodically on topics announced by the faculty. Courses may include topics such as: white collar crime; environmental law/environmental crime; others. Prerequisite: LS 101.

### **LS 225 | Business Law | Total Credit Hours (3)**

Introduction to the American legal system (sources of law and legal process); forms of business (sole proprietorships, partnerships, LLCs and corporations); contract law; agency; employment law; torts; products liability; property law; wills & trusts; business ethics.

### **LS 295 | Special Topics | Total Credit Hours (1-4)**

Courses relevant to the Legal Studies curriculum offered periodically on topics announced by the faculty. Courses may include topics such as: white collar crime; environmental law/environmental crime; others. Prerequisite: LS 101.

### **LS 350 | Environmental and Wildlife Crime, Law, and Justice | Total Credit Hours (3)**

This course provides an introduction to environmental and wildlife crimes and their impacts, as well as formal and informal approaches to prevent, control, and respond to these crimes. Topics include identifying crimes and their social and structural sources, research on the human and environmental impacts of illegal behavior, pertinent U.S. and international laws, the regulation, enforcement, and prosecution of crimes impacting wildlife and the environment, and efforts to seek justice for the natural world.

### **LS 395 | Special Topics | Total Credit Hours (1-4)**

Courses relevant to the Legal Studies curriculum offered periodically on topics announced by the faculty. Courses may include topics such as: white collar crime; environmental law/environmental crime; others. Prerequisite: LS 101.

### **LS 397 | Directed Readings in Legal Studies | Total Credit Hours (1-3)**

A semester of directed readings under the supervision of the pre-law advisor. Topic to be chosen by student in consultation with pre-law advisor. Prerequisite: Senior Standing; 3.0 GPA; Permission of the pre-law advisor.

### **LS 470 | White Collar Crime | Total Credit Hours (3)**

Overview of history, definitions, and nature of those unlawful activities that constitute 'white collar' law violations. The course will examine historical and contemporary conduct that has been identified as government, corporate, occupational, and institutional crime and the law enforcement agencies and approaches in place to investigate, prosecute, prevent and deter these crimes. Prerequisites: CJ 101 or SOC 101.

### **LS 495 | Special Topics | Total Credit Hours (1-4)**

Courses relevant to the Legal Studies curriculum offered periodically on topics announced by the faculty. Courses may include topics such as: white collar crime; environmental law/environmental crime; others. Prerequisite: LS 101.

## Mathematics

### **MTH 100 | Math Lab | Total Credit Hours (3)**

A self-paced course designed to take students from their current level of math to readiness for Intermediate Algebra using computer assisted instruction.

### **MTH 101 | Intermediate Algebra | Total Credit Hours (3)**

A course designed to prepare students for Precalculus Mathematics. Topics include graphing and writing equations of lines, basic factoring techniques, and solving equations and inequalities involving polynomials, rational expressions, radical expressions, and absolute values. Prerequisite: MTH 100 with grade of “C-” or better or equivalent math placement exam score.

### **MTH 102 | Beginning and Intermediate Algebra | Total Credit Hours (3)**

A self-paced course designed to take students from their current level of math to readiness for Precalculus Mathematics using computer assisted instruction. The course covers the same content as Intermediate Algebra with prerequisite content from Math Lab included.

### **MTH 110 | Mathematics in Modern Society | Total Credit Hours (3)**

A course in quantitative reasoning designed to examine mathematical problems in modern society. Topics include analysis of data and statistics, voting strategies, and basic financial decisions.

### **MTH 121 | Precalculus Mathematics | Total Credit Hours (3)**

A first course designed to prepare students for the study of calculus, focusing on algebraic skills. Topics include functions (properties, operations, inverses, graphing by transformation), real and complex zeros of polynomials, graphing and solving equations and inequalities of polynomial, rational, exponential, and logarithmic functions, solving systems of equations and inequalities; and partial fraction decomposition. Prerequisite: MTH 101 or MTH 102 with grade “C-” or better or equivalent math placement exam score.

### **MTH 122 | Precalculus II | Total Credit Hours (3)**

A second course designed to prepare students for the study of calculus, focusing on trigonometry and analytic geometry. Topics include trigonometric functions, analytic trigonometry, polar coordinates, parametric equations, polar form of complex numbers, conic sections, and vectors. Prerequisite: MTH 121 with grade “C-” or better or equivalent math placement exam score.

### **MTH 161 | Mathematical Methods for Business and Social Sciences | Total Credit Hours (3)**

An introduction to calculus in a business and social sciences setting. Topics include systems of equations, matrices, linear programming, and calculus of polynomial, rational, exponential, and logarithmic functions. The calculus topics include limits, derivatives, optimization, implicit differentiation, antiderivatives, basic integration techniques, and applications of integration. Prerequisite: MTH 121 with grade “C-” or better or equivalent math placement exam score.

### **MTH 171 | Calculus I | Total Credit Hours (4)**

A first course in calculus with transcendentals. Topics include limits, continuity, differentiation, applications of the derivative (implicit differentiation, related rates, linear approximations, optimization, and graphing), antiderivatives, definite and indefinite integrals, and the method of substitution. Prerequisite: MTH 122 with grade “C-” or better or equivalent math placement exam score.

### **MTH 172 | Calculus II | Total Credit Hours (4)**

A second course in calculus with transcendentals. Topics include integration techniques, applications of the integral (area, volumes of solids of revolution, and arc length), sequences, infinite series, and calculus of parametric and polar equations. Prerequisite: MTH 171 with grade “C-” or better.

### **MTH 195 | Special Topics | Total Credit Hours (1-4)**

Selected topics in math. Prerequisite: Instructor’s permission. May be repeated for credit.

### **MTH 200 | Mathematics for Computer Science | Total Credit Hours (3)**

Introduction to mathematical concepts related to the field of Computer Science. Topics include propositional logic, set theory, algorithms, basic number theory, induction and recurrence relations, and graph theory. Prerequisite: MTH 161 or MTH 171 with grade “C-” or better.

### **MTH 201 | Introduction to Statistics | Total Credit Hours (3)**

Introduction to descriptive statistics, measures of central tendency and variability, linear regression, probability, sampling distributions, estimation, and hypothesis testing. Prerequisite: MTH 101 or MTH 102 with grade “C-” or better or equivalent math placement exam score.

### **MTH 220 | Introduction to Advance Mathematics | Total Credit Hours (3)**

Introduction to abstract mathematical reasoning through the study of symbolic logic and mathematical proof. Topics include set theory, function and relation theory, and basic number theory. Prerequisite: MTH 171 with grade “C-” or better

**MTH 271 | Calculus III | Total Credit Hours (3)**

Expansion of the study of calculus to higher dimensions. Topics include vectors, equations of lines and planes, cylinders, quadric surfaces, vector functions, curvature, multivariable functions, limits, continuity, partial derivatives, directional derivatives, gradient, optimization, multiple integration (in Cartesian, cylindrical, and spherical coordinates), line integrals, vector fields, curl, divergence, and Green's Theorem. Prerequisite: MTH 172 with grade "C-" or better.

**MTH 295 | Special Topics | Total Credit Hours (1-4)**

Selected topics in math. Prerequisite: Instructor's permission. May be repeated for credit.

**MTH 314 | History of Mathematics | Total Credit Hours (3)**

Selected topics from the three great mathematical cultures that fed contemporary world mathematical culture: Greece 600 B.C.-600 A.D.; the Muslim Near East 800 A.D.-1200 A.D.; and Europe 1500 A.D.-1900 A.D. Course will consider both technical mathematical achievement and historical and social contexts in which these accomplishments took place. Course is writing intensive. Prerequisite: MTH 161 or MTH 171 with grade "C-" or better.

**MTH 322 | Differential Equations | Total Credit Hours (3)**

Introduction to ordinary differential equations. Topics include methods for finding analytical, numerical, and series solutions to first and second order differential equations and systems of differential equations. Existence of solutions, uniqueness of solutions, and the use of Laplace transforms will also be studied. Prerequisite: MTH 172 with grade "C-" or better.

**MTH 353 | Linear Algebra | Total Credit Hours (3)**

Introduction to linear algebra. Topics include systems of linear equations, matrix operations, elementary matrices, determinants, abstract vector spaces and subspaces, linear independence and spanning, eigenvalues and eigenvectors, linear transformations, and applications. Prerequisite: MTH 172 with grade "C-" or better.

**MTH 357 | Probability and Statistics | Total Credit Hours (3)**

Topics include probability expectation, common distribution, density functions, estimation, confidence intervals, hypothesis testing, and regression. Prerequisite: MTH 172 with grade "C-" or better.

**MTH 366 | Geometry | Total Credit Hours (3)**

Course will study several types of geometries by considering their sets of axioms and proving theorems. Geometries covered are finite geometries, Euclidean geometry, projective geometry and non-Euclidean geometry. Prerequisite: MTH 220 with grade "C-" or better.

**MTH 372 | Complex Variables | Total Credit Hours (3)**

Introduction to complex analysis, the application of the theory of calculus to the complex numbers. Topics include complex functions, analytic and harmonic functions, complex elementary functions, complex integration, residue theory, and conformal mapping. Prerequisite: MTH 271 with grade "C-" or better.

**MTH 381 | Math Modeling | Total Credit Hours (3)**

Introduction to the basics of mathematical modeling emphasizing model construction, analysis and application. Students will develop spreadsheet models and MATLAB models for problems arising in areas such as physics, biology, and probability that can answer questions to real-world problems. Prerequisites: MTH 172, MTH 201 or MTH 357 and CSC 101. Grades "C-" or better required.

**MTH 395 | Special Topics | Total Credit Hours (1-4)**

Selected topics in math. Prerequisite: Instructor's permission. May be repeated for credit.

**MTH 397 | Directed Study | Total Credit Hours (1-3)**

A reading or research project in an area of interest to the student. This could be advanced study on the subject of a regularly taught upper-division course or study of a topic not covered in the regular curriculum.

**MTH 400 | Senior Paper | Total Credit Hours (2-3)**

Students write a detailed, thesis-style report describing the results of research or independent study. Open only to senior math majors.

**MTH 461 | Abstract Algebra | Total Credit Hours (4)**

A proof-based course in the theory of generalized algebraic systems. Topics include groups, rings, and fields. Prerequisites: MTH 220 and MTH 353 with grades "C-" or better.

**MTH 471 | Real Analysis I | Total Credit Hours (4)**

A proof-based course in the theory of the real numbers and the foundations of calculus. Topics include development of the real number system, limits of sequences and functions, continuity and uniform continuity of functions, and differentiation. Prerequisites: MTH 172, MTH 220, and an upper division math course. Grades of "C-" or better required.



**MTH 472 | Real Analysis II | Total Credit Hours (3)**

A second course in real analysis. Topics include convergence of series, point wise and uniform convergence of series of functions, and (Riemann) integration. Prerequisite: MTH 471 with grade "C-" or better.

**MTH 495 | Special Topics | Total Credit Hours (1-4)**

Selected topics in math. Prerequisite: Instructor's permission. May be repeated for credit.

**Music****MUS 100 | Recital Attendance | Total Credit Hours (0)**

Through attending approved concerts and recitals, student musicians gain insight into performance practices and etiquette, as well as hearing a variety of styles and genres of music. Required of music majors for six semesters and music minors for two semesters, with a minimum of five recitals per semester. May be repeated for transcript inclusion.

**MUS 104 | Music Fundamentals | Total Credit Hours (3)**

Study of the basic elements of music including note reading, notating music, major and minor scales, key signatures and clefs.

**MUS 105 | Music Theory I | Total Credit Hours (3)**

An introduction to the rudiments of music, including common practice harmony, analysis and ear training. Corequisite: MUS 105L

**MUS 105L | Music Theory I: Aural Skills Lab | Total Credit Hours (1)**

The primary goal of the Aural Skills Lab is to produce musicians who can perceive and make sound in meaningful, consistent musical patterns. The listening portion includes dictation of melodies, rhythms and harmonies, perceptions of musical events (e.g. meter or form), and ensemble skills. Performance includes sight-reading, conducting and improvisation. Co-requisite: MUS 105.

**MUS 106 | Music Theory II | Total Credit Hours (3)**

A continuation of MUS 105. Prerequisite: MUS 105. Co-requisite: MUS 106L.

**MUS 106L | Music Theory II: Aural Skills Lab | Total Credit Hours (1)**

The primary goal of the Aural Skills Lab is to produce musicians who can perceive and make sound in meaningful, consistent musical patterns. The listening portion includes dictation of melodies, rhythms and harmonies, perceptions of musical events (e.g. meter or form), and ensemble skills. Performance includes sight-reading, conducting and improvisation. Co-requisite: MUS 106

**MUS 107 | History of Rock and Roll | Total Credit Hours (3)**

This course presents an historical survey of Rock and Roll from the musical and cultural environment prior to its inception through the majority of Rock's sixty-year history. It explores significant artists, bands and individuals, whose contributions have made it what it is today, and it demonstrates the interaction between and function of instruments in the Rock format. An objective view of the topic will be emphasized through recordings, musical analysis and class discussion.

**MUS 108 | Music in Western Culture | Total Credit Hours (3)**

A study of music as a cultural phenomenon in the life of Western mankind. Emphasis on selected composers and representative masterworks.

**MUS 109 | History of Jazz | Total Credit Hours (3)**

History of Jazz is a celebration of and introduction to a genre of music which can be considered a unique American art form. It is a survey focusing on the evolution of jazz styles, people and cultures of impact from its inception to the present. It emphasizes a study of diverse cultures, important performers, composers and musical techniques involved in the creation and performance of this special genre.

**MUS 110 | Applied Lessons | Total Credit Hours (1)**

For music minors, secondary instruments and non-majors; may not be taken for audit. One-half hour lesson per week plus convocation. Instruction offered in piano, organ, harpsichord, voice, flute, oboe, clarinet, saxophone, bassoon, trumpet, horn, euphonium, trombone, tuba, percussion, violin, viola, cello, contrabass, harp or guitar. Final exam conducted by jury in some sections. Prerequisite: Audition by committee. May be repeated for credit.

**MUS 111 | Applied Lessons | Total Credit Hours (1)**

For music majors who need to correct deficiencies in major instrument area; may not be taken for audit. One hour of private instruction per week plus convocation/area recital/ studio class. Final exam conducted by jury. See MUS 110 for instructional areas. Prerequisite: placement audition by committee. May be repeated for credit.

**MUS 112 | Applied Lessons | Total Credit Hours (1)**

For music majors; may not be taken for audit. One hour of private instruction per week plus convocation/area recital/studio class. Final exam conducted by jury. See MUS 110 for instruction areas. Prerequisite: placement audition by committee. May be repeated for credit.

**MUS 195 | Special Topics | Total Credit Hours (1-4)**

To be arranged with department advisor.

**MUS 220 | Basic Conducting | Total Credit Hours (3)**

A study of basic conducting techniques and score-reading skills applicable to instrumental and choral ensembles. Prerequisite: MUS 106.

**MUS 285 | Saint Martin's Chorale | Total Credit Hours (1-3)**

A study of sacred and secular choral literature for the large ensemble. Emphasis on individual vocal and musical development during rehearsals. Culminates in a group performance. May be repeated for credit.

**MUS 286 | College Band | Total Credit Hours (1-3)**

The band provides students who perform on wind or percussion instruments an opportunity to study, rehearse and perform music from the extensive wind band repertoire. Prerequisite: Audition. May be repeated for credit.

**MUS 295 | Special Topics | Total Credit Hours (1-4)**

To be arranged with department advisor.

**MUS 305 | Music Theory III | Total Credit Hours (3)**

Continuation of MUS 106 and beginning studies in counterpoint. Prerequisite: MUS 106. Co-requisite: MUS 305L.

**MUS 305L | Music Theory III: Aural Skills Lab | Total Credit Hours (1)**

The primary goal of the Aural Skills Lab is to produce musicians who can perceive and make sound in meaningful, consistent musical patterns. The listening portion includes dictation of melodies, rhythms and harmonies, perceptions of musical events (e.g. meter or form), and ensemble skills. Performance includes sight-reading, conducting and improvisation. Corequisite: MUS 305.

**MUS 306 | Music Theory IV | Total Credit Hours (3)**

A continuation of MUS 305, with additional emphasis on contrapuntal techniques and 20th century harmony and composition. Prerequisite: MUS 305. Co-requisite: MUS 306L.

**MUS 306L | Music Theory IV: Aural Skills Lab | Total Credit Hours (1)**

The primary goal of the Aural Skills Lab is to produce musicians who can perceive and make sound in meaningful, consistent musical patterns. The listening portion includes dictation of melodies, rhythms and harmonies, perceptions of musical events (e.g. meter or form), and ensemble skills. Performance includes sight-reading, conducting and improvisation. Corequisite: MUS 306.

**MUS 307 | Musical Form and Analysis | Total Credit Hours (3)**

This course advances students' understanding of music through formal, rhythmic, melodic and harmonic analysis. Students will develop skills and techniques that enable them visually and aurally to comprehend simple and complex forms, line, metric and tonal relationships, and the like within small and larger-scale musical structures. Prerequisite MUS 306.

**MUS 310 | Applied Lessons | Total Credit Hours (1)**

For music minors, secondary instruments and non-majors at the upper-division level. See MUS 110 for instruction areas. Prerequisite: Upper division jury examination. May be repeated for credit.

**MUS 312 | Applied Lessons | Total Credit Hours (1)**

For upper-division music majors. See MUS 112 for instruction areas. Prerequisite: Upper-division jury examination. May be repeated for credit.

**MUS 321 | Advanced Conducting | Total Credit Hours (3)**

Continuation of basic conducting, with emphasis on development of advanced choral, band and orchestra conducting skills. Topics include complex patterns, score reading and preparation, rehearsal techniques, an awareness of age and ensemble, and appropriate methodologies and pedagogies resulting in effective performance. Prerequisite: MUS 220.

**MUS 327 | Junior Recital**

A recital given by a music major or minor in which the student performs with another student, each performing approximately one half-hour of music. Co-requisite: MUS 310 for music minors; MUS 312 for music majors.

**MUS 330 | Music History I | Total Credit Hours (3)**

A study of major composers and compositions in Western culture prior to 1750. Includes an overview of important historical events in related fields and their influence on the development of music. Prerequisite: MUS 106.

**MUS 331 | Music History II | Total Credit Hours (3)**

A study of the major composers and compositions in Western culture from 1750 to the present. Includes an overview of important historical events in related fields and their influence on the development of music. Prerequisite: MUS 106.

**MUS 335 | Studies in Musical Context | Total Credit Hours (3)**

This course deepens students' knowledge of the literature and practices of music in their historical and contemporary contexts. Its focus varies by year and instructor. Prerequisite: MUS 306.

**MUS 375 | Instrumental Chamber Ensemble | Total Credit Hours (1-3)**

These ensembles provide students with advanced instrumental background an opportunity to study challenging instrumental chamber music in which his/her instrument is commonly found. Students may audition for up to three different ensembles. Each ensemble will be expected to perform for a variety of functions both on and off campus. Specific ensembles will be offered based on student interest. May be repeated for credit.

**MUS 385 | Saint Martin's Chorale | Total Credit Hours (1-3)**

A study of sacred and secular choral literature for the large ensemble. Emphasis on individual vocal and musical development during rehearsal. Culminates in group performance. Students who take MUS 385 will assume a leadership role in the chorale in their respective sections (i.e., soprano, alto, tenor, bass) and/or in the chorale in general. May be repeated for credit.

**MUS 386 | College Band | Total Credit Hours (1-3)**

The band provides students who perform on wind or percussion instruments opportunity to study, rehearse and perform music selected from the extensive wind band repertoire. Students who enroll in MUS 386 will assume a leadership role in their respective section and/or in the ensemble in general. May be repeated for credit.

**MUS 387 | College Orchestra | Total Credit Hours (1-3)**

This ensemble provides students with advanced instrumental backgrounds an opportunity to study a variety of challenging orchestral music with The Olympia Chamber Orchestra (OCO). Prerequisite: Audition with the department chair and the OCO conductor. May be repeated for credit.

**MUS 389 | Jazz Ensemble | Total Credit Hours (1-3)**

A study of the basic styles of jazz and of improvisation through rehearsal and performance. Prerequisite: Audition. May be repeated for credit.

**MUS 395 | Special Topics | Total Credit Hours (1-4)**

To be arranged with department advisor.

**MUS 397 | Directed Study | Total Credit Hours (1-3)**

An opportunity for students to pursue research-based or scholarly projects on their own initiative. Prerequisite: Instructor's consent.

**MUS 427 | Senior Recital | Total Credit Hours (1)**

A recital given by a music major in which the student performs a music program approximately one hour in length. Corequisite: MUS 312.

**MUS 430 | Music in the Classroom | Total Credit Hours (3)**

Introduction to teaching music in the elementary classroom designed for elementary education classroom teachers. Course includes the study of music fundamentals and methods of teaching music in the elementary classroom. Selected interdisciplinary resources will be explored. No prior musical training is required. Offered on demand.

**MUS 495 | Special Topics | Total Credit Hours (1-4)**

To be arranged with department advisor.

## **Nursing**

**NUR 100 | Introduction to Nursing | Total Credit Hours (3)**

This course introduces the student to nursing as a profession. Various roles and functions of the nurse are explored. A major focus of this course is to engage students to critically think about the nursing profession, historical and contemporary trends, issues in nursing, moral and legal issues, and how health disparities impact the practice of nursing. The concept of caring for self and others will be explored.

**NUR 195 | Special Topics | Total Credit Hours (1-4)**

Instructors and topics will vary. May be repeated for credit.

**NUR 203 | Human Nutrition | Total Credit Hours (3)**

An introduction to the fundamentals of human nutrition as they relate to the individual across the lifespan and the community. Includes an exploration of nutrient identity, acquisition and utilization. The links between nutrition, diseases, environment and

social context are examined. Students apply concepts to real-world circumstances. Equivalent to BIO 203 and EXS 203.

Prerequisites: BIO121 or BIO141

**NUR 295 | Special Topics | Total Credit Hours (1-4)**

Instructors and topics will vary. May be repeated for credit.

**NUR 301 | Introduction to Professional Nursing | Total Credit Hours (2)**

An introduction to the discipline of nursing, nursing theories, professional values, standards, nursing history and culture, health care delivery systems, the scientific basis for nursing, and the role of nursing in the delivery of health. Critical thinking and active inquiry into healthcare issues are introduced. Students will examine health from different perspectives, social justice in healthcare, care of self and the practice of nursing from a holistic, caring framework.

**NUR 302 | Foundations of Nursing Practice: Prevention and Promotion of Health | Total Credit Hours (3)**

Foundational knowledge, skills and attitudes in preparation for reflective nursing practice to promote and protect health across the lifespan. Co-requisites: NUR302L and NUR302C. Prerequisites: All BSN prerequisite courses.

**NUR 302L | Foundations of Nursing Practice Lab | Total Credit Hours (2)**

Required lab component accompanying NUR302.

**NUR 302C | Foundations of Nursing Practice Clinical | Total Credit Hours (1)**

Required clinical experience component (50 hours) accompanying NUR302.

**NUR 303 | Health Assessment | Total Credit Hours (3)**

Foundational knowledge, skills and attitudes about health assessment across the lifespan, respecting diverse cultures, ethnicities and social backgrounds. Includes 1 credit didactic and 2 credits lab

**NUR 304 | Pathophysiology and Pharmacology for Nursing Practice | Total Credit Hours (4)**

Concepts of pathophysiology and pharmacology essential to nursing practice.

**NUR 305 | The Roles and Responsibilities of the Registered Nurse in Health Assessment and Holistic Care | Total Credit Hours (3)**

Building on previous LPN education and practice, nursing theories, professional values, standards, nursing history and culture, health care delivery systems, the scientific basis for nursing, to expand the understanding of the role of the BSN prepared and the registered nurse in the delivery of health. Students will examine health from different perspectives, social justice in healthcare, care of self and the practice of nursing from a holistic, caring framework. Opportunities to practice and demonstrate current LPN competencies are provided in preparation for advanced clinical experiences. Credits: 2 credits didactic/1 credit lab.

**NUR 305C | Foundations of Professional Nursing: LPN to BSN Clinical Practicum | Total Credit Hours (1)**

Community-based clinical practicum (care management, home health, hospice) focusing on the role of the registered nurse in planning care for complex patients. Includes 50 hours of clinical.

**NUR 306 | Complex Pathophysiology/Pharmacology | Total Credit Hours (3)**

Builds on previous pathophysiology and pharmacology to increase knowledge to care for complex patients as a registered nurse.

**NUR 310 | Health Policy | Total Credit Hours (3)**

Examination of health policy and its significance to practice. Overview of policy analysis, legislative and regulatory processes and issues such as health care reform, health care costs, Medicare and Medicaid, and health insurance. Principles of access, equity, affordability, and social justice in health care delivery. Students participate in the legislative, regulatory and political processes.

**NUR 311 | Nursing Management of Chronic Diseases | Total Credit Hours (4)**

Nursing management of common chronic diseases across the lifespan. Includes nursing assessment, diagnosis, care planning, nursing interventions and symptom management, and evaluation of care. Emphasis on principles of safe and effective care for patients with chronic disease, injury or disability. Prerequisite courses: NUR 302, NUR 302L, NUR 302C, NUR 303, NUR 304. Taken concurrently with NUR 312.

**NUR 312 | Nursing Management of Chronic Disease Practicum | Total Credit Hours (3)**

Clinical experience in the nursing management of common chronic diseases across the lifespan. Taken concurrently with NUR 311. Includes 3 credits clinical practicum (150 hours).

**NUR 313 | Nursing Skills and Simulation Lab | Total Credit Hours (2)**

Skills and procedures associated with managing patients with chronic disease in the community. Lab simulation of selected clinical nursing skills.

**NUR 314 | LPN to BSN Skills and Simulation Lab | Total Credit Hours (2)**

Skills and procedures associated with managing patients with complex disease in the community and advanced maternal-child nursing.

**NUR 320 | Traditional Chinese Medicine and Evidence-Based Practice | Total Credit Hours (3)**

Introduction to traditional Chinese medicine and the evidence base for its effectiveness. Comparison of US and Chinese health systems.

**NUR 330 | Practicum at Shanghai University of Traditional Chinese Medicine | Total Credit Hours (3)**

Study of health care and traditional Chinese medicine at the Shanghai University of Traditional Chinese Medicine. NUR 320 is highly recommended prior to taking NUR 330.

**NUR 340 | Global Health | Total Credit Hours (1-6)**

International courses, practica or service-learning projects that promote an understanding of global responses to health problems. May be repeated for credit.

**NUR 350 | Translating Research into Evidence-Based Practice | Total Credit Hours (3)**

Integration of the research process and methods with elements of evidence-based practice to promote patient-centered, safe and effective care. Incorporation of informatics into the research process and the delivery of patient care.

**NUR 395 | Special Topics | Total Credit Hours (1-4)**

To be arranged by Department of Nursing.

**NUR 401 | Nursing Management of Acute or Complex Conditions | Total Credit Hours (4)**

Nursing management of common, complex, or exacerbations of chronic conditions seen in acute care settings. Prerequisite UR 311.

**NUR 402 | Nursing Management of Acute or Complex Conditions Practicum | Total Credit Hours (4)**

Clinical experience in the nursing management of common or complex conditions seen in acute care settings. Includes 3 credits clinical practicum (150 hours). Co- or prerequisite NUR 401.

**NUR 403 | Advanced Nursing Skills and Simulation Lab | Total Credit Hours (2)**

Advanced nursing skills and procedures utilized in caring for complex patients, including maternal-child patients. Lab simulation of selected advanced nursing skills.

**NUR 405 | Nursing Management of Complex Chronic or Acutely Ill Patients: LPN to BSN | Total Credit Hours (4)**

Nursing management of common, complex, or exacerbations of chronic conditions seen in acute care settings. This course for LPN to BSN students only. Prerequisites NUR 305, NUR 306

**NUR 406 | Nursing Management of Complex Chronic or Acutely Ill Patients practicum | Total Credit Hours (2)**

Clinical experience in the nursing management of common or complex conditions seen in acute care settings. Includes 100 hours clinical practicum. For LPN to BSN students only. Corequisite NUR 405. Prerequisite NUR 305, NUR 306

**NUR 410 | Promoting Population Health in the Community | Total Credit Hours (3)**

Examination of population health and community health nursing concepts for the promotion of individual, family, group, community and population health through the lens of social justice. Must be taken concurrently with NUR 411 (RN to BSN student) or NUR 412 (traditional BSN student).

**NUR 411 | Promoting Population Health in the Community Practicum for the RN to BSN Student | Total Credit Hours (1)**

Application of population health and community health nursing concepts for the promotion of individual, family, group, community and population health through the lens of social justice. Partnerships with community members, agencies and health systems are emphasized. Must be taken concurrently with NUR 410. Includes 50 hours of practicum for RN to BSN students.

**NUR 412 | Promoting Population Health in the Community Practicum | Total Credit Hours (2)**

Application of population health and community health nursing concepts for the promotion of individual, family, group, community and population health through the lens of social justice. Partnerships with community members, agencies and health systems are emphasized. Must be taken concurrently with NUR 410. Includes 100 hours of practicum for traditional BSN students.

**NUR 413 | Advanced skills lab and simulation for the LPN to BSN student | Total Credit Hours (1)**

Advanced nursing skills and procedures utilized in caring for complex patients.

**NUR 415 | Promoting Population Health in the Community Practicum for the LPN to BSN student | Total Credit Hours (1)**

Application of population health and community health nursing concepts for the promotion of individual, family, group, community and population health through the lens of social justice. Partnerships with community members, agencies and health systems are emphasized. Must be taken concurrently with NURS 410. Includes 50 hours of practicum for LPN to BSN students.

**NUR 420 | Nursing Management of Childbearing Families | Total Credit Hours (2)**

Utilizing Swanson's Theory of Caring, develop family-focused nursing management of routine and high-risk obstetrical clients, neonatal clients, and gynecologic health promotion and disease prevention. Taken concurrently with NUR 402.

**NUR 422 | LPN to BSN Nursing Management of Childbearing and Childrearing Families | Total Credit Hours (3)**

Utilizing Swanson's Theory of Caring, expand knowledge in providing family-focused nursing management to routine and high-risk obstetrical and neonatal clients. Explore gynecologic health promotion and disease prevention. Expand family-focused nursing management of the normal physiological and developmental changes, and disease processes encountered when caring for childrearing families. Prerequisite courses: NUR305, NUR 306. Taken concurrently with NUR 423.

**NUR 423 | Childbearing Family clinical practicum: LPN to BSN | Total Credit Hours (1)**

Nursing management of complex or high-risk obstetrical patients. Includes 50 hours of clinical practicum. Prerequisite: NUR 305, NUR 306. Co-Requisite NUR 422.

**NUR 424 | Nursing Management of Childrearing Families | Total Credit Hours (2)**

Utilizing Swanson's Theory of Caring, develop family-focused nursing management of the normal physiological and developmental changes, and disease processes encountered when caring for childrearing families. Taken concurrently with NUR 402.

**NUR 430 | Nursing Leadership | Total Credit Hours (3)**

Application of leadership theories to develop skills, competencies and a personal leadership style required to advance health and the nursing profession. Strategies for collaboration with healthcare professionals to redesign healthcare systems and diffuse change.

**NUR 450 | Care Coordination and Inter-Professional Collaboration | Total Credit Hours (3)**

Analysis of the role of nurses as care coordinators to promote safe, quality, cost-effective care and resources and of factors that affect the ability of nurses to provide care coordination. Exploration of strategies for inter-professional collaboration to promote team-based, patient-centered care.

**NUR 480 | Synthesis Practicum for LPN to BSN students | Total Credit Hours (3)**

Students in this course will realize the full scope of baccalaureate nursing practice working with a population typical of those that would be assigned to registered nurse. Includes 100 hours of clinical practicum. Prerequisite: NUR 405, NUR 406

**NUR 481 | Transition to RN Practice/NCLEX Prep for LPN to BSN students | Total Credit Hours (2)**

Explore role transition to registered nurse practice and preparing for the NCLEX RN exam. Corequisite NUR 490. Pre-requisite NUR 405

**NUR 490 | RN to BSN Capstone | Total Credit Hours (4)**

An integrative experience that synthesizes learning in the core nursing curriculum. Students will reflect on successful completion of all Nursing Program Outcomes. Students select a practice or policy problem, design a project to study or remedy the problem and, when possible, implement the project. Communicate findings at a public forum. Pre-requisites: NUR 310, NUR 350, NUR 410, NUR 415, NUR 430, and NUR 450. Includes 30 hours of clinical practicum and is taken in the last semester of the nursing curriculum.

**NUR 491 | LPN to BSN Capstone | Credit Hours (3)**

An integrative experience that synthesizes learning in the core nursing curriculum. Students will reflect on successful completion of all Nursing Program Outcomes. Students select a practice or policy problem, design a project to study or remedy the problem and, when possible, implement the project. Communicate findings at a public forum. Pre-requisites: NUR 350, NUR 405, NUR 406, NUR 413, NUR 430. Includes 30 hours of clinical practicum.

**NUR 495 | Transition to Professional Nursing Practice Total | Credit Hours (2)**

Students will reflect on successful completion of all Nursing Program Outcomes, and role transition to professional nursing practice.

**NUR 499 | Capstone & Synthesis Clinical Practicum | Total Credit Hours (2)**

Students in this course will select a practice or policy problem, design a project to remedy the problem and, when possible implement the project. Prerequisites: NUR 401, NUR 402, NUR 420, NUR 421.

**NUR 499C | Capstone & Synthesis Clinical Practicum | Total Credit Hours (3)**

Students in this course will realize the full scope of baccalaureate nursing practice working with multiple clients or a population typical of those that would be assigned to a beginning professional nurse. Pre-requisites: NUR 401, NUR 402, NUR 420, NUR 421. Includes 150 hours of clinical practicum.

## **Lactation**

**LAC 200 | Human Lactation I | Total Credit Hours (3)**

This course provides an overview of breastfeeding fundamentals in patient care from pregnancy through weaning. Students will learn evidence-based human lactation assessment skills and introduce communication and documentation. Students will also explore the IBCLC's duty to protect, promote and support breastfeeding by participating in ethical, cultural, and evidence-based care with their patients and in their community. Pre-requisites: BIO228 & BIO229 or permission from the instructor.

**LAC 201 | Human Lactation II | Total Credit Hours (2)**

This course builds upon the content introduced in Human Lactation I by exploring the continuum of care throughout lactation, the use of breast pumps and devices to support lactation. This will also build on evidence-based ethical, cultural and collaborative communication introduced in Human Lactation One. Students enrolled in LAC 201 are eligible to begin clinical hours. Pre-requisite LAC 200.

**LAC 202 | Human Lactation III | Total Credit Hours (2)**

This course will cover complex issues such as feeding premature infants, breast and nipple issues, infant related issues interfering with feeding, medication and human milk and take a deep dive into ethics. Exploration of lactation consultant roles and the business skills required in a variety of practice settings. Upon completion of LAC202 and their fulfillment of clinical hours, students will be eligible to sit for the IBCLC certification examination. Pre-requisite: LAC 201.

**LAC 203 | Clinical Application of Human Lactation I | Total Credit Hours (1)**

Clinical practicum in gain experience human lactation support. (50 clinical hours). Pre-requisite LAC 200. Co-requisite: LAC201.

**LAC 204 | Clinical Application of Human Lactation II | Total Credit Hours (1)**

Clinical practicum in gain experience human lactation support. (50 clinical hours). Pre-requisite LAC 201, LAC203.

**LAC 205 | Clinical Application of Human Lactation III | Total Credit Hours (1)**

Clinical practicum in gain experience human lactation support. (100 clinical hours). Pre-requisite LAC 202, LAC 204.

**LAC 206 | Clinical Application of Human Lactation IV | Total Credit Hours (1)**

Clinical practicum in gain experience human lactation support. (100 clinical hours). Pre-requisite LAC 202, LAC 205.

## **Philosophy**

**PHL 195 | Special Topics | Total Credit Hours (1-4)**

Topics to be arranged with department advisor.

**PHL 201 | Introduction to Philosophy | Total Credit Hours (3)**

An introduction into the nature and problems of philosophy.

**PHL 295 | Special Topics | Total Credit Hours (1-4)**

Topics to be arranged with department advisor.

**PHL 301 | Ethics | Total Credit Hours (3)**

A critical inquiry of moral behavior as proposed by various ethical systems

**PHL 313 | Philosophy of Being | Total Credit Hours (3)**

A systematic study of the meaning of being and its properties, namely, the one, the true, the good and the beautiful.

**PHL 314 | Philosophy of Nature and Science | Total Credit Hours (3)**

A study of the physical world, presuppositions and methods of the natural sciences studying that world from a philosophical stance.

**PHL 333 | Social Philosophy | Total Credit Hours (3)**

A study of the philosophical models of social groups, concentrating especially on the 19th century.

**PHL 341 | Philosophy of the Self | Total Credit Hours (3)**

The structure of man/woman as a knowing and choosing being.

**PHL 346 | Contemporary Philosophy | Total Credit Hours (3)**

Early 20th-century philosophy, especially emphasizing the thought of Kierkegaard, Husserl and Heidegger.

**PHL 356 | Bioethics | Total Credit Hours (3)**

A critical investigation of ethical theory in relation to medical practice, health care, life sciences, genetic engineering, and agriculture.

**PHL 395 | Special Topics | Total Credit Hours (1-4)**

Topics to be arranged with department advisor.

**PHL 397 | Directed Study | Total Credit Hours (1-3)**

To be arranged with departmental advisor.

**PHL 495 | Special Topics | Total Credit Hours (1-4)**

Topics to be arranged with department advisor.

## **Physics**

**PHY 105 | The Physics Around Us with Laboratory | Total Credit Hours (4)**

An exploration of the basic physics that is happening all around us on an everyday basis. The course is aimed at non-science majors, so no mathematical background beyond high school algebra will be assumed. 3 hours of lecture and one 3-hour lab weekly. Not a prerequisite for other physics courses.

**PHY 110 | Introduction to Astronomy with Lab | Total Credit Hours (4)**

An introduction to astronomy, focusing also on basic underlying science used to explore our Universe. Topics may include the formation of the solar system and the Sun, extra-solar planets, observational techniques, the Milky Way Galaxy, life in the universe, and possibly other topics as desired. Course includes an observing component, part of which is done at night with the instructor, as well as a daytime laboratory component. Knowledge of basic algebra is assumed.

**PHY 141 | General Physics | Total Credit Hours (4)**

An algebra-based introduction to classical physics. Topics covered include vectors, kinematics, forces, rotational motion, fluids and thermodynamics. Prerequisite: MTH 122. Corequisite: PHY 141L.

**PHY 141L | General Physics Laboratory | Total Credit Hours (1)**

Corequisite: PHY 141.

**PHY 142 | General Physics | Total Credit Hours (4)**

A continuation of PHY 141. Topics include waves, sound, optics, light, electricity and magnetism. Prerequisite: PHY 141, PHY 141L. Corequisite: PHY 142L.

**PHY 142L | General Physics Laboratory | Total Credit Hours (1)**

Corequisite: PHY 142.

**PHY 171 | Introductory Physics I | Total Credit Hours (4)**

A general introduction to physics for science and engineering students. Mechanics, linear dynamics, conservation laws, rotational dynamics, fluids, simple harmonic motion and introduction to waves are covered. Prerequisite or Corequisite: MTH 171. Corequisite: PHY 171L.

**PHY 171L | Introductory Physics I Laboratory | Total Credit Hours (1)**

Corequisite: PHY 171.

**PHY 172 | Introductory Physics II | Total Credit Hours (4)**

A continuation of PHY 171. Topics include waves, sound, light, optics, electricity and magnetism. Prerequisite: PHY 171, PHY 171L, and MTH 172. MTH 172 can be taken concurrently. Corequisite: PHY 172L.

**PHY 172L | Introductory Physics II Laboratory | Total Credit Hours (1)**

To be taken concurrently with PHY 172.

**PHY 195 | Special Topics | Total Credit Hours (1-4)**

Lower-division lecture and lab topics.

**PHY 295 | Special Topics | Total Credit Hours (1-4)**

Upper-division lecture, lab and seminar topics.

**PHY 303 | Modern Physics with Laboratory | Total Credit Hours (4)**

The 20th century saw fundamental changes in how we view our physical world. "Recent" advances in physics that may be covered in this course are Special Relativity, Introductory Quantum Mechanics, Atomic Structure, Nuclear Physics, and High Energy Particle Physics. 3 hours of lecture and one 3-hour lab weekly. Prerequisites: PHY 172 and MTH 271. MTH 271 can be taken concurrently.

**PHY 314 | Classical and Computational Mechanics | Total Credit Hours (4)**

An examination of the mechanics that underpin most of physics coupled with useful numerical methods for physics and other sciences. Topics may include Lagrangian and Hamiltonian mechanics, rotating bodies, numerical integration, Markov chains, and Monte Carlo methods, as well as a significant hands on component building and modeling a physics system. Prerequisites: PHY 172, MTH 271. MTH 271 may be taken concurrently.

**PHY 355 | Solid State Physics | Total Credit Hours (3)**



A study of the physics of solids, concentrating on properties of atoms as a result of their periodic arrangement in a lattice. Topics may include crystal structures, reciprocal lattices, vibrations, band structures, superconductivity, and surface physics. Prerequisites: PHY 303 and PHY 314.

**PHY 365 | Astrophysics | Total Credit Hours (3)**

Modern astronomy is studied through the lens of physics. This course will examine astronomical bodies using the physics that students have studied in prior courses. Topics may include star formation and evolution, orbital mechanics, stellar remnants, planets, galaxies, the big bang, and cosmology. Pre-requisites: PHY 303 and PHY 314.

**PHY 395 | Special Topics | Total Credit Hours (1-4)**

Upper-division lecture, lab and seminar topics.

**PHY 399 | Explorations in Physics | Total Credit Hours (2)**

Students will explore a self-chosen topic used the multi-faceted lens of a physicist. This course is intended to help students make connections amongst and reflect upon all of their previous physics courses. Prerequisite: PHY 355 or PHY 365 or permission of instructor.

**PHY 495 | Special Topics | Total Credit Hours (1-4)**

Upper-division lecture, lab and seminar topics.

## Political Science

**GPH 210 | World Regional Geography (3)**

Study of major world regions, their historical backgrounds, physical features, climate, political dynamics and economic resources.

**PLS 150 | Survey of American Government and Politics | Total Credit Hours (3)**

Structure, functions and processes of American political system. Emphasis on impact of government and society on the lives of Americans.

**PLS 151 | The Politics of U.S. Public Policy | Total Credit Hours (3)**

This course will place students in the role of policymaker and explore how every step of the policymaking process is complicated by politics. Through this process, students will develop a richer appreciation for the difficulties in developing, passing and implementing policy solutions in a complex political system.

**PLS 152 | Global Issues | Total Credit Hours (3)**

Critical analysis of a wide range of global issues, including terrorism, human rights, population and global environmental issues, arms control, nuclear proliferation and globalization.

**PLS 195 | Special Topics | Total Credit Hours (1-4)**

To be arranged with department advisor.

**PLS 200 | International Relations | Total Credit Hours (3)**

The purpose of this course is to acquaint you with the conceptual tools used in the study of international politics. After examining and comparing prominent international relations theories, the remainder of the semester will cover important structures, processes, and issues in international relations. Some important issues we will cover include terrorism, the environment, human rights, and international development.

**PLS 205 | Comparative Politics | Total Credit Hours (3)**

This class is an introduction to the study of comparative politics. The course will cover a wide range of issues, including democratization, authoritarianism, the role of religion in politics, political institutions, gender, and economic development. By the end of this course, students should be able to compare different types of political systems as well as to explain their political and economic development.

**PLS 295 | Special Topics | Total Credit Hours (1-4)**

To be arranged with department advisor.

**PLS 310 | American Foreign Policy | Total Credit Hours (3)**

A study of the origins, development and implementation of U.S. foreign policy. Equivalent to HIS 310.

**PLS 315 | Politics of Globalization | Total Credit Hours (3)**

Globalization is a word that describes a variety of contemporary social, economic, and political processes. This course examines the politics and power of these globalization processes. Some issues to be explored are: What is globalization? How do states respond to globalization processes? What are the major challenges and forms of resistance to globalization? The course will also provide students with the intellectual tools they need to understand their place in this globalizing world and develop as global citizens.

**PLS 320 | State and Local Politics | Total Credit Hours (3)**

Examines the politics of state and local governments, exploring how the political processes, conflicts and actors differ from the national level. We will have a special focus on politics in Washington state and take advantage of the great resources right in our own backyard.

**PLS 322 | American Political Development | Total Credit Hours (3)**

This course applies historical analysis to understanding American government since the founding period. Complementing the Introduction to American Government course, this class will examine many of the same topics, like the Presidency, political parties, and political participation, but to a step further in asking how these subjects have changed and evolved over time.

**PLS 325 | History of the Vietnam War | Total Credit Hours (3)**

A history of the Vietnam War from 1945 to 1975. Although course focuses on U.S.- Vietnam relations, it also examines the French role in Indochina and regional developments since the war's end. Equivalent to HIS 325.

**PLS 330 | Cold War | Total Credit Hours (3)**

The course traces the origins of the Cold War, its impact on the foreign and domestic policies of the U.S. and Soviet Union, and the role of perceptions and misperceptions on the part of U.S. and Soviet decision-makers. Equivalent to HIS 330.

**PLS 340 | Global Environmental Politics | Total Credit Hours (3)**

This course introduces students to major global environmental concepts and issues such as biodiversity, climate change, global and regional environmental governance, and sustainable development. We will also examine global environmental movements and efforts to address transboundary environmental problems through new modes of governance.

**PLS 352 | Asia and the World | Total Credit Hours (3)**

This course will explore the explosive changes rocking Asia today, with an eye to the politics that shape and are shaped by them. Some of the topics this course will cover are the Asian economic "miracle", nuclear proliferation and sustainability, and the environment and human rights.

**PLS 360 | Gender and Global Politics | Total Credit Hours (3)**

This course examines the role that gender plays in the construction of international politics and the extent to which gender "makes the world go round". Some of the issues we will explore in this class are war, militarism, violence against women, human rights, international development, and political representation. The course will also examine feminist and policy responses and interventions to problems of globalization, development, political representation, and violence.

**PLS 362 | American Exceptionalism | Total Credit Hours (3)**

Examining the United States in a historical and cross-country context, this course seeks to understand in what ways and why America diverges from other countries. We will explore diverse topics including the lack of a socialist labor party, the "laggard" U.S. welfare state, and the rise of the American carceral state. Ultimately, our goal will be to answer: is the United States really exceptional, and if so, why?

**PLS 363 | Race and American Politics | Total Credit Hours (3)**

Race is central to understanding virtually every facet of American Politics. This course will explore some of the historical and contemporary ways racial inequality and white supremacy have driven political conflict and change in the United States, as well as some of the vibrant and diverse voices pushing this country to do better.

**PLS 364 | U.S. Political Participation and Opinion | Total Credit Hours (3)**

This course seeks to understand the foundation of democratic government in the United States: what people think about and do in politics. We will seek to answer several crucial questions: What do people think about government and why? Why do people vote the way that they do? Why do some participate in politics and not others?

**PLS 366 | Congress and the Presidency | Total Credit Hours (3)**

Examines the constitutional foundation, evolution, functions, roles and performance of Congress and the Presidency, attempting to develop a greater understanding of the most important relationship in American government.

**PLS 367 | U.S. Labor Politics | Total Credit Hours (3)**

This course provides a historical analysis of the changing relationship between business, labor, and the American state. By viewing history through the lens of these three central actors in American politics we will develop a deeper understanding of the United States' political economy, including how the state has shaped the fortunes of workers and business throughout U.S. history.

**PLS 368 | American Political Thought | Total Credit Hours (3)**

This course will examine some of the key ideas that have animated political discourse in the United States. We will seek to identify key themes, patterns, and conflicts in thought; understand how these ideas have shaped American politics in the past; and debate how and if these ideas still matter today.

**PLS 371 | Model United Nations | Total Credit Hours (3)**

This course is designed to provide an introduction to the structure, activities and procedures of the United Nations, as well as some of the central features and challenges of international law and diplomacy. Students will represent a UN member at the Pacific Northwest Model United Nations Conference.

**PLS 372 | Global Human Rights and Justice Movements | Total Credit Hours (3)**

This course will introduce you to key concepts and frameworks for understanding global human rights and justice movements. We will focus on examples of transnational justice movements, non-governmental organizations, and advocacy networks. The course will also examine new social media technologies and their impacts on transnational mobilization.

**PLS 376 | Global Food Politics | Total Credit Hours (3)**

This course reviews the political landscape of food and farming in the world today and examines how globalization and new technologies are shaping it. Some issues the course seeks to address are food commodity chains, world hunger, and movements against genetically modified crops and animals. It also considers the impact of climate change on global food supplies.

**PLS 377 | Global Poverty and Development | Total Credit Hours (3)**

The central focus of this course is on understanding the political determinants of economic inequality in the Global South. We will analyze the theory and practices of international development, included its contested nature and history. We will explore a set of major policy issues facing the Global South today, including economic development, poverty, health, and the environment. We will end by analyzing some case studies of development interventions in the field, drawing lessons from stories of failure and inspirational stories of change.

**PLS 379 | Judicial Process | Total Credit Hours (3)**

Role of the American court system. Roots of Anglo-American jurisprudence; political aspects of legal institutions; structure of American court system. Equivalent to CJ 379.

**PLS 390 | Legislative and Administrative Internships | Total Credit Hours (1-12)**

Department permission and junior standing required.

**PLS 395 | Special Topics | Total Credit Hours (1-4)**

To be arranged with department advisor.

**PLS 397 | Directed Study | Total Credit Hours (1-3)**

Departmental permission required.

**PLS 420 | Philosophy of Law | Total Credit Hours (3)**

This course provides an overview of the nature, principles, theories and philosophical basis of western law. The purpose of the course is to acquaint students with the history of ideas that constitutes the foundation for western legal reasoning. Prerequisite: Sophomore standing. Equivalent to CJ 420.

**PLS 430 | Civil Liberties | Total Credit Hours (3)**

Investigation of the origins of the U.S. Constitution and its amendments. Emphasis on studying and clarifying effects of U.S. Supreme Court decisions and how they relate to society. Equivalent to CJ 430.

**PLS 490 | Legislative and Administrative Internships | Total Credit Hours (1-12)**

Department permission and junior standing required. PLS 495

Special Topics | Total Credit Hours (1-4) | To be arranged with department advisor.

**PLS 498 | Research Methods in Political Science | Total Credit Hours (3)**

This course is designed to give students a theoretical and practical knowledge of research methods in the discipline of political science. Research Methods is a class about how political scientists think about and do political science. It is intended to introduce students to the types of research used by political scientists, the process of writing political science research, the theoretical perspectives used by political scientists today, and the implications of new technologies in the researching and writing of political science. In this course students will choose a research topic, perform a considerable amount of readings in the secondary literature, make a research design, and carry out the research necessary to write a senior thesis next semester.

**PLS 499 | Senior Seminar Paper | Total Credit Hours (3)**

## **Psychology**

**PSY 101 | Introduction to Psychology | Total Credit Hours (4)**

A general survey of the psychological aspects of human behavior: cognition, motivation, learning, emotion, perception, personality, dysfunctional behavior and treatment. Application of principles to an understanding of one's own behavior and the behavior of others is stressed.

**PSY 195 | Special Topics | Total Credit Hours (1-4)**

To be arranged with department advisor.

**PSY 205 | Child and Adolescent Development | Total Credit Hours (3)**

Survey of human development and functioning from infancy through adolescence. Emphasis on placing development within the interpersonal, social and cultural settings that give an individual support and direction.

**PSY 215 | Lifespan Development | Total Credit Hours (4)**

A survey of human development and functioning across the lifespan, from conception through death. Biological, cognitive, and psychosocial processes are examined.

**PSY 240 | Research Methods | Total Credit Hours (4)**

The practice of social scientific research, methods of data collection and analysis. Emphasis on practical mastery of research skills and knowledge of data sources. Prerequisite or corequisite: MTH 201.

**PSY 295 | Special Topics | Total Credit Hours (1-4)**

To be arranged with department advisor.

**PSY 303 | Adulthood and Aging | Total Credit Hours (3)**

Examination of aging from sociopsychological, developmental, and macro psychological perspective. Social meaning and demography of aging, physical and psychological aging, role adjustments associated with retirement, death and bereavement, health care and social service needs, age discrimination, political economic and interpersonal problems and issues. Equivalent to SOC 303.

**PSY 310 | Psychology of Human Sexuality | Total Credit Hours (3)**

Focuses on physiological, psychological and cultural influences on human sexuality, intimacy and the development of sexual identity. Topics include sexual anatomy, human sexual response, sexual health and illness, pregnancy and childbirth, the paraphilias, sexual behaviors and intimacy.

**PSY 312 | Yoga Psychology | Total Credit Hours (3)**

Students in this hybrid, lecture-seminar course will learn about the philosophies, psychologies, and behavioral practices of the Yoga tradition through lecture, assigned readings (articles & book chapters), documentaries, group discussion, and a variety of experiential exercises. There will also be an emphasis on the scientifically-supported, clinical applications of Yogic disciplines (e.g. mindfulness, meditation, diaphragmatic breathing, postures) and Western psychological research on them.

**PSY 315 | Psychology of Religion and Spirituality | Total Credit Hours (4)**

This course will familiarize students with a wide variety of psychological topics related to the study of religion and spirituality. Topics will include: Historically significant psychological theories of religion, prominent psychological theories and models contained within the world's major religious systems, the related but distinct psychological variables of religiosity and spirituality, cognitive systems of belief, social and emotional influences on belief and practice, and empirical research on specific spiritual disciplines and psychological orientations toward religion (that exist across religions, cultures, and time periods).

**PSY 320 | Social Psychology | Total Credit Hours (4)**

Overview of group formation and interaction in relation to environment. How they influence the individual's needs, attitude formations, prejudices, motivations, perceptions and communicative processes. Equivalent to SOC 320.

**PSY 330 | Psychology of the Family | Total Credit Hours (3)**

Survey of major systems theories used by psychologists to examine family life. Also covers ways in which family experiences can affect family members and how psychologists work with dysfunctional families.

**PSY 333 | Biological Psychology | Total Credit Hours (4)**

In this class we will examine the structure and function of the nervous system. We will also consider how the nervous system is involved in various behavioral and psychological phenomena, including sensation and perception, motivation, cognition, consciousness, stress, and psychological disorders. Current information derived from empirical research reports and other academic sources is emphasized. Prerequisites: PSY 101, PSY 240.

**PSY 335 | Abnormal Psychology | Total Credit Hours (3)**

In this course, students will receive a thorough introduction to the study, research, and treatment of mental illnesses (i.e. the common ways in which human beings suffer from distress and impairment). Major topics of lecture and discussion will include: the concept of "abnormality" in contemporary scientific psychology, stigma, diagnostic procedures and criteria, the Diagnostic and Statistical Manual of Mental Disorders (the primary diagnostic classification system in the United States), specific mental health conditions and their treatments, and ethical principles related to the treatment of individuals with mental illnesses.

**PSY 340 | Interviewing | Total Credit Hours (3)**

Interviewing as a practical skill in social service and social science. Prerequisite: Junior standing.

**PSY 343 | Health Psychology | Total Credit Hours (3)**

This course is an introduction to the field of health psychology using a biopsychosocial approach. Topics include the relationship between stress and illness, coping styles and techniques, stress management, coping with illness and lifestyle changes, prevention of illness, and the influence of personality and relationships on health and illness. Prerequisite: PSY 101.

**PSY 345 | Counseling Theories | Total Credit Hours (3)**

This course is an introduction to the different ways of knowing and understanding people, especially individuals experiencing mental health distress. Students are encouraged to consider what theories align with their world view, values, and way of being with people. They are invited to take a deep dive into those approaches and also consider how objection to other theories impacts their way of understanding people in a health care setting. Ultimately, students will finish the class with introductory knowledge of the major counseling theories and insight into how they might operate as a mental health professional.

**PSY 350 | Positive Psychology | Total Credit Hours (3)**

This course will explore psychology research related to happiness, life satisfaction, character strengths, self-actualization, positive emotions, and therapy. It will also explore how Positive Psychology research can be applied to the student's own life, their own happiness, and their own life satisfaction. Prerequisite: PSY 101.

**PSY 353 | Drugs, the Family and Society | Total Credit Hours (3)**

Overview of psychoactive substances, and their impact on individuals, families, and society. Abuse, dependence, treatment, and criminality of drug use are considered. Sociocultural theories of engagement with drug-use-supportive peer groups will also be examined. Prerequisite: PSY 101 or CJ 101. Equivalent to CJ 353.

**PSY 360 | History and Systems of Psychology | Total Credit Hours (3)**

Development of the major schools of thought in psychology. Emphasis on developments since 1900.

**PSY 365 | Industrial/Organizational Psychology | Total Credit Hours (3)**

Learning experiences in participatory management. Skill training in consensus, arbitration, negotiation, conflict resolution and effective communication.

**PSY 375 | Multicultural Psychology | Total Credit Hours (4)**

This course investigates the bidirectional relationship between sociocultural factors and human thought and behavior by examining how major theoretical and empirical concepts in psychology might be understood through the multicultural lens. Characteristics and perspectives of several cultural groups identified by factors such as race, gender, class, disability status, and sexuality are discussed. Knowledge from various sources including films, reading, and scientific literature are analyzed and integrated. Benedictine themes of social justice and faith are interwoven. Prerequisite: PSY 101, Sophomore Status.

**PSY 380 | Psychology of Group Processes | Total Credit Hours (3)**

Study of major group therapy methods. Focus on understanding the value of different styles of leadership and treatment results.

**PSY 385 | Psychology of Gender | Total Credit Hours (4)**

This course examines research and theories about the psychological experience of gender. The focus will be on gender role, gender differences and similarity, and practical application of psychology of gender in daily life.

**PSY 387 | Body Image and Eating Disorders | Total Credit Hours (3)**

This course focuses on cultural and psychological issues related to gender, body image, eating disorders, and obesity. Cultural and media messages about ideal body size are explored. The dangers of dieting are examined along with research on effective weight loss programs. We will review the professional literature on anorexia, bulimia, and binge eating disorders and look at research-based methods of assessment and treatment.

**PSY 390 | Applied Psychology Internship I | Total Credit Hours (1-6)**

Applied psychology interns will receive training and experience in delivering services to the public, through approved agencies and organization in the region. Interns are expected to procure internship positions prior to the beginning of an academic term. Minimum 3-credits is needed to meet the major requirement for an internship. Prerequisite: permission of the instructor.

**PSY 394 | Psychology Research Internship I | Total Credit Hours (1-6)**

Psychology research interns will receive training and experience with the design and/or execution of scientific, psychological research, from faculty on campus, or through approved agencies and organizations in the region. Interns are expected to procure internship positions prior to the start of an academic term. Minimum 3-credits is needed to meet the major requirement for an internship. Prerequisites: MTH 201 and PSY 240 with grades of "C-" or better, or permission of instructor. Repeatable with different supervisors.

**PSY 395 | Special Topics | Total Credit Hours (1-4)**

To be arranged with department advisor.

**PSY 397 | Directed Study | Total Credit Hours (1-3)**

An examination of selected issues or research projects in psychology. May be repeated with consent of instructor.

**PSY 420 | Personality Theories | Total Credit Hours (4)**

This course is an upper-division seminar in personality theories. Topics include the origins, development, and expression of personality across the lifespan, with an emphasis on the measurement and assessment of personality. Personality will be considered from multiple domains of influence including biological, social, cultural, and constructivist perspectives, with an additional focus on why it all matters.

**PSY 430 | Learning, Cognition, and Behavior | Total Credit Hours (4)**

This course covers major theories of human and animal learning, including behavioristic and cognitivist theories. The history of experimental psychology is also emphasized in this course. Topics include classical and operant conditioning, the biological basis of learning and memory, the rise of cognitive science, models of human memory, and the application of learning and cognitive theories to bring about positive behavioral changes. Prerequisite: PSY/SOC 240.

**PSY 440 | Death, Dying and Grief | Total Credit Hours (3)**

Overview of topics related to death, dying, and grief. Cultural, spiritual, developmental, sociological, and psychological considerations are addressed. Prerequisites: PSY 101 or SOC 101, and senior status or instructor permission. Equivalent to SOC 440.

**PSY 445 | Trauma and Recovery | Total Credit Hours (3)**

This course reviews the nature and course of trauma as well as recovery from trauma. Types of traumas are reviewed (e.g., interpersonal violence, combat, natural disasters), and the psychological consequences of trauma are described, including an emphasis on specific psychological disorders associated with trauma. Sociocultural issues (gender, race, SES) related to trauma are highlighted. Additionally, assessment, prevention, and treatment of traumatic stress are discussed. Prerequisites: PSY 101 and Sophomore status.

**PSY 490 | Applied Psychology Internship II | Total Credit Hours (1-6)**

Applied psychology interns will receive training and experience in delivering services to the public, through approved agencies and organization in the region. Interns are expected to procure internship positions prior to the beginning of an academic term. Prerequisite: PSY 390 with a grade of “C-“ or better or permission of instructor. Repeatable up to 6.0 credits.

**PSY 494 | Psychology Research Internship II | Total Credit Hours (1-6)**

Psychology research interns will receive training and experience with the design and/or execution of scientific, psychological research, from faculty on campus, or through approved agencies and organizations in the region. Interns are expected to procure internship positions prior to the start of an academic term. Prerequisites: MTH 201, PSY 240, and PSY 394 with grades of “C-“ or better, and permission of instructor. This course is repeatable for credit.

**PSY 495 | Special Topics | Total Credit Hours (1-4)**

To be arranged with department advisor.

**PSY 498 | Advanced Research Design | Total Credit Hours (4)**

In this class students gain experience designing and conducting research, analyzing data, and writing research reports. We will review experimental and non-experimental methods of research. Then, working in teams, students will conduct an empirical study of a research topic chosen by the instructor. Individually, students will develop a research proposal for an empirical study to be completed in the spring as their thesis projects. Prerequisites: MTH 201 and PSY 240 with grades of “C-“ or better, senior status, and permission of instructor.

**PSY 499 | Senior Seminar | Total Credit Hours (4)**

Senior seminar students will produce and present an APA style, senior thesis paper on an approved topic in psychology, that demonstrates competency with respect to both content and writing ability. Prerequisite: Permission of the instructor.

## Public Health

**PBH 201 | Introduction to Public Health | (Total Credit Hours 3)**

This course is designed to lay out the concepts, principles, core functions, and case outcomes of public health practice. It considers community health data source, classical intervention approaches, and the planning and evaluation of community health interventions.

**PBH 210 | Introduction to Global Health | Total Credit Hours (2)**

Introduction to global health concepts, health delivery models, and organizations working to advance health internationally. Explore and analyze determinates of health, health disparities, and the global burden of disease. Discuss and develop strategies to confront health and health care challenges within specified global populations. Open to all majors.

**PBH 295 | Special Topics | Total Credit Hours (1-4)**

Instructors and topics will vary. May be repeated for credit.

**PBH 301 | Fundamentals of Epidemiology | Total Credit Hours (3)**

This course will introduce students to methods employed by epidemiologists to collect data about the health of populations, to use epidemiological data to generate and test hypotheses about the relationships between exposure and disease or other health conditions, and to use epidemiologic data that informs interventions and public policy that will address health problems and prevent their recurrence. Prerequisite: One of the following. MTH 201, BIO 301, BA 201, or equivalent.

**PBH 310 | Population Health Management | Total Credit Hours (3)**

Introduces framework of models of community health and community Health Assessment to explore how health outcomes for populations are influenced by social, economic, environmental, behavioral, and political factors. Addresses distinguishing characteristics of populations defined by geography, diagnosis, and/or point of care. Describes how clinical and non-clinical evidence is used to measure health-related outcomes, analyze patterns, communicate results, identify best practices and implement effective interventions. Discuss ethical questions inherent to the study of the health of populations and strategies for managing population health. Prerequisite: PBH 201 or instructor permission.

**PBH 390 | Internship | Total Credit Hours (1-3)**

An internship gives students the opportunity to gain experiences in a field placement that is relevant to public health and to the career goals of the student. Prerequisite: PBH 201, PBH 301, permission of instructor. May be repeated for credit.

**PBH 395 | Special Topics in Public Health | Total Credit Hours (3)**

Courses relevant to Public Health offered periodically on topics announced by faculty. Courses may include health communication, health disparities, BIPOC health, LGBTQ health, environmental health, etc... Prerequisite: PBH 201.

## **Religious Studies**

**RLS 110 | Introduction to Religious Studies | Total Credit Hours (3)**

Religion and the relationships between religions continue to exert critical influence in contemporary events at the local, national and global levels. This course introduces themes, methods of study, and interdisciplinary approaches in the discipline of religious studies. Topics covered may include the symbols, rituals, myths and history of various forms of religious expression, such as Judaism, Christianity, Islam, Hinduism and Buddhism.

**RLS 200 | Modern Theories of Religion | Total Credit Hours (3)**

Examination of the intellectual and social development of the concept of religion as a site for academic inquiry from the seventeenth century to the present day. This survey will highlight the contributions of the most influential theorists, but attention will also be given to how the concept of religion was context and then exported to, imposed on, and adapted by various non-Western societies. Prerequisite: RLS 110, COR 110 or permission of the instructor.

**RLS 255 | Theological Anthropology: Sin, Grace, and Salvation | Total Credit Hours (3)**

This course centers around the foundational question: ‘What does it mean to be human?’ and is principally informed by the sources of Christian tradition and the centrality of its view of creation, sin/grace and the redemptive hope for salvation. Introduction to the study of theological anthropology will proceed both from a variety of Christian perspectives (Roman Catholic, Protestant, Orthodox) while in critical conversation with various contemporary philosophical, societal, technological and scientific developments, all of which have inspired theologians and ethicists to seek out a critically renewed articulation of the intrinsic dignity and ultimate mystery of the human as person as seen in the light of the mystery of God Incarnate, who “fully reveals man to man himself and makes his supreme calling clear”. Prerequisite: RLS 110, COR 110, or permission of the instructor.

**RLS 295 | Special Topics | Total Credit Hours (1-4)**

To be arranged with department advisor.

**RLS 299 | Parish Stewardship and Canon Law | Total Credit Hours (3)**

This course surveys those sections of Canon Law as applied to the parish. The acquisition, management and disposition of property, the appointment and management of parish boards, staff, and finances in relation to the archdiocese will be covered.

**RLS 300 | Comparative Religion | Total Credit Hours (3)**

The relationships between the religions of the world carry potential for tragic conflict or peaceful collaboration. The study of diverse religions provides a starting point for addressing misunderstandings and developing respect and mutual understanding between religions. This course explores themes within major world religions and the relationships between them. Prerequisite: RLS 110 or permission of the instructor.

**RLS 310 | Religion in America | Total Credit Hours (3)**

America has been a religiously diverse nation from the establishment of the earliest settlements to our present day. We will explore this rich, diverse religious history, with special attention to the ways religiously observant communities contributed to American society and, in turn, were influenced by it. Our approach is both ecumenical and interfaith. Prerequisite: RLS 110, COR 110, or permission of the instructor.

**RLS 316 | Religion and Literature | Total Credit Hours (3)**

The sacred scriptures of the world's religions are among the most meaningful of humanity's literary expressions. Religions have also been the inspiration and source material of literature beyond canonically-approved texts. Students in this course will explore themes and analyze the relationship between ancient and contemporary literature, and various religions of the world. Prerequisite: RLS 110, COR 110, or permission of the instructor.

**RLS 317 | Religion and the Visual Arts | Total Credit Hours (3)**

Religion has inspired some of the most profound and influential works of art in all media from paintings, drawings, frescoes, prints, and illuminated manuscripts to sculpture. Architects have designed cathedrals, stupas, pagodas, temples, synagogues, mosques and shrines as places of worship and encounters with the sacred. Through their artistic work, artists have contributed symbols and images to deepen religions' identities, self-understanding, and expression. Students in this course will explore common themes among the world's religions as expressed in various ancient and contemporary works of visual art. Prerequisite: RLS 110, COR 110, or permission of the instructor.

**RLS 325 | Topics in the Study of Religion**

Exploration of practices, themes, or issues in the study of religion, such as pilgrimage, apocalypticism, scripture, rituals or the approaches taken by diverse religions to aspects of human experience and thought, such as interactions with science, economics, global politics, popular culture, media, performing arts, gender or racial issues. Prerequisite: RLS 110, COR 110, or permission of the instructor.

**RLS 330 | Hebrew Bible/Old Testament | Total Credit Hours (3)**

This course is a literary, historical, and theological introduction to the Hebrew Bible: The Pentateuch, Deuteronomistic History, Wisdom literature, and Prophets. Focus will be on major biblical concepts such as creation, election and covenants. Prerequisite: RLS 110, COR 110, or permission of the instructor.

**RLS 335 | New Testament: The Gospels and Acts | Total Credit Hours (3)**

This course is an introduction to the historical and theological readings of the various documents of early Christianity known as the New Testament. Topics covered include the dominant themes in the Gospels and Acts. Students will be able to demonstrate an understanding of the narratives, literary genres, and canonization of Scripture. Prerequisite: COR 110, RLS 110, or permission of the instructor.

**RLS 339 | New Testament: Epistles and Revelation | Total Credit Hours (3)**

This course is an introduction to the historical and theological readings of the various documents of early Christianity known as the New Testament. Topics covered include the dominant themes in the Epistles and the Book of Revelation. Students will be able to demonstrate an understanding of the narratives, literary genres, and canonization of Scripture. Prerequisite: COR 110, RLS 110, or permission of the instructor.

**RLS 350 | Christianity and Social Justice | Total Credit Hours (3)**

This course aims at introducing and familiarizing students to Christianity's contributions towards contemporary issues of social justice that are both deeply rooted in the prophetic writings of the Hebrew Bible and New Testament, as well as specifically in the historical and modern tradition of Catholic Social Teaching. Contemporary social issues under consideration may include: the dignity of human life, ecology, politics, racism, economy, war, poverty, gender etc., that both highlight and challenges Christianity's view of the common good in light of its the core principles, from the dignity and sanctity of human life, solidarity, subsidiarity and the universal destination of goods. Prerequisite: RLS 110, COR 110 or permission of the instructor.

**RLS 351 | Fundamentals of Moral Theology | Total Credit Hours (3)**

This course introduces students to the discipline of moral theology and ultimately how the pursuit of the good, happiness and the moral life nourishes and enriches one's spirituality. Students will study the sources and history of Catholic moral theology on topics ranging from human freedom, natural law, virtue, conscience, as well as the everyday application of these fundamental principles to various contemporary debates and applications within the areas of sexual and/or biomedical ethics surrounding the issues of human life and/or human sexuality. Prerequisite: COR 110, RLS 110, or permission of the instructor.

**RLS 356 | Church History: Readings in Patristic, Medieval, and Modern Theology | Total Credit Hours (3)**

This reading course aims to introduce students into an in-depth examination of certain key periods of Church History explicitly by way of exploring certain major theologians through an analysis of his/her seminal writings. Church Doctors, mystics and pivotal thinkers from the Patristic, Medieval, Modern and Contemporary world will be analyzed in terms of their historical importance and enduring influence. Prerequisite: RLS 110, COR 110 or permission of the instructor.

**RLS 365 | Global Christianities | (Total Credit Hours 3)**



This course is rooted in a contextual theological exploration of the dynamic role of culture and the inculturation of Christian faith and life. With significant representation globally, the diverse local contexts continue to impact both the unity and diversity of Christian faith in areas such as theology, ecclesiology, ecumenical and interfaith dialogue, liturgy, and spirituality. Prerequisite: COR 110, RLS 110, or permission of the instructor.

**RLS 366 | Jesus – God & Man: Christology and Mariology | Total Credit Hours (3)**

This course explores the person and saving deeds of Jesus the Christ, prompted by the central theological question, “Who do you say that I am?” (Matthew 16:15). This central mystery of Christological belief will be systematically examined, while subsequently considering the person of Jesus in light of the spirituality and liturgical life of the Church’s understanding of Mary as the Theotokos, or Mother of God and how the two intimately relate to one another, drawing from sources including: Scripture, the writings of the Church Fathers, the early councils, to modern theologians and artistic and cultural depictions. Prerequisite: COR 110, RLS 110, or permission of the instructor.

**RLS 370 | Benedictine Spirituality | (Total Credit Hours 3)**

This course explores the life and legacy of St. Benedict of Nursia, who has come to inspire and shape over 1500 years of lived monastic Benedictine experience that continues to profoundly and dynamically influence both the Church and the wider world alike. This course will familiarize students with the productive tensions and collective fruits of this venerable spirituality, its wisdom tradition and why it vibrantly remains a continuing source for spiritual renewal for both the Church and the world alike. Prerequisite: COR 110, RLS 110, or permission of the instructor.

**RLS 371 | Sacraments –Eucharist | Total Credit Hours (3)**

This course introduces students to a fundamental examination of Catholic Sacramental teaching, with specific reference to Eucharistic theology in its various biblical, historical, systematic, sacramental, and spiritual contexts as critically and constructively informed by ecclesial Tradition and held as the “source and summit of Christian life”. Prerequisite: RLS 110, COR 110 or permission of the instructor.

**RLS 372 | Ecclesiology and Ecumenism | Total Credit Hours (3)**

This course on modern Catholic ecclesiology and ecumenism takes as its fundamental guide the Second Vatican Council’s Dogmatic Constitution the Church, *Lumen Gentium*, in structuring its examination of both the various ecclesial models that have marked the twentieth century as the ‘century of the Church’ as well as the enduring marks that continue to identify her as “One, Holy, Catholic and Apostolic”. Secondarily, this course will examine the Church’s continuing commitment to ecumenism by specifically exploring the theological sources that animate ongoing dialogues taking place between Rome, the Orthodox Church and various mainline Protestant traditions. Prerequisite: COR 110, RLS 110, or permission of the instructor.

**RLS 376 | Topics in Theology | Total Credit Hours (3)**

**RLS 383 | Introduction to Multicultural Ministry | Total Credit Hours (3)**

The Roman Catholic Church both globally and in the United States is universal in concrete actuality because it is present in nearly every culture on Earth. This course shall examine how the universal teaching of the Church is designed to incarnate itself through inculturation, and the best practices on how best to work with that phenomenon in ministry.

**RLS 395 | Special Topics | Total Credit Hours (1-4)**

To be arranged with department advisor.

**RLS 376 | Topics in Theology | Total Credit Hours (3)**

This special topics course aims to introduce students to a major topic of theological research and ongoing scholarly, public and/or ecclesial discussion and consideration. Possible topics include from traditional topics such as philosophical theology and the existence of God; Trinitarian theology; and the problem of evil; mystical theology; to that of more contemporaneous topics such as apocalypticism; political theology, as well as interdisciplinary, dialogical engagements with areas such as ecology, psychology, sociology and/or economics. Prerequisite: RLS 110, COR 110 or permission of the instructor.

**RLS 397 | Directed Study | Total Credit Hours (1-3)**

This course provides an opportunity for students to undertake individual research projects as well as advanced study of topics not covered by the regular curriculum. Prerequisite: RLS 110, COR 110 or permission of the instructor.

**RLS 398 | Internship | Total Credit Hours (3)**

An internship gives a student an opportunity to gain experience in a field placement that is relevant both to the Religious Studies major or minor and to the career goals of the student. Possibilities may include Campus Ministry, Service Immersion Programs, Diversity Initiatives, Parish Faith Formation Programs, Interfaith Works, and The Priory Spirituality Center. Approved by the department and carried out under the direction of department members and internship coordinators.

**RLS 399 | Spiritual Life Institute | Total Credit Hours (3)**

Founded in 1982, this one-week summer course features scholars, theologians, and public intellectuals from North America and Europe. Topics and speakers rotate on a yearly basis so as to consider a wide range of issues that are meant to inspire awareness and shed light upon the life religious. Students who enroll in this week-long program will have an opportunity to dialog with

academics and authors who are engaged in the study of Religion, theological reflection, and spiritual formation. Prerequisite: RLS 110, COR 110 or permission of the instructor.

**RLS 499 | Senior Thesis | Total Credit Hours (3)**

Through the Senior Thesis, Religious Studies majors pull together the breadth of their knowledge and experience gained at Saint Martin's University through a carefully researched original work of scholarship on a topic chosen by the student and approved by the student's advisor. The advisor serves as a resource and, at a pace set by the student, will meet with the student for guidance and support. The senior thesis must be successfully defended before graduation. Enrollment limited to RLS majors and RLS double-majors.

## **Social Justice**

**SJ 110 | Introduction to Social Justice | Total Credit Hours (3)**

This course will constitute an introduction to the ideas that have shaped the notion of social justice, particularly since the inception of the United States. The course will introduce the historical conceptions of social justice in political theory and critically examine contemporary notions of social justice in our society.

**SJ 301 | Social Justice in Literature | Total Credit Hours (4)**

A close textual reading of classic literature with special attention to the social justice themes and moral significance of the readings. Selections vary but have included in the past classic texts by Kafka, Solzhenitsyn, Orwell, Wright, and others. Prerequisite: SOC 101, CJ 101, PSY 101, or SOC/SJ 110.

**SJ 310 | Social Justice in Film | Total Credit Hours (3)**

An intensive and engaging examination of social justice themes in classic films. Films include documentaries, Hollywood productions, and foreign films (with subtitles) Films vary but have included *On The Waterfront*, *Brokeback Mountain*, *Titicut Follies*, *Desert Hearts*, *City of Gold*, *Rabbit Proof Fence*, and others. Prerequisite: SOC 101, CJ 101, PSY 101, or SOC/SJ 110.

**SJ/ENV 320 | Food Justice, Sovereignty, and Community Resilience | Total Credit Hours (3)**

Introduces students to food access inequities, labor exploitation, and environmental damage that is inherent in the dominant industrial food economy in the United States and globally. Students move from that analysis to understanding strategies for increasing access to healthy foods while building healthier environments and resilient communities.

**SJ 370 | Social Action | Total Credit Hours (3)**

Social Action examines theories and methods employed by individuals and groups desiring to bring about planned social change. Various themes of social justice are also examined in the readings and lectures. The course begins with an assessment of theories of social action and change and progresses to critical examinations of case studies in which change was affected by working either within or outside of political or bureaucratic systems.

**SJ 395 | Special Topics | Total Credit Hours (1-4)**

Courses relevant to the Social Justice curriculum offered periodically on topics announced by the faculty. Courses may include topics such as: genocide studies; others. Prerequisite: CJ 101, SOC 101, PSY 101 or SJ110.

**SJ 397 | Directed Readings in Social Justice | Total Credit Hours (1-3)**

A semester of directed readings under the supervision of the Social Justice program advisor. Topic to be chosen by student in consultation with program advisor. Prerequisite: Senior Standing; 3.0 GPA; permission of the program advisor.

**SJ 480 | Service Learning in Social Justice | Total Credit Hours (1-3)**

An important feature of many social justice initiatives is direct involvement with community improvement efforts, social organizing, and political action. This course permits students to engage in direct social action through an organized service learning experience under the supervision of the instructor and a grass roots/community action group. Prerequisite: SOC 101, CJ 101, PSY 101, or SOC/SJ 110.

## **Social Work**

**SW 210 | Introduction to Social Work | Total Credit Hours (3)**

This course provides a comprehensive introduction to the history and evolution of the social welfare profession, policies, ethics, and values. Best practices and methodologies for working with individuals, families and groups are viewed through the intersectionality of social justice and biopsychosocial lens.

**SW 240 | Research Methods and Statistics | Total Credit Hours (3)**

This course provides an overview of the scientific method principles, practices and ethical considerations of qualitative and quantitative research designs with an emphasis on the impact of research in practice and everyday life. Social statistics, descriptive

and inferential, are used to study and understand human behavior and the social environment. Students will learn how to collect, organize, display, analyze, interpret, and present data.

**SW 295 | Special Topics | Total Credit Hours (1-4)**

Selected topics in social work. May be repeated for credit.

**SW 310 | Human Behavior in the Social Environment | Total Credit Hours (3)**

Students will gain an understanding of theories focused on interactions between and among individuals, families, groups, organizations, and societies. This class applies a person-in-environment and lifespan development perspective in conjunction with diversity in its many forms. Emphasis will be placed on the inter-relatedness of biological, sociological, cultural, environmental, and psychological factors that influence human behavior.

**SW 340 | Interviewing and Assessment | Total Credit Hours (3)**

This course is an introduction to the basic concepts and skills of interviewing in the social sciences and in social services. The course provides an overview of theoretical concepts of interpersonal communications, ethics and standards of professional conduct, and fundamental interviewing skills and techniques. Through experiential and self-reflective exercises, students will be able to explore and become aware of their own interpersonal communication style, strengths and limitations/biases. Special emphasis is placed on sensitivity to value dilemmas, culturally competent practice, and awareness of the roles of gender, spirituality, sexual orientation, ethnicity, and social class in practice with clients.

**SW 344 | Case Management and Advanced Interviewing | Total Credit Hours (3)**

This course focuses on building advanced interviewing skills, introduces Case Management as practiced by private and publicly-funded social service agencies, and further develops ethical decision-making when working with vulnerable populations.

Prerequisites: SW 340.

**SW 389 | Pre-Internship Seminar | Total Credit Hours (1)**

This seminar prepares students for the first Social Work Internship (SW390). Grounded in social work ethics, values and professional conduct, this course will orient students to the process of obtaining an internship, to the resources available in the community, and support them with the goal of each student obtaining and preparing to start their SW390 internship.

**SW 390 | Internship | Total Credit Hours (1-6)**

This internship course provides an introductory experiential learning with and application of social service principles and concepts in a community based agency. Prerequisite: Completion of SW 340 with a grade of “B” or higher before starting internship, or instructor permission. Must be taken concurrently with SW 391. May be repeated for credit.

**SW 391 | Internship Seminar | Total Credit Hours (1)**

This internship seminar focuses on integrating the practice competencies encountered in SW 390. Must be taken concurrently with SW 390.

**SW 395 | Special Topics | Total Credit Hours (1-4)**

Selected topics in social work. May be repeated for credit.

**SW 397 | Directed Study | Total Credit Hours (1-4)**

This course provides an opportunity for students to undertake individual research projects or advanced study of topics not covered by the regular curriculum. Prerequisite: Instructor permission. May be repeated for credit.

**SW 400 | Working with Crime Victims | Total Credit Hours (3)**

This course studies the impact of crime on victims and survivors, revictimization, society, and the criminal justice system. We will explore the history of victim rights and the victim rights movement, theories, practical application of these theories, and effective victim service programs. Special attention will be given to the economic, medical, spiritual, and psychological impacts of crime, as well as lifestyle changes victims make as a result of crime.

**SW 401 | Treatment of Crime Victims | Total Credit Hours (4)**

This course develops advanced skills, knowledge, and expertise in crime victim advocacy as a trained crime victim advocate, social worker, or criminal justice professional. Topics covered include the victim rights movement and victim rights, victim service programs, victim empowerment, crime-specific topics, how victims interact with various legal systems, new directions in victim services, trauma recovery, and treatment modalities for victims of crime through intersectional and interdisciplinary lenses. Student research will focus on trauma, PTSD, best practices, and evidence-based treatment modalities in trauma recovery.

**SW 490 | Advanced Internship-Session 1 | Total Credit Hours (1-6)**

This internship provides advanced experiential learning with and application of social service principles and concepts in community-based agency. Prerequisite: SW 390 and SW 391 with a grade of “B” or higher before starting internship, or instructor permission. Corequisite: SW 491. May be repeated for credit.

**SW 491 | Advanced Internship Seminar-Session 1 | Total Credit Hours (1)**

An advanced internship seminar focused on integrating the practice competencies encountered in SW 490. Corequisite: SW 490

**SW 492 | Advanced Internship – Session 2 | Total Credit Hours (1-6)**

This internship provides advanced experiential learning with and application of social service principles and concepts in community-based agency. Prerequisite: SW490 and 491 with a grade of “B” or higher before starting internship, or instructor permission. Corequisite: SW 493. May be repeated for credit.

**SW 493 | Advanced Internship Seminar – Session 2 | Total Credit Hours (1)**

An advanced internship seminar focused on integrating the practice competencies encountered in SW 492. Corequisite: SW 492.

**SW 498 | Macro Social Work Practice and Research | Total Credit Hours (3)**

This course centers on the investigation of larger scale social problems, and the development and implementation of social interventions that aim to effect positive change at the community, state, and national levels. Administration and management, community practice, and policy practices will be viewed from the equity, cultural competency, and ethical lens. Students will also develop skills in analyzing advanced research designs and evaluating social work program outcomes and practice and policy effectiveness.

**SW 499 | Senior Seminar | Total Credit Hours (3)**

This senior seminar provides senior level social work majors with a culminating experience where they demonstrate their mastery of social work knowledge and skills through the development of an original empirical research project. Through their senior thesis, students will demonstrate advanced writing skills, critical analysis and synthesis of information, and the application of research skills. Substance Use Disorder

**CDP 400 | Understanding Addiction: Theories, Ethics, and Physiological Impacts | Total Credit Hours (3)**

Students will gain an understanding of the history and development of the major theories of the etiology of addiction. Students will also examine the intersectionality of class, race, culture, and spirituality on substance and behavioral addiction. Topics include understanding the pharmacological properties and physiological effects of addictive substances and the influence of culture on the use of addictive substances.

**CDP 401 | Treatment of Addiction: Individual, Families, and Group Counseling | Total Credit Hours (4)**

Grounded in evidence-based clinical skills, students will be prepared to screen, assess, diagnose, and treat substance abuse disorders according to the National Association of Alcoholism and Drug Abuse Counselors (NAADAC) professional ethical standards. Students will learn the appropriate treatment modalities for individuals, families, and groups and all the required documentation for the treatment process. The American Society of Addiction Medicine (ASAM) criteria will be the foundation for addiction placement, continued care, and transfer/discharge. Students will also examine the intersectionality of class, race, culture, and spirituality, and its implication on treatment. Co-occurring disorders, trauma, and HIV/AIDS brief risk intervention are also addressed. Prerequisite: CDP 400

**CDP 402 | Chemical Dependency Systems, Policies, and Laws | Total Credit Hours (3)**

Students will examine the health care system and the services available for those experiencing chemical dependency/substance abuse. Using the NAADAC Code of Ethics and NASW Code of Ethics as a framework, students will also examine the relationship between state and federal substance use laws and regulations on the stigma of addiction, on the accessibility and utilization of treatment and services, on the criminal justice system, and other social injustices. Prerequisite: CDP 400

**CDP 403 | Chemical Dependency Internship | Total Credit Hours (1-9)**

Field experience where students apply NASW and NAADAC principles, concepts, and ethics in a chemical dependency treatment agency. Prerequisite: CDP 400, CDP 401, and CDP 402.

**CDP 404 | Chemical Dependency Internship Seminar | Total Credit Hours (1)**

A seminar focused on integrating the practice competencies encountered in the internship experience. Must be taken concurrently with CDP 403 Internship. Concurrent enrollment in CDP 403

**CDP 405 | Exam and Licensure Preparation | Total Credit Hours (1)**

Students will be provided guidance through the licensure process to obtain a chemical dependency professional certificate in accordance with NAADAC and Washington State requirements. Student will also be assisted in preparing all the required material and documentation for licensure. Tutorial and guidance to successfully navigate the licensure examination will also be provided.

**Trauma Studies****TRM 400 | Trauma: Theories, Ethics, and Impacts | Total Credit Hours (3)**

Students will gain an understanding of the neurobiology of trauma, including Adverse Childhood Events (ACE's) and Adverse Life Events (ALE's). Students will also examine the intersectionality of class, race, culture, and spirituality on trauma. Topics include understanding simple vs. complex PTSD, secondary trauma and self-care, co-occurring disorders, addiction, different types of trauma, and post-traumatic growth.

**TRM 401 | Treatment of Trauma: Individual, Families, and Groups | Total Credit Hours (4)**

Building on knowledge of trauma gained in TRM 400 Trauma: Theory, Ethics, and Impact, students will review the major risk factors for trauma-related dysfunction, cultural factors that exacerbate or ameliorate dysfunction, specialized assessments for identifying trauma-related symptoms, and research-supported approaches to treatment and prevention of PTSD and co-occurring disorders in the aftermath of trauma. Major treatment approaches to be covered include stage oriented integrated therapy models, cognitive-behavioral therapy (CBT), eye-movement desensitization and reprocessing (EMDR), Dialectical- Behavioral Therapy (DBT), stress management techniques, group and family therapy approaches, expressive arts therapies, psychopharmacological interventions, and alternative treatments. Self-care for the clinician will also be emphasized, as will post-traumatic growth. Prerequisite: TRM 400

**TRM 402 | Trauma: Systems, Policies, and Laws | Total Credit Hours (3)**

Students will examine various systems of care and the services available for those who have experienced trauma. Using the International Association of Trauma Professionals (IATP) Code of Ethics and National Association of Social Workers (NASW) Code of Ethics as a framework, students will also examine the relationship between state and federal laws and regulations on the trauma sustained by victims of crime, on the accessibility and utilization of treatment and services, and other social injustices. Students will become familiar with the frameworks for evaluating systems of care with respect to providing trauma-informed care. Post-traumatic growth will also be covered.

## **Sociology and Cultural Anthropology**

**SOC 101 | Introduction to Sociology | Total Credit Hours (3)**

A survey of sociology and sociological theory. Examination of the basic forms and processes that characterize modern society and culture. Perspectives and answers of different sociologists are examined.

**SOC 102 | American Social Problems | Total Credit Hours (3)**

A survey of major social problems in American society. Emphasis on developing a foundation for understanding, researching and analyzing social problems.

**SOC 103 | Introduction to Cultural Anthropology | Total Credit Hours (3)**

Studies of societies that contrast with Western civilization, leading to an acquaintance with the concept of culture and its importance to an understanding of human behavior.

**SOC 110 | Introduction to Social Justice | Total Credit Hours (3)**

This course will constitute an introduction to the ideas that have shaped the notion of social justice, particularly since the inception of the United States. The course will introduce the historical conceptions of social justice in political theory and critically examine contemporary notions of social justice in our society.

**SOC 195 | Special Topics | Total Credit Hours (1-4)**

To be arranged with department advisor.

**SOC 240 | Research Methods | Total Credit Hours (3)**

The nature of social scientific research, methods of data collection and analysis. Emphasis on practical mastery of research skills and knowledge of data sources.

**SOC 295 | Special Topics | Total Credit Hours (1-4)**

To be arranged with department advisor.

**SOC 301 | Child Welfare | Total Credit Hours (3)**

Rights and needs of children; measures to secure them. Prerequisite: Junior standing.

**SOC 302 | Sex, Race and Disability | Total Credit Hours (3)**

Social meanings of sex, race and disability. Comparison of biological facts with common stereotypes and discriminatory practices, current social policies, programs, individual rights and community responsibilities. Impact of stress on life, problems and potentials.

**SOC 303 | Adulthood and Aging | Total Credit Hours (3)**

Examination of aging from sociopsychological, developmental, and macro-psychological perspective. Social meaning and demography of aging, physical and psychological aging, role adjustments associated with retirement, death and bereavement, health care and social service needs, age discrimination, political, economic and interpersonal problems and issues.

**SOC 305 | Juvenile Justice | Total Credit Hours (3)**

An examination of the legal history of the juvenile court; analysis of the problems and processes of the juvenile justice system. Equivalent to CJ 305.

**SOC 306 | Juvenile Rehabilitation | Total Credit Hours (3)**

Overview of history, definitions, and nature of those correctional theories, programs and practices that aim to deter criminal conduct in juveniles through efforts to change anti-social behavior. The course will examine historical and contemporary approaches to juvenile rehabilitation adopted in the United States and pursued cross-culturally in other countries Prerequisite: CJ 101 and SOC 101.

**SOC 307 | Gender, Crime and Law | Total Credit Hours (3)**

Overview of history, definitions, and nature of the relationship between gender and the criminal justice system. Historically, the American criminal justice system has been a “man’s world” focused on crimes committed by men and institutions run by men. To address the historical lack of interest in women’s roles and the status of LGBT individuals within the criminal justice world, the course will examine historical and contemporary roles played by women and LGBT individuals as offenders, professionals, prisoners, and victims. Special attention will be given to crimes against women/LGBT individuals and the efforts to investigate, prosecute, prevent and deter these crimes. Prerequisite: CJ 101 and SOC 101.

**SOC 316 | The History of Women in North American Social Work: 1848-19 | Total Credit Hours (3)**

Focusing on the historical context, the sociological, psychological and feminist theories of the time, and specific leaders in many communities who began to address social ills of our young nation. Special focus on the Settlement House movement, the Women’s Clubs, and the progressive era. Open to non-majors. Equivalent to WS 316.

**SOC 318 | History of Sociology and Anthropology | Total Credit Hours (3)**

Examination of the early sociology and anthropology masters; history of sociology and anthropology in a social context; emergence of sociology and anthropology as sciences; probable future development.

**SOC 320 | Social Psychology | Total Credit Hours (4)**

Overview of group formation and interaction in relation to environment. Examination of how they influence the individual in terms of needs, attitude formation, prejudice, motivation, perceptions and communicative processes. Equivalent to PSY 320.

**SOC 325 | Criminology and Juvenile Delinquency | Total Credit Hours (3)**

Nature and causes of crime and delinquency and efforts to control them. Equivalent to CJ 325.

**SOC 333 | Women, Culture and Society | Total Credit Hours (3)**

Examination of anthropological and sociological models of gender theory. Topics covered include social construction of gender, cross-cultural considerations of gender, essentialism, domestic organization, economic gender inequality, the politics of reproduction and models of engendered sexuality.

**SOC 344 | Case Management and Advanced Interviewing | Total Credit Hours (3)**

This course focuses on building advanced interviewing skills, introduces Case Management as practiced by private and publicly-funded social service agencies, and further develops ethical decision making when working with vulnerable populations. Prerequisites: SW 210 and PSY 340.

**SOC 350 | Social Theory | Total Credit Hours (3)**

In-depth survey of the major conceptual framework of sociology, including theories of group action, social order and institutional change.

**SOC 360 | Chasing the American Dream | Total Credit Hours (4)**

This course examines what has been called the most iconic statement of national aspiration ever conceived – the American dream. Elegant in its immediately recognizable, rhetorical simplicity, we will read and analyze the shifting, ambiguous meanings that have been attributed to the phrase since North America was colonized in the early 17th century. Readings may include historical documents like the Declaration of Independence; American literature that includes works by Walt Whitman, F. Scott Fitzgerald, Langston Hughes, James Baldwin, Tennessee Williams, Allen Ginsberg, and others; and sociological works by W.E.B. DuBois, Jane Addams, W.I. Thomas and Florian Znaniecki, Philip Slater, and others. Emphasis is placed on reading and critically responding to texts. Prerequisites: SOC 101 or ENG 102.

**SOC 370 | Social Action | Total Credit Hours (3)**

Social Action examines theories and methods employed by individuals and groups desiring to bring about planned social change. Various themes of social justice are also examined in the readings and lectures. The course begins with an assessment of theories of social action and change and progresses to critical examinations of case studies in which change was affected by working either within or outside of political or bureaucratic systems.

**SOC 380 | Marriage and the Family | Total Credit Hours (3)**

Sexual, marital and familial processes and conflicts in American society; cross-cultural examination of the family. Prerequisite: Sophomore standing.

**SOC 395 | Special Topics | Total Credit Hours (1-4)**

To be arranged with department advisor.

**SOC 396 | Intercultural Communication | Total Credit Hours (3)**

Cross-cultural examination of international, domestic and personal communication. Coursework intended for anyone whose work or lifestyle may involve encounters of the intercultural kind.

**SOC 397 | Directed Study | Total Credit Hours (1-3)**

Prerequisite: Permission of instructor.

**SOC 440 | Death, Dying and Grief | Total Credit Hours (3)**

Overview of topics related to death, dying and grief. Cultural, spiritual, developmental, sociological, and psychological considerations are addressed. Prerequisites: PSY 101 or SOC 101, and senior status or instructor permission. Equivalent to PSY 440.

**SOC 450 | Advanced Research for the Social Sciences Total | Credit Hours (3)**

Course studies sociological research methods, measurement, observation, experimentation, survey methods, sampling, questionnaire construction and analysis. Prerequisite: SOC 240.

**SOC 470 | White Collar Crime | Total Credit Hours (3)**

Overview of history, definitions, and nature of those unlawful activities that constitute 'white collar' law violations. The course will examine historical and contemporary conduct that has been identified as government, corporate, occupational, and institutional crime and the law enforcement agencies and approaches in place to investigate, prosecute, prevent and deter these crimes.

Prerequisites: CJ 101 or SOC 101.

**SOC 495 | Special Topics | Total Credit Hours (1-4)**

To be arranged with department advisor.

**SOC 499 | Sociology Seminar | Total Credit Hours (3)**

A capstone course for the sociology and cultural anthropology major in which students produce a major research paper demonstrating their ability to conceive of and carry out a significant research project showcasing their research, writing, and analytical abilities. Sustainable Food Systems Courses for this minor and concentration can be found in the sections designated for the prefix to the course (ex. ENV courses will be found under Environmental Science)

## Theatre Arts

**THR 101 | Introduction to the Theatre | Total Credit Hours (3)**

Actors, directors, playwrights, designers. How do they do what they do? Find out by doing it yourself: exercises, discussions and demonstrations give students hands-on experience with what it is like to work in professional theatre.

**THR 195 | Special Topics | Total Credit Hours (1-4)**

To be arranged with department advisor. May be repeated for credit.

**THR 201 | Fundamentals of Theatrical Design and Technology | (Total Credit Hours 3)**

A historical study of theatrical design and technology (sets, costumes, lights, properties and sound) culminating in hands-on, collaborative theatrical design projects. Fulfills the Fine Arts Core requirement.

**THR 211 | Acting I | Total Credit Hours (3)**

Survey of basic acting theory and technique, including vocal and physical warm-ups, relaxation, Improvisation, scene study and ensemble awareness. No performing experience necessary. No prerequisites.

**THR 250 | Acting Practicum | Total Credit Hours (1-4)**

Students who act a substantial role in a theatrical production at Saint Martin's may obtain credit for their work. Prerequisites: Audition/interview and instructor's permission. May be repeated for credit.

**THR 260 | Design/Tech Practicum | Total Credit Hours (1-4)**

Students may obtain credit for a substantial technical or design contribution to a theatrical production at Saint Martin's in the areas of costume; lighting; set; sound or makeup design; stage management; or technical direction. Prerequisite: Instructor's permission. May be repeated for credit.

**THR 290 | Internship | Total Credit Hours (1-3)**

Internship with a professional or community theatre involving exposure to one or more of the following technical aspects: acting; directing; stage management; costume design and construction; set design and construction; lighting design and operation; sound design and operation; properties management. May be repeated for credit.

**THR 295 | Special Topics | Total Credit Hours (1-4)**

To be arranged with department advisor.

**THR 302 | Play Writing | Total Credit Hours (3)**

The fundamentals of writing for the stage: conflict, action, character, plot, dialogue, setting and structure. Students work in collaboration with each other and with instructor to develop their ideas into original scripts. Prerequisite: Instructor's permission.

**THR 305 | Styles, Periods and Practices in Theatre | Total Credit Hours (3)**

A seminar of historical and/or modern theatre styles, periods and genres with an emphasis on the practical challenges of production in a contemporary context. Course may be repeated once with permission of department chair. Prerequisite: Junior standing or THR 101 or instructor's permission.

**THR 307 | Studies in Film | Total Credit Hours (3)**

How do films work? Critical survey of several narrative films in their historical context and exploration of filmmaking techniques – acting, directing, editing, screenwriting and other related topics – as a means of developing tools for analyzing films as art, popular culture and socio-political commentary.

**THR 311 | Acting II | Total Credit Hours (3)**

Survey of basic acting theory and technique, with intensive focus on scene study. No performing experience necessary. Prerequisite: Junior standing or instructor's permission. Course may be repeated once with permission of department chair.

**THR 320 | Scene Design | Total Credit Hours (3)**

A general overview of the history of architecture and interior design as applied to the collaborative process of creating environments for the stage. Methods of research and play analysis. Exploration of techniques and styles of rendering and model construction. Prerequisite: THR 201 or instructor's permission.

**THR 330 | Costume Design | Total Credit Hours (3)**

General overview of the history of clothing design and construction as applied to the collaborative process of creating costumes for the stage. Methods of research and play analysis. Exploration of techniques and styles of costume rendering and construction. Prerequisite: THR 201 or instructor's permission

**THR 340 | Lighting Design | Total Credit Hours (3)**

Stage lighting from the fundamentals of electricity and the development of lighting instruments to collaborative process of lighting theatrical productions. Prerequisite: THR 201 or instructor's permission.

**THR 350 | Acting Practicum | Total Credit Hours (1-4)**

Students who act a substantial role in a theatrical production at Saint Martin's may obtain credit for their work. Prerequisites: Audition/interview and instructor's permission. May be repeated for credit.

**THR 360 | Design/Tech Practicum | Total Credit Hours (1-4)**

Students may obtain credit for a substantial technical or design contribution to a theatrical production at Saint Martin's in the areas of costume; lighting; set; sound or makeup design; stage management; or technical direction. Prerequisite: Instructor's permission. May be repeated for credit.

**THR 380 | Literature on Film | Total Credit Hours (3)**

The study of important examples of literature adapted to the medium of film.

**THR 390 | Internship | Total Credit Hours (1-3)**

Internship with a professional or community theatre involving exposure to one or more of the following technical aspects: acting; directing; stage management; costume design and construction; set design and construction; lighting design and operation; sound design and operation; properties management. May be repeated for credit.

**THR 395 | Special Topics | Total Credit Hours (1-4)**

To be arranged with department advisor. May be repeated for credit.

**THR 397 | Directed Study | Total Credit Hours (1-3)**

An opportunity for students to pursue research-based or scholarly projects on their own initiative. Prerequisite: Instructor's permission. May be repeated for credit.

**THR 402 | Play Writing II | (Total Credit Hours 3)**

Continuation of THR 302. Further exploration of basic concepts of writing for the stage. Students will complete a working draft of an original play. Prerequisites: THR 302 or instructor's permission.

**THR 450 | Directing Practicum | Total Credit Hours (1-4)**



Advanced students may arrange to direct a theatrical production at Saint Martin's. Prerequisite: Instructor's permission. May be repeated for credit.

**THR 495 | Special Topics | Total Credit Hours (1-4)**

To be arranged with department advisor. May be repeated for credit.

## **WORLD LANGUAGES**

### **Chinese**

**COR140C | Introduction to Chinese I | Total Credit Hours (4)**

A foundational course in the study of Chinese language and culture that helps prepare students to be global citizens by providing real-world language acquisition experiences that enable them to become proficient in the areas of speaking, oral comprehension, reading, and writing. Prerequisites: None

**CHN 102 | Introduction to Chinese II | Total Credit Hours (4)**

Fundamentals of pronunciation, grammatical forms and syntax. Language skills (speaking, understanding, reading and writing) are developed through a contrasting analysis of Chinese and English. COR 140C or equivalent.

**CHN 195 | Special Topics, Chinese | Total Credit Hours (1-4)**

To be arranged.

**CHN 201 | Intermediate Chinese I | Total Credit Hours (3)**

This course advances the four language skills. Prerequisites: CHN 102 or appropriate placement test score.

**CHN 202 | Intermediate Chinese II | Total Credit Hours (3)**

This course advances the four language skills. Prerequisites: CHN 201 or appropriate placement test score.

**CHN 295 | Special Topics, Chinese | Total Credit Hours (1-4)**

To be arranged: Prerequisites: CHN 202 or appropriate placement test score.

**CHN 395 | Special Topics, Chinese | Total Credit Hours (1-4)**

To be arranged: Prerequisites: CHN 202 or appropriate placement test score.

**CHN 397 | Directed Study, Chinese | Total Credit Hours (3)**

A specialized course in Chinese language and/or literature. Prerequisite: CHN 202 or appropriate placement test score.

**CHN 495 | Special Topics, Chinese | Total Credit Hours (1-4)**

To be arranged: Prerequisites: CHN 202 or appropriate placement test score.

### **French**

**COR140F | Introduction to French I | Total Credit Hours (4)**

A foundational course in the study of French language and culture that helps prepare students to be global citizens by providing real-world language acquisition experiences that enable them to become proficient in the areas of speaking, oral comprehension, reading, and writing. Prerequisites: None

**FRN 102 | Introduction to French II | Total Credit Hours (4)**

Fundamentals of pronunciation, grammatical forms and syntax. Language skills (speaking, understanding, reading and writing) developed through contrasting analysis of French and English. Prerequisites: COR 140F or equivalent

**FRN 195 | Special Topics, French | Total Credit Hours (1-4)**

To be arranged.

**FRN 201 | Intermediate French | Total Credit Hours (3)**

Advances the four language skills: speaking, understanding, reading and writing. Readings in French are introduced. Emphasis on communication. Prerequisites: FRN 102 or appropriate placement test score.

**FRN 202 | Intermediate French | Total Credit Hours (3)**

Advances the four language skills: speaking, understanding, reading and writing. Readings in French are introduced. Emphasis on communication. Prerequisites: FRN 201 or appropriate placement test score.

**FRN 295 | Special Topics, French | Total Credit Hours (1-4)**

To be arranged.

**FRN 301 | French Composition and Conversation | Total Credit Hours (3)**

This course emphasizes building competency in French in the areas of conversation and composition (writing). As such, students are engaged in expressing themselves in French using a variety of materials from the French speaking world. They are required to explore points of view from the French speaking world on relevant issues and engage in cultural comparisons. They are also required to reflect on and improve their use of the structural components of French through grammar study and a variety of writing activities. The course is conducted in French and may be repeated for the French minor. Prerequisites: FRN 202 or appropriate placement test score.

**FRN 310 | Francophone Cinema | Total Credit Hours (3)**

This course emphasizes improving student knowledge and understanding of the importance of Francophone cinema. Students are required to explore and interact with a variety of French-language films from the French-speaking world, e.g., films from Senegal, Cote d'Ivoire, the D.R.C., Egypt, Belgium, France, and Canada. Students are also required to reflect on the role and importance of cultural context within this artistic medium. Students are expected to improve their use of the structural components of French. The course is conducted in French and may be repeated for the French minor. Prerequisites: FRN 202 or equivalent or appropriate placement test score.

**FRN 326 | Introduction to French Literature | Total Credit Hours (3)**

This course emphasizes developing skills in reading and discussing French literary texts at the intermediate-advanced level. Students explore texts written in French from the French-speaking world, e.g., Senegal, Cote d'Ivoire, the D.R.C., the Antilles, Belgium, France, Canada, Switzerland. Texts might include poetry, fables/fairy tales, short stories, short novels. Students are introduced to literary techniques, and how to discuss and write about literary texts in French. The course is conducted in French and may be repeated for the French minor. Prerequisites: FRN 202 or appropriate placement test score.

**FRN 395 | Special Topics, French | Total Credit Hours (1-4)**

To be arranged. The course is conducted in French and may be repeated for the French minor. Prerequisites: FRN 202 or appropriate placement test score.

**FRN 397 | Directed Study, French | Total Credit Hours (1-3)**

A specialized course in French language and/or literature. Prerequisites: FRN 202 or instructor permission. The course is conducted in French and may be repeated for the French minor. Prerequisites: FRN 202 or appropriate placement test score.

**FRN 401 | Advanced French Literature | Total Credit Hours (3)**

This course emphasizes developing skills in reading and discussing French literary texts at the advanced level. Students explore texts written in French from the French-speaking world, e.g., Senegal, Cote d'Ivoire, the D.R.C., the Antilles, Belgium, France, Canada, and Switzerland. Texts will generally focus on a specific time period and might include novels, poetry collections short story collections. Students are expected to discuss and write in French about complex literary texts. The course is conducted in French and may be repeated for the French minor. Prerequisites: 300 level French course or appropriate placement test score.

**FRN 495 | Special Topics, French | Total Credit Hours 1-4)**

To be arranged. The course is conducted in French and may be repeated for the French minor. Prerequisites: 300 level French course or appropriate placement test score.

## Japanese

**COR140J | Introduction to Japanese I | Total Credit Hours (4)**

A foundational course in the study of Japanese language and culture that helps prepare students to be global citizens by providing real-world language acquisition experiences that enable them to become proficient in the areas of speaking, oral comprehension, reading, and writing. Prerequisites: None

**JPN 102 | Introduction to Japanese II | Total Credit Hours (4)**

Introduction to Japanese language and culture. Students begin to acquire knowledge of Japanese and the fundamentals of Japanese grammar. Cultural aspects of Japanese life will also be presented. Prerequisites: COR 140J or equivalent

**JPN 195 | Special Topics, Japanese | Total Credit Hours (1-4)**

To be arranged.

**JPN 201 | Intermediate Japanese | Total Credit Hours (3)**

Continuation of JPN 101 and 102. Building basic vocabulary and developing writing and speaking skills. Prerequisites: JPN 102 or appropriate placement test score.

**JPN 202 | Intermediate Japanese | Total Credit Hours (3)**

Continuation of JPN 101 and 102. Building basic vocabulary and developing writing and speaking skills. Prerequisites: JPN 201 or appropriate placement test score.

**JPN 295 | Special Topics, Japanese | Total Credit Hours (1-4)**

To be arranged.

**JPN 301 | Advanced Japanese | Total Credit Hours (3)**

Students will study speech, composition, complex kanji characters and advanced grammar. Focus continues to be on building the student's aural and oral capabilities. Thus, a large amount of vocabulary will be introduced. Japanese culture and current events also are discussed to create better understanding of Japanese culture as well as language. Course conducted in Japanese.

Prerequisites: JPN 202 or appropriate placement test score.

**JPN 302 | Advanced Japanese | Total Credit Hours (3)**

Students will study speech, composition, complex kanji characters and advanced grammar. Focus continues to be on building the student's aural and oral capabilities. Thus, a large amount of vocabulary will be introduced. Japanese culture and current events also are discussed to create better understanding of Japanese culture as well as language. Course conducted in Japanese.

Prerequisites: JPN 301 or appropriate placement test score.

**JPN 395 | Special Topics, Japanese | Total Credit Hours (1-4)**

To be arranged. Course conducted in Japanese. Prerequisites: JPN 202 or appropriate placement test score.

**JPN 397 | Directed Study, Japanese | Total Credit Hours (1-3)**

A specialized course in Japanese language and/or literature. Prerequisite: JPN 202 or instructor permission. Course conducted in Japanese. Prerequisites: JPN 202 or appropriate placement test score.

**JPN 495 | Special Topics, Japanese | Total Credit Hours (1-4)**

To be arranged. Course conducted in Japanese. Prerequisites: 300 level Japanese course or appropriate placement test score.

## Russian

**COR140R | Introduction to Russian I | Total Credit Hours (4)**

A foundational course in the study of Russian language and culture that helps prepare students to be global citizens by providing real-world language acquisition experiences that enable them to become proficient in the areas of speaking, oral comprehension, reading, and writing. Prerequisites: None

**RUS 102 | Introduction to Russian II | Total Credit Hours (4)**

Fundamentals of pronunciation, grammatical forms and syntax. Language skills (speaking, understanding, reading and writing) are developed through a contrasting analysis of Russian and English. Prerequisite: COR 140R or equivalent.

## Spanish

**COR140S | Introduction to Spanish I | Total Credit Hours (4)**

A foundational course in the study of Spanish language and culture that helps prepare students to be global citizens by providing real-world language acquisition experiences that enable them to become proficient in the areas of speaking, oral comprehension, reading, and writing. Prerequisites: None

**SPN 102 | Introduction to Spanish II | Total Credit Hours (4)**

Fundamentals of pronunciation, grammatical forms and syntax. Language skills (speaking, understanding, reading and writing) are developed through a contrasting analysis of Spanish and English. Prerequisites: COR 140S or equivalent.

**SPN 195 | Special Topics, Spanish | Total Credit Hours (1-4)**

To be arranged.

**SPN 201 | Intermediate Spanish | Total Credit Hours (3)**

Advances the four language skills. Prerequisites: SPN 102 or appropriate placement test score.

**SPN 202 | Intermediate Spanish | Total Credit Hours (3)**

Advances the four language skills. Prerequisites: SPN 201 or appropriate placement test score.

**SPN 295 | Special Topics, Spanish | Total Credit Hours (1-4)**

To be arranged.

**SPN 301 | Spanish Composition and Conversation | Total Credit Hours (3)**

This course emphasizes building competency in Spanish in the areas of conversation and writing. As such, students are engaged in expressing themselves in Spanish using a variety of materials from the Spanish-speaking world. They are required to explore points of view from the Spanish speaking world on relevant issues and engage in cultural comparisons. They are also required to reflect on and improve their use of the structural components of Spanish through grammar study and a variety of writing activities. The course is conducted in Spanish and may be repeated. Prerequisites: SPN 202, placement, or instructor permission.

**SPN 310 | Hispanic Cinema and Theater | Total Credit Hours (3)**

This course emphasizes improving student knowledge and understanding of the importance of Hispanic cinema and theater. Students are required to explore and interact with a variety of Spanish-language films and plays from the Spanish-speaking world. Students are also required to reflect on the role and importance of cultural context within these artistic mediums. Students are expected to improve their use of the structural components of Spanish. The course is conducted in Spanish and may be repeated. Prerequisite: SPN 202, placement, or instructor permission.

**SPN 326 | Introduction to Hispanic Literature | Total Credit Hours (3)**

This course emphasizes developing skills in reading and discussing Hispanic literary texts at the intermediate advanced level. Students explore texts written in Spanish from the Spanish speaking world, e.g., films and plays from Argentina, Bolivia, Chile, Columbia, Costa Rica, Cuba, Mexico, Peru, Spain, etc. Texts might include poetry, fables/ fairy tales, short stories, short novels. Students are introduced to literary techniques, and how to discuss and write about literary texts in Spanish. The course is conducted in Spanish and may be repeated. Prerequisite: SPN 202, placement, or instructor permission.

**SPN 395 | Special Topics, Spanish | Total Credit Hours (1-4)**

To be arranged. Course conducted in Spanish. Prerequisites: SPN 202 or appropriate placement test score.

**SPN 397 | Directed Study, Spanish | Total Credit Hours (1-3)**

A specialized course in Spanish language and/or literature. Course Conducted in Spanish. Prerequisites: SPN 202 or appropriate placement test score.

**SPN 401 | Advanced Hispanic Literature | Total Credit Hours (3)**

This course emphasizes developing skills in reading and discussing Hispanic literary texts at an advanced level. Students explore texts in Spanish from the Spanish-speaking world. Texts will generally focus on a specific time period and/or author, and might include novels, poetry, the short story and the play. Students are expected to discuss and write in Spanish about complex literary texts. The course is conducted in Spanish and may be repeated. Prerequisite: SPN 326.

**SPN 495 | Special Topics, Spanish | Total Credit Hours (1-4)**

To be arranged. Course conducted in Spanish.

## **Writing**

**WRT 292 | Creative Writing | Total Credit Hours (3)**

Introduction to the processes by which writers produce creative work. Students will study writers of poetry and fiction as a means of producing original work. Prerequisite: ENG 102 or COR 120.

**WRT 299 | Introduction to Journalism | Total Credit Hours (3)**

Fundamentals of journalistic writing, including basic news story and feature writing, interviewing, copyediting, media law, ethics and writing from speeches and interviews. Prerequisite: ENG 102 or COR 120.

**WRT 302 | Advanced Journalism | Total Credit Hours (3)**

Aspects of media law, First Amendment rights and various modes of reporting. Prerequisite: ENG 299, WRT 299, or permission of instructor.

**WRT 303 | Digital Journalism | Total Credit Hours (3)**

Introduces students to the theory and practice needed to write stories for the digital news room. Students explore tools of RSS, blogging, mapping, photography, audio and slide production. Prerequisite: ENG102, COR 120, or instructor permission.

**WRT 306 | Professional and Academic Writing Skills | Total Credit Hours (3)**

Emphasis on structure of language, style and format used in writing inside and outside academia. Topics include technical reading and writing, research projects, reports, correspondence and other writing tasks that support writing in school and the working world. Prerequisite: ENG 102 or COR 120.

**WRT 320 | Ethics in Writing | Total Credit Hours (3)**

Advanced study on the relationship between ethics, argumentation and writing. Focus is Writing about ethical issues and the moral context that informs these issues. Prerequisite: ENG 102 or COR 120.

**WRT 390 | English Internship | Total Credit Hours (3)**

Aspects of communication. Prerequisites: ENG 102, COR 120, or permission of instructor.

**WRT 395 | Special Topics | Total Credit Hours (1-4)**

To be arranged with department advisor. Prerequisite: ENG102 or COR 120.

**WRT 405 | Advanced Creative Writing | Total Credit Hours (3)**

Advanced study of creative writing. Designed to deepen students' creative writing skills. Prerequisite: Prerequisite: ENG 292, WRT 292, or permission of instructor.

## Women's, Gender and Ethnic Studies

### **WGE 210 | Introduction to Race and Ethnic Studies | Total Credit Hours (3)**

This course introduces students to the theoretical frameworks, intellectual traditions, and methodological approaches within the field of Race and Ethnic Studies. Emphasis is placed on the historical, political, and social processes of racial and ethnic identity formation; the reproduction and maintenance of racial hierarchies and power relations in the United States; and the voices and activism of racial and ethnic groups to challenge, interrogate, and dismantle systems, institutions, and structures of racism.

### **WGE 260 | Research Methods for Social Identities | Total Credit Hours (3)**

This course explores qualitative and mixed methods research with a focus on critical theory and social inquiry. The course will examine best practices regarding research on social identities and exploring lived experience. Students will analyze existing research on social identities gaining skills in critical analysis.

### **WGE 280 | Contemporary issues in Women's, Gender, and Ethnic Studies | Total Credit Hours (3)**

This course is a thematic course detailing and deconstructing important topics in the discipline using feminist, critical race theory, and/or Indigenous theories. Topics may include social movements (for example: Black Lives Matter; #SayHerName,; and #MeToo) or legislative issues (for example: Title IX). Students will work on one topic and theory in the semester to gain a deeper working knowledge of that issue and be able to analyze and "unpack" the issue using a specific theory and theorist.

### **WGE 295 | Special Topics | Total Credit Hours (1-4)**

Selected topics in social work. May be repeated for credit.

### **WGE 370 | Gender, Sex, and Feminist Theory | Total Credit Hours (3)**

The course will focus on the contributions of feminist theorists within recent theory covering five areas. We begin by analyzing the concepts of oppression, sex, and gender, from which the questions of liberation and emancipation begin. Second, we analyze feminism from a racial and global perspective and contrast how thinkers from marginalized perspectives challenge and expand Euro-American feminist approaches. Third, we examine the ways in which feminist theory reconsiders and challenges traditional theoretical understandings of knowledge, specifically how it is constructed from social and gendered experiences. Fourth, we explore the important contributions of feminist ethics and its interrogation of ethical systems dominating traditional, western theory. Lastly, we consider the contribution of feminist social/ political theory and the extent to which it rethinks notions of justice and gender within society.

### **WGE 380 | History of Race and Racism in America | Total Credit Hours (3)**

This course will examine the origins and impact of successive racial systems in American history, with an emphasis on the social construction of race and the role that race and racism play in American history, contemporary society, and our own lives. The course is interdisciplinary and will draw upon history, sociology, and multicultural theory and practice. Prerequisite: COR120 or equivalent.

### **WGE 395 | Special Topics | Total Credit Hours (1-4)**

Selected topics in social work. May be repeated for credit.

### **WGE 400 | Advanced Critical Race Theory | (Total Credit Hours 3)**

This course will use a critical theory approach to examine identity. The course begins with the historical and scholarly origins of critical race theory and will then explore sub-theories including Latinx Critical Theory, Tribal Critical Theory, and Asian Critical Theory. Students will then apply critical theory to current events, intersecting identities, and future research.

### **WGE 450 | Methods and Competencies on Anti-racism, Oppression, and Intersectionality | Total Credit Hours (3)**

This course will build on the foundation established in the foundational Race and Ethnic Studies and will provide an opportunity to practice effective skills and interventions for anti-oppression in action. The focus will be on examining intersectionality in specific situations from life, learning, and work where dynamics of systemic and structural injustice operate in everyday life. Students will work toward going beyond awakening and awareness practices and into skillful approaches to social justice. With attention to racialized trauma, generational and historical impacts, effective coalition building, and proven change strategies, students will sequence, test, and rehearse interventions. This course is highly experiential, requiring readiness for deep and courageous engagement.

### **WGE 499 | Senior Seminar | Total Credit Hours (3)**

The culminating project will be a thesis or research project directly related to the student's scholarly interest and area of concentration.

## **SCHOOL OF BUSINESS**

### **Accounting**

#### **ACC 200 | Accounting for Business | Total Credit Hours (3)**

This course is designed as an introduction to the basic assumptions, principles and techniques that form the basis for contemporary accounting practices. Course content surveys financial and managerial accounting. Prerequisite: MTH101 with a grade of C- or better or equivalent math placement exam score.

**ACC 201 | Principles of Financial Accounting | Total Credit Hours (3)**

Fundamentals of measuring and communicating financial aspects of business transactions to decision-makers. Course includes accounting concepts and standards related to the determination of net income and financial position. Emphasis on presentation of financial data for investment, credit and other decisions.

**ACC 202 | Principles of Managerial Accounting | Total Credit Hours (3)**

Fundamentals of accounting emphasizing broad concepts and standards for managerial planning, control, and decision making. Prerequisite: ACC 201.

**ACC 204 | Accounting for Accountants | Total Credit Hours (3)**

Fundamentals of the accounting process will be covered including transaction analysis; adjusting, correcting, and closing journal entries; and financial statement preparation. Intensive practice in measuring, recording, and interpreting financial data. The course will include the use of accounting software or equivalent. Prerequisite: ACC200 with grade of "C-" or better.

**ACC 295 | Special Topics in Accounting | Total Credit Hours (1-4)**

Courses that cover topics as announced by faculty.

**ACC 301 | Intermediate Accounting I | Total Credit Hours (3)**

Review and intensive study of the concepts and standards used in determining net income and financial position. Emphasis is on the asset side of the balance sheet and related revenues and expenses. Prerequisite: ACC 204 or ACC 201 and ACC 202 with grade "C-" or better.

**ACC 301L | Accounting I Lab | Total Credit Hours (1)**

Intermediate skills and techniques in financial reporting and statement preparation and analysis. The course integrates the processing of accounting information with the use of a commercial general ledger software package. An initial presentation of the software is included to develop a specific understanding of menus and navigation techniques. Discussion focuses on setup, maintenance, information entry and report generation. Specific topics of the accounting cycle are presented including journal transactions, accounts receivable, accounts payable, inventory, payroll, financial statements and special projects. Prerequisite: ACC 201.

**ACC 302 | Intermediate Accounting II | Total Credit Hours (3)**

Continuation of ACC 301. Intensive study of the liability and equity side of a balance sheet, along with related revenues and expenses. Introduction of additional topics, including study of accounting theories related to pensions, leases and earnings per share. Prerequisite: ACC 301.

**ACC 350 | Essentials of Federal Taxation | Total Credit Hours (3)**

Overview of federal income tax law as it affects individual taxpayers. The course includes a comparison of the tax characteristics affecting different forms of business organizations.

**ACC 351 | Individual Taxation | Total Credit Hours (2)**

Covers basic federal law provisions affecting individual income tax returns. Includes determination of gross income, adjustments to gross income, deductible expenses and tax credits, basic property transactions, tax research, and preparation of individual tax returns. The course also aims to develop skills as a tax preparer to enhance readiness for volunteer, employment or intern opportunities. The combination of both course ACC351 Individual Taxation in the Fall and ACC 351Lab Individual taxation Lab in the spring covers the tax requirements for the Accounting major.

**ACC 351L | Individual Taxation Lab | Total Credit Hours (2)**

This course is designed to develop skills through experiential learning in tax software and completing tax returns using the knowledge developed in ACC351 Individual Taxation. Currently the lab involves operating a Volunteer Income Tax Assistance Service and could be modified as other opportunities arise. Students complete a certification process, learn to navigate tax software and further develop business and client skills through the experience of operating the site. Prerequisite: ACC351 Individual Taxation.

**ACC 353 | Cost Accounting | Total Credit Hours (3)**

Determination and control of cost of materials, labor and overhead; responsibility accounting; budgets; forecasting; standards; and variance analysis. Emphasis on providing more sophisticated financial data for managerial decisions. Prerequisite: ACC 200 or ACC202 with a grade "C-" or better.

**ACC 355 | Not-for-Profit Accounting | Total Credit Hours (3)**

Accounting methods, reporting practices, and key performance measurement of not-for-profit entities. Board duties and director's role in organizational accountability. Prerequisite: ACC 200 or ACC 201 and ACC 202, or MBA501 or equivalent.

**ACC 358 | Governmental Accounting | Total Credit Hours (3)**

Accounting methods and reporting practices of state and local governments. Introduction to theory of fund accounting. Prerequisite: ACC 200.

**ACC 390 | Internship | Total Credit Hours (1-6)**

An opportunity to apply accounting theory and practice in a work environment under the supervision of University faculty and an intern supervisor.

**ACC 395 | Special Topics in Accounting | Total Credit Hours (1-4)**

Courses that cover topics as announced by faculty.

**ACC 397 | Directed Study | Total Credit Hours (1-3)**

A student/faculty-selected project that enables the student to research a specialized area of accounting. Prerequisites: Junior standing and permission of advisor.

**ACC 401 | Advanced Accounting | Total Credit Hours (3)**

Specialized fields of accounting such as business combinations, consolidated statements, multinational accounting, partnerships, and foreign currency transactions. Prerequisite: ACC 302.

**ACC 405 | Accounting Information Systems | Total Credit Hours (3)**

This course provides students with an understanding of accounting information systems theory and practice, the knowledge to take advantage of new information technologies such as database management systems, decision support systems, expert systems and telecommunications, the skills to integrate both financial and non-financial information into a corporate information systems schema, the knowledge to assess controls, and an understanding of systems analysis and design. Prerequisite: ACC 204 or ACC 201 and ACC 202 with grades of "C-" or better.

**ACC 440 | Analytics for Accountants | Total Credit Hours (2)**

This course is intended to provide students with an understanding of data analytic thinking and terminology as well as hands-on experience with data analytics tools and techniques. Students should leave this course with the skills necessary to translate accounting and business problems into actionable proposals that they can competently present to managers and data scientists. Prerequisite: BA 201 with a grade of "C-" or better. Corequisite: ACC 450.

**ACC 450 | Auditing | Total Credit Hours (3)**

Techniques of auditing, including professional ethics; legal responsibilities, scope, objectives and nature of the audit; statistical sampling and auditing with computer systems; reporting standards for audit findings. Prerequisites: ACC 302, BA 225, BA 201, or MTH 201.

**ACC 490 | Internship | Total Credit Hours (1-6)**

An opportunity to apply accounting theory and practice in a work environment under the supervision of University faculty and an intern supervisor.

**ACC 495 | Special Topics in Accounting | Total Credit Hours (1-4)**

Courses that cover topics as announced by faculty.

**BA 201 | Business Statistics | Total Credit Hours (3)**

This course is designed to introduce students to the main topics of an undergraduate business statistics course. The focus of this course dedicated to the understanding of concepts, statistical language, and statistical techniques. The course requires a practical understanding of statistical tools including Microsoft Excel, which will be implemented throughout the course. Students are expected to effectively use experimental design, data analysis, and inference to reach well-reasoned and appropriately communicated conclusions and decisions in a real-world context. Prerequisites: MTH 101 or MTH 102 with grade C- or better or equivalent math placement exam score.

**BA 210 | Be Career Ready | Total Credit Hours (1)**

This practical course provides students with up-to-date tools leading to satisfy career employment. This includes both online and face-to-face instruction in interviewing techniques and developing sensitivity to organization culture. Instruction will be provided for the development of plans for personal advancement and career path selection.

**BA 211 | Spreadsheet Design & Analysis | Total Credit Hours (3)**

Introduces key concepts to develop and analyze business spreadsheets. Topics include formulas, formatting, logical, financial and lookup functions, charts, pivot tables, data tables, and multiple workbooks. Projects integrate skills to create business spreadsheets that communicate financial and operational performance.

**BA 225 | Business Law I | Total Credit Hours (3)**

Introduction to the American legal system (sources of law and legal process); forms of business (sole proprietorships, partnerships, LLCs and corporations); contract law; agency; employment law; torts; products liability; property law; wills & trusts; business ethics.

**BA 231 | Personal Finance | Total Credit Hours (3)**

This course is designed as an introduction to personal finance, with its application in consumer financial decision making. Topics include strategies for budgeting, saving, taxation, consumer banking, consumer insurance products, credit management, automobile purchases, home ownership, and retirement planning.

**BA 295 | Special Topics | Total Credit Hours (1-4)**

Course covers topics announced by faculty.

**BA 300 | Finance | Total Credit Hours (3)**

This course is an introduction to the fundamental principles that guide the financial manager in making asset management, valuation, and financing decisions. This course focuses on a firm's financial goals and decisions to increase shareholders' value. Topics include but are not limited to financial statements and cash flows, ratio analysis, time value of money, stock and bond valuation, cost of capital, risk and return, and capital budgeting. Prerequisites: ACC 201, MTH 121 with a C- or better, and BA 201 (or MTH201) with a C- or better

**BA 302 | Applied Quantitative Business Techniques | Total Credit Hours (3)**

Exposure to and practice in the use of mathematical tools for aiding managerial decision-making in the corporate and public sectors. Topics include mathematical modeling, linear and nonlinear programming, network analysis, simulation and other topics at the instructor's discretion. Prerequisites: MTH 121 and MTH 201 (or BA 201) both with a grade of C- or better.

**BA 303 | Labor/Management Relations | Total Credit Hours (3)**

A conceptual framework for the study of labor-management relations in the private and public sectors. Concentrates on development, structure and processes constituting the collective bargaining process in the United States today. Emphasis will be on the history and legal framework of U.S. labor-management relations and on negotiating and implementing a collective bargaining agreement.

**BA 305 | Business Communications | Total Credit Hours (3)**

Fundamentals of effective business communication form and style, business writing (letters, memos, reports, research proposals, texting), and effective business speaking (interviews, meetings and presentations, critical listening skills and quantitative reasoning). Emphasis is placed on using communication skills and technology to communicate complex data and relationships to individuals and large groups. Students will utilize telecommunications, e-video and internet and intranet enabled communication systems and relevant application software. Prerequisite: ENG 102 or COR 120.

**BA 311 | Money, Banking and Financial Institutions | Total Credit Hours (3)**

An exploration of money, banking and financial markets in the contemporary U.S. and world economies. Examines role of monetary theory and policy with an emphasis on financial institutions, markets and central banking. Prerequisite: ECN 202.

**BA 315 | Investment Analysis | Total Credit Hours (3)**

Characteristics of securities, security markets, investment strategies, securities and portfolio selection; management. Prerequisite or concurrent enrollment: BA 300

**BA 320 | Operations Management | Total Credit Hours (3)**

Relationship of factor inputs to the final output of the firm. Organization, administration and internal working relationships of industrial and service firms. Such topics as layout, scheduling, inventory management and location analysis are covered.

**BA 325 | Fundamentals of Entrepreneurship | Total Credit Hours (3)**

Examination of fundamental business concepts of the independently owned venture. Survey course highlights the interrelationships of the entrepreneurial venture, government and special interest groups.

**BA 326 | Business Law II | Total Credit Hours (3)**

Property law; debtor-creditor relations; bankruptcy; sales law (Uniform Commercial Code Art. 2 and 2A); Negotiable Instruments & Documents of Title (Uniform Commercial Code Art. 3 and 4); Secured Transactions (Uniform Commercial Code Art. 9); securities regulations; professional and legal responsibilities. Prerequisites: BA 225

**BA 330 | Marketing | Total Credit Hours (3)**

Analysis of marketing concepts; consumer demand and behavior; marketing functions of the firm; institutions in the marketing channel; people, product, price and promotion strategies.

**BA 335 | Organizational Management | Total Credit Hours (3)**



This organizational management course is intended to be a survey of management theories, conceptual frameworks, and their application in practice. The course focuses on building skills required for managing today's organizations. Organizational management seeks to achieve organizational goals efficiently and effectively through four primary management functions, planning, organizing, leading and controlling. A proper understanding of management and organizational principles leads to improved use of the resources necessary to attain organizational goals. Identifying, describing, and grappling with important management and organizational principles will be the central focus of this course.

**BA 340 | Human Resource Management | Total Credit Hours (3)**

The study of workers' relationships with their leaders, their jobs and the organization. Emphasis on how management of human resources insures that people work together more productively, meeting the needs of the individual and the goals of the organization. Prerequisite: ENG 102 or COR 120 and BA 335.

**BA 343 | Sports Marketing | Total Credit Hours (3)**

The discipline of sport or sports marketing has grown substantially in stature, and now (in some instances) has entered the world of big business in recent years. Upon completion of this course the student will have a better understanding of how to identify, develop and implement marketing strategies' and tactics within the sports marketing industry. Students will also learn about and how to identify and differentiate between the two main perspectives within the industry, marketing of sports products and using sports as a platform to market.

**BA 344 | Advertising & Promotion | Total Credit Hours (3))**

This course explores the applications, concepts, and techniques required to advertise and promote products and services. In this course, students will learn to use various media tools and digital platforms to increase brand awareness, identify key audiences, generate leads and build meaningful relationships with customers. By the end of the course, students will know how to implement a successful content strategy using various digital media tools. Prerequisite: BA 330.

**BA 350 | Business in Society: Ethics and Responsibility | Total Credit Hours (3)**

This is a case course covering the interrelationship of business decision making and society's goals. Cases and text deal with such current social issues as stakeholder relations, government regulation, globalization, sustainability, technology, and corporate social responsibility. The course considers the business, governmental and social aspects of problems under consideration from the standpoint of ethics and ethical decision-making. As part of the School of Business emphasis on ethics this course includes completion of ethical leadership certification as a graded component of the course. Prerequisite: ENG 102 or COR 120.

**BA 355 | Management of the Sales Force | Total Credit Hours (3)**

Course familiarizes students with management responsibilities unique to personal sales. Planning, recruiting, deployment, motivation and evaluation are key areas covered. Text, case studies and presentations will be reviewed. Prerequisites: BA 330.

**BA 370 | Project Management | Total Credit Hours (3)**

Learn foundational elements of project management and the nature of project environments. Using case studies and real-world scenarios, identify the key defining elements of project strategy, and gain a deeper understanding of strategy and planning issues. Apply project management steps to identify the scope of a project and then define its requirements, approach, and outcomes.

**BA 390 | Internship | Total Credit Hours (1-6)**

Opportunity for students to apply knowledge of management theory and practice in a work environment while under supervision and guidance of management faculty and an intern supervisor.

**BA 395 | Special Topics | Total Credit Hours (1-4)**

Course covers topics announced by faculty.

**BA 397 | Directed Study | Total Credit Hours (3)**

A student/faculty-selected project that enables the student to research a specialized area of management. Prerequisites: Junior standing and permission of advisor.

**BA 420 | International Business and Global Economics | Total Credit Hours (3)**

Classical and modern theories of trade, sources of protectionism, economic interdependence among modern nations. Analysis of risks and opportunities of international marketing and finance. Prerequisite: ECN 202.

**BA 425 | Small Business Institute | Total Credit Hours (1-3)**

Provides students with hands-on experience in the context of serving as a consultant to local businesses. A team approach to problem-solving is emphasized and practiced via a group-prepared report of findings and recommendations.

**BA 431 | Consumer Behavior | Total Credit Hours (3)**

This course introduces students to the field of consumer behavior, which draws from several disciplines including psychology, biology, and economics to explain the processes consumers follow when selecting, consuming, and disposing of products and services. Students will investigate the fundamental areas of this field, including internal and external influences and related effects, information processing, as well as the sociological and economic effects of consumption. Prerequisite: BA 330.

**BA 432 | Intermediate Finance | Total Credit Hours (3)**

Application of modern financial theory to the investment and financing decisions of a modern corporation. The theme of this course is value-based management. Financial theory explains the real world using abstract and simplified models. While such conceptual decisions based on rigorous theory and models are superior to ad hoc alternatives. Concepts and techniques introduced in this course should help you formulate and then make key decisions in terms of their impact on firm value.

**BA 433 | Behavioral Finance | Total Credit Hours (3)**

Behavioral finance helps students understand why rational people can often make irrational decisions when it comes to money and investing. The course identifies key psychological phenomena that impact financial judgments and decisions made by corporate managers. It assesses potential corporate nudges for addressing psychological phenomena which obstruct sound practices for managing risk and maximizing value.

**BA 435 | Corporate Finance | Total Credit Hours (3)**

Develops analytical and decision-making skills in analyzing and solving complex financial problems facing organizations. Emphasis on financing of resources needed to attain organizational goals and on effective management of those resources. Prerequisite: BA 300 or ACC 302.

**BA 470 | Organizational Leadership and Change Management | Total Credit Hours (3)**

This course develops understanding and insight into the role of leadership and change in business. Important areas include leadership theory, self-awareness, leadership strategies and change management. Prerequisites: BA 335.

**BA 475 | Risk Management | Total Credit Hours (3)**

Learn how to identify, analyze and mitigate a variety of risks faced by organizations. Apply the process of decision making to many different areas, such as corporate risk and compliance, cyber and IT risks, workplace safety risks, risk in banking and financial services, regulatory and operation risk management, strategic risk consultancy and legal risk management. Prerequisites: BA225, BA335, and BA300 (or ACC302)

**BA 490 | Internship | Total Credit Hours (1-6)**

Opportunity for students to apply knowledge of management theory and practice in a work environment while under supervision and guidance of management faculty and an intern supervisor.

**BA 495 | Special Topics | Total Credit Hours (1-4)**

Course covers topics announced by faculty.

**BA 499 | Business Strategy | Total Credit Hours (3)**

Emphasis on strategy formulation at upper levels of management. Course will stress problem analysis and decisions based on all environmental factors affecting the organization. This is an integrating course designed to draw on student's total University course experience. Students should take this capstone course in their last semester. Prerequisites: ECN 201, BA 225, BA 300 (or ACC 302), BA 320, BA 330, and BA 420. BA 320 and 420 may be taken concurrently.

## Economics

**ECN 101 | Principles of Economics | Total Credit Hours (3)**

An integrated introduction to the analysis of individual firms and markets, as well as aggregate economic variables. These include inflation, unemployment and economic growth, with a focus on the state's role in attempts to regulate the economy outside the market.

**ECN 201 | Principles of Microeconomics | Total Credit Hours (3)**

An introduction to the economic principles of consumer and producer behavior and government regulation, this course provides students with an understanding of supply and demand in differing market structures. We consider the private and social implications of pricing and profit maximization, policies towards market failure, and sustainable use of resource markets on a local level. Prerequisite: MTH 100, MTH 101, or higher.

**ECN 202 | Principles of Macroeconomics | Total Credit Hours (3)**

An introduction to the economic principles of employment, money, and growth, this course will provide students with an understanding of major macroeconomics measures and policies. Students will learn how measures of unemployment, inflation, national income, inequality, and wealth shape policy. We also focus on achieving economic growth and sustainability through effective functioning of the financial system, monetary and fiscal policies, and international trade policies. Prerequisite: MTH 100, MTH 101, or higher.

**ECN 295 | Special Topics in Economics | Total Credit Hours (1-4)**

Courses offered periodically, with topics announced by faculty.

**ECN 325 | The Evolution of Economic Thought | Total Credit Hours (3)**

A historical survey of economic thought from religion, science and philosophy and its impact on contemporary economic theory and practice. The philosophies that drive the economic way of thinking, the ideas of the great economic thinkers and their logical connections to the world will be analyzed. New economic ideas, evidence, problems and values are used to reconsider basic disputes and major contributions of the past.

**ECN 330 | Ecological Economics: The Responsible Use of Creation | Total Credit Hours (3)**

A merger of ecology and economics, examine economic principles of employment, money and growth, motivation of human choices, and economic policies with respect to management of ecosystems, biodiversity and ecosystem services. Students will engage in hands on research and service learning to benefit the environment and goals of community groups that are attempting to protect the environment while improving quality of life for humans.

**ECN 371 | Econometrics | Total Credit Hours (3)**

Foundation for economic analysis and forecasting that includes hypothesis testing, regression analysis and forecasting. Apply economic theories using statistical software, deepen knowledge of economics. Requires a strong grounding in mathematics, but will focus on practical issues and theoretical problems of obtaining and using data to conduct economic analysis. Prerequisites: ECN 201, ECN 202, and MTH 201.

**ECN 375 | Cost-Benefit Analysis | Total Credit Hours (3)**

Survey cost-benefit analysis topics, including principles of social welfare, regulation and democracy. Conduct and critically evaluate cost-benefit studies. Examine best practices in empirical and survey methods, valuation of life and human activities, especially use of natural resources. Debate topics in sustainable economics, including proper discounting, uncertainty and acceptable levels of risk. Prerequisites: ECN 201, MTH 161 (or MTH 171) with a C- or better.

**ECN 390 | Internship | Total Credit Hours (1-6)**

Application of economics theory and practice in an actual work environment, with supervision by economics faculty and an intern supervisor.

**ECN 395 | Special Topics in Economics | Total Credit Hours (1-4)**

Courses offered periodically, with topics announced by faculty.

**ECN 410 | Public Finance | Total Credit Hours (3)**

Theories, policies and practices relating to government revenues, expenditures and debts. Budgeting procedure and public financial administration. Prerequisites: ECN 201, ECN 202.

**ECN 495 | Special Topics in Economics | Total Credit Hours (1-4)**

Courses offered periodically, with topics announced by faculty.

**ECN 490 | Internship | Total Credit Hours (1-6)**

Application of economics theory and practice in an actual work environment, with supervision by economics faculty and an intern supervisor.

**ECN 499 | Senior Project | Total Credit Hours (3)**

Prerequisite: Senior standing.

## **Sport Management**

**SPM 200 | Introduction to Sport Management | Total Credit Hours (3)**

An integrated introduction to the organizational and business structure of entities within the sport industries.

**SPM 305 | Sport Analytics | Total Credit Hours (3)**

Theory and application of analytics in sports pertaining to strategy, athlete performance, team management, and sports operations.

**SPM 310 | Event & Facility Management | Total Credit Hours (3)**

Operational management tools and their application to sports events.

**SPM 325 | Sport Law | Total Credit Hours (3)**

Legal and ethical issues pertaining to amateur, intercollegiate, and professional sports. Includes ethics and decision-making in sports management.

**SPM 400 | Sport Management and Athletic Administration | Total Credit Hours (3)**

Practical experience in sport management and athletic administration. Requires advisor permission and approved practicum agency.

**SPM 450 | Sport Revenue Generation | Total Credit Hours (3)**

Examination of revenue strategies in sport including sales concepts and process, the role of corporate sponsorships, and fundraising in collegiate athletics and community sports organizations.

## **COLLEGE OF EDUCATION AND COUNSELING**

### **Education**

#### **ED 204 | Culture, Equity, and Education | Total Credit Hours (3)**

Introduction to education as a social and contextualized profession. This course offers an overview of educational history, curriculum, funding, and governance, especially in the United States. Considerable attention given to issues of equity and to the social forces that shape the preschool-12 curriculum and the profession.

#### **ED 205 | Learning and Development | Total Credit Hours (3)**

This course provides a foundational understanding of research and theories of child and adolescent learning and development, which can be used in future psychology and education courses. Candidates will be encouraged to apply ideas and theories to education and to investigate a variety of resources for future reference.

#### **ED 230 | Introduction to Benedictine Leaders Program | Total Credit Hours (1)**

This course introduces students to the basic concepts of leadership. Emphasis is placed on the Catholic, Benedictine tradition, including the university's Benedictine values and core themes. Students will utilize the concepts discussed in the course to develop their own philosophy of leadership. This course is foundational and is designed for beginning student leaders. No prerequisite.

#### **ED 304 | Practicum I | Total Credit Hours (1)**

This 30-hour classroom-based field experience course is only available to students in the Teacher Certification program. It connects practices and theory to practical classroom application. A one hour biweekly seminar provides time for students to discuss what they are learning. Completion of Education Application and Acceptance into a teacher certification program required. Only students in the Teacher Certification track may enroll.

#### **ED 312 | Assistive Technology for All Learners | Total Credit Hours (3)**

This class investigates the integration of technology into the classroom to assist learning and communication for all students. It explores technology use to enrich learning, teaching, and assessment, as well as its use to engage and connect learners. Discussions also focus on equity and on current issues and trends.

#### **ED 330 | Theories of Benedictine Leaders Program | Total Credit Hours (2)**

This course explores the fundamental approaches to leadership theory. Emphasis is placed on the Servant Leadership and Ethical Leadership models and their application to leadership issues in the broader society. Students will utilize these models to inform their own leadership philosophy. This course helps students deepen their understanding of leadership theory within a Catholic Benedictine context. No prerequisite.

#### **ED 331 | Benedictine Leaders Practicum | Total Credit Hours (1)**

The purpose of this course is to apply theoretical knowledge of Catholic, Benedictine leadership learned in the ED 230 and/or ED 330 courses to service experience within the community. 30 hours required. Prerequisite: ED 230 or ED 330.

#### **ED 362 | Professional Issues and Abuse | Total Credit Hours (1)**

This course explores professional issues surrounding teaching. Course topics will include professional responsibilities as they extend to the teacher as well as to the student. Content includes issues of professional conduct as well as content regarding abuse and exploitation, behavioral and emotional distress, substance abuse, and suicide prevention. Also includes discussions of trauma's effects on learning.

#### **ED 406 | Planning and Assessment | Total Credit Hours (3)**

This course provides a foundational understanding of the interrelationship of planning, instruction, assessment, and K-12 teaching standards. Content includes formative and summative assessments and learning how to choose and use each with equity and purpose.

#### **ED 408 | Practicum II | Total Credit Hours (1)**

This 30-hour classroom-based field experience connects the theory learned in coursework with practical application. A 1-hour biweekly seminar provides time for students to discuss what they are learning. Students enroll concurrently in elementary methods courses and/or secondary reading courses. (Educational Studies students are not eligible to take this course).

#### **ED 417 | Health and Fitness Approaches | Total Credit Hours (1)**

This course involves health/fitness content, disciplinary concepts, and tools of inquiry related to the development of physically educated and health-literate students. This includes an analysis of health and fitness from a variety of social and historical perspectives.

**ED 418 | Critical Narratives and Historical | Integrations in Teaching | Total Credit Hours (3)**

This course engages students with text and culturally sustaining approaches to the study of history. It centers a balance of voices and provides critical counternarratives in the context of pedagogical practice.

**ED 425 | Issues and Trends in English Language Learners and Bilingual Education | Total Credit Hours (3)**

The purpose of this course is to examine educational theories, practice, and research related to the education of English Language Learners (ELLs) and bilingual education. Topics covered in this course include program models; increasing parent involvement; recognizing linguistic and cultural biases in curricula and assessment instruments; bi/multicultural identity development; historical, legal, and political foundations of bilingual education; advocacy for ELLs and their families; and the preparation of non-ESOL (English for Speakers of Other Languages). Resources for continuing professional development in the fields of second language instruction and bilingual education will be provided.

**ED 426 | Methods of Teaching Language Acquisition | Total Credit Hours (3)**

This course provides candidates with concepts, theories, and research from applied linguistics, second language acquisition, and literacy development. Throughout the semester, candidates will have multiple opportunities to demonstrate their knowledge and skills as they develop their own personal teaching style. Topics covered in this course include the diversity within the English Language Learner (ELL) population, Specially Designed Academic Instruction in English (SDAIE), the integration of English Language Proficiency (ELP) Standards in lesson planning, the incorporation of home languages and cultures as educational assets, the interrelationship between language and culture and its effects on teaching and learning, appropriate adaptations and assessment tools for ELLs with special needs, and a wide range of teaching practices to create an inclusive, equitable, positive classroom environment.

**ED 427 | Sociolinguistics and Language Teaching: Theory and Practice | Total Credit Hours (3)**

The course concerns the nature of human language, what the study of language tells us about the human mind and the relation of language to its cultural and educational context. The scope of the course is interdisciplinary and the topics explored reach beyond the boundaries of linguistics to other scientific disciplines that constitute the field of cognitive science: psycholinguistics, philosophy of language and the mind, anthropology and artificial intelligence. Research and practice related to the education of diverse populations will be examined. The impact of social context factors such as race, ethnicity, culture, gender and economic status on social linguistics, knowledge bases, learning styles, socialization patterns and educational opportunity will be studied. Emphasis will be placed on the development of culturally-relevant curriculum and culturally-responsive practices. Prerequisites: ED 426.

**ED 428 | Reading Instruction of English Language Learners | Total Credit Hours (3)**

The course provides knowledge of various methods of reading instruction for English Language Learners and students in bilingual education programs with an emphasis on techniques for effective instruction and assessment of oral language development, reading and writing. Candidates develop a multicultural curriculum to support learning to read in English. Prerequisites: ED 426.

**ED 439 | Literature and Arts Integration | Total Credit Hours (3)**

This course focuses on literature and art and the roles they play in engagement and learning in K-8 classrooms. Topics such as genre, form, visual and textual literacies, reader response, and culture and representation are explored. The role of the arts and the importance of its integration into a variety of topics to enrich learning is also emphasized.

**ED 451 | STEM Integrations | Total Credit Hours (3)**

This course explores the culturally responsive teaching of STEM topics at the K-8 level. This includes an examination of teacher identity, the culture of math and science, the development of culturally responsive practices, and strategies for content integrations. Uses Common Core State Standards and Next Generation Science Standards, research, learning theory, reflection, and technology to build equity-focused instructional practices.

**ED 464 | Literacy Practices for K-8 Learners | Total Credit Hours (3)**

This course explores literacy practices for K-8 learners, including reading, writing, speaking, listening, and thinking in English Language Arts and the content areas. Students will engage with current best practices in literacy and content area standards. Topics include engagement strategies, culturally responsive and sustaining pedagogies, critical literacy skills, reader response theories, and holistic assessment techniques.

**ED 468 | Secondary Literacy | Total Credit Hours (3)**

This literary course explores the analysis of reading behavior through several assessment strategies, including informal reading inventories, miscue analysis, and classroom-based assessments. Both theoretical context and actual assessment strategies are studied, and applied to content areas taught in the secondary school (Gr. 5-12). The ultimate outcome is to understand how and why struggling adolescent readers have difficulty with comprehension, and important ways with which to help said readers. This

course also explores the reading process as it is applied to content areas taught in the secondary school. This course facilitates the application of specific reading and writing strategies to assist comprehension of expository materials in all subject areas by students at all levels of reading. Major components of reading (fluency, vocabulary, and comprehension) are used in planning strategy lessons for use with students. How to effectively deliver and assesses disciplinary specific vocabulary within one's given content area is the primary outcome.

**ED 469 | Capstone in Educational Studies | Total Credit Hours (3)**

This course is designed for Educational Studies majors to synthesize the knowledge they have gained in their program of study. Students will expand their learning through extensive readings and focus on assessment and leadership skills as they apply to their area of concentration. Additionally, students will research a topic related to their student teaching. A research project is required. Concurrent enrollment with or prerequisite: ED 493.

**ED 484 | Secondary Methods | Total Credit Hours (3)**

Candidates learn varied instructional methods via performance and observation of peer teaching. Also covered are advanced instructional planning and forming more effective relationships with students.

**ED 487 | Practicum III - Secondary | Total Credit Hours (3)**

This is a 90-hour practicum for secondary teacher candidates to integrate skills in planning, teaching and assessing student learning in a secondary classroom (grades 6-12) middle school, junior high or high school. Field experiences and assignments will relate to teacher candidates primary teaching endorsement (subject) area. Includes a 15 hour seminar. (Educational Studies students are not eligible to take this course).

**ED 492 | Practicum III - Elementary | Total Credit Hours (3)**

The purpose of this course is to apply theoretical knowledge learned in the elementary education program to the classroom setting. This seminar and specialty practicum serves as an opportunity to practice instructional activities in an extended field experience. Includes a 90-hour practicum in an elementary classroom plus a 15-hour seminar. Course may be substituted with SED 469/MED 569 or ED 479/MED 579. (Educational Studies students are not eligible to take this course).

**ED 493 | Internship in Educational Studies | Total Credit Hours (3)**

The purpose of this course is to apply theoretical knowledge learned in the educational studies program to the community setting. This internship serves as an opportunity to practice instructional activities in an extended field experience. 120 hours of instructional hours required in an approved placement site.

**ED 494 | Teacher Internship | Total Credit Hours (10)**

Supervised full-time student teaching in an elementary school for one semester. Prerequisites: Completion of all required coursework and endorsements leading to recommendation for certification. Course fees apply. (Educational Studies students are not eligible to take this course).

**ED 495 | Special Topics | Total Credit Hours (1-4)**

Courses offered periodically on education topics announced by the faculty. May be repeated for credit.

**ED 498 | Teacher Internship Seminar | Total Credit Hours (2)**

This is a seminar for intern teachers and must be taken concurrently with ED 494 or SED 493. (Educational Studies students are not eligible to take this course).

## **Special Education**

**SED 195 | Special Topics | Total Credit Hours (1-4)**

Courses offered periodically on special education topics announced by the faculty. Prerequisite: Permission of instructor. May be repeated for credit.

**SED 295 | Special Topics | Total Credit Hours (1-4)**

Courses offered periodically on special education topics announced by the faculty. Prerequisite: Permission of instructor. May be repeated for credit.

**SED 297 | Directed Practicum | Total Credit Hours (1-3)**

A candidate/faculty-selected student teaching in a specialized area for special education. Offered on approval by special education faculty and dean of College of Education and Counseling. May be repeated for credit.

**SED 395 | Special Topics | Total Credit Hours (1-4)**

Courses offered periodically on special education topics announced by the faculty. Prerequisite: Permission of instructor. May be repeated for credit.

**SED 397 | Directed Practicum | Total Credit Hours (1-3)**

A candidate/faculty-selected student teaching in a specialized area for special education. Offered on approval by special education faculty and dean of College of Education and Counseling. May be repeated for credit.

**SED 359 | Introduction to Exceptionality | Total Credit Hours (3)**

This is an introduction to philosophical, historical, legal and social implications of the exceptional student from an integrated, strategy-based pedagogical perspective. Includes 10 hours of classroom experience as part of the course. Prerequisites: ED 306 or concurrent enrollment.

**SED 410 | Introduction to Autism Spectrum Disorders | Total Credit Hours (3)**

This course will provide students with effective strategies for the instruction of individuals with autism spectrum disorders (ASD). The content includes characteristics of learners with ASD; social, communication, and behavioral strategies; and effective team communication and collaboration strategies.

**SED 420 | Culture of Disability | Total Credit Hours (3)**

This course is designed to increase student awareness of personal, interpersonal, and societal aspects of disability. This includes how disability can be defined and understood in individual, institutional, and cultural contexts. It also includes models of disability. Students will examine the ethical, economic, and social impacts of disability and the dynamics of group and individual behavior that impact social interactions among people with and without disabilities from a variety of cultural perspectives. They will assess the impact of racial, ethnic, gender, socio-economic and socio-political factors on disability status. Prerequisite: none

**SED 445 | School Drug Prevention and Counseling | Total Credit Hours (3)**

This course examines pharmacology, counseling approaches and school programs related to the school counselors' role in prevention, counseling, and referral of students with drug and alcohol problems.

**SED 461 | Instructional Strategies for All Learners | Total Credit Hours (3)**

In this course, students learn principles of organizing, sequencing, delivering and evaluating instruction for all learners. Includes equity-focused and effective practices for teaching content-area material (reading, math, and science, for example) and for selecting and adapting curriculum. Prerequisites: SED 359.

**SED 463 | Management Strategies for Exceptional Learners | Total Credit Hours (3)**

Strategies for individual and group behavior/instruction management are the emphasis. Various competencies are developed in systematic application of specific models for exceptional learners. Strategies for organization, administration and participation with families and other significant parties are included. Prerequisites: SED 359; ED 360.

**SED 465 | Transitions to Adulthood for Exceptional Learners | Total Credit Hours (3)**

This course examines the educational transition of differently abled people from school-based special education programs to independent living or agency-supported living through presentation and discussion of current literature, field-based participatory research, onsite visits and other appropriate formats. Prerequisite: SED 359.

**SED 466 | Assessment of Exceptional Learners | Total Credit Hours (3)**

This course is a study of professional practice in special education assessment including ecological, classroom and curriculum-based assessment; norm and criterion-referenced testing; diagnostic instruments and procedures; and alternative assessment strategies. Observation of school-based assessment techniques and practical application of learned techniques is required. Prerequisites: SED 359 and ED 306.

**SED 467 | Legal Issues and the IFSP/IEP | Total Credit Hours (3)**

Comprehensive study of federal and state regulations on development, implementation and evaluation of Individualized Family Service Plans/ Individualized Education Plans for all settings involving exceptional populations is the emphasis of this course. Communicative ethics and collaborative strategies joining families, school personnel and outside agencies are emphasized. Prerequisite: SED 359.

**SED 469 | Practicum in Special Education | Total Credit Hours (3)**

This course conducts observation, small group instruction and assessment of exceptional learners in public and private sectors. Prerequisites: Minimum of 3.30 grade point average in three prior SED courses. (Educational Studies students are not eligible to take this course).

**SED 493 | Internship: Special Education | Total Credit Hours (5-10)**

This is a supervised full-time student teaching with a split assignment. Special education candidates will split their student teaching between special education and either elementary or secondary, depending on their endorsements. Prerequisite: Completion of all required coursework and endorsements leading to recommendation for certification. Course fees apply. (Educational Studies students are not eligible to take this course).

**SED 495 | Special Topics | Total Credit Hours (1-4)**

Courses offered periodically on special education topics announced by the faculty. Prerequisite: Permission of instructor. May be repeated for credit.

### **SED 497 | Directed Practicum | Total Credit Hours (1-3)**

A candidate/faculty-selected student teaching in a specialized area for special education. Offered on approval by special education faculty and dean of College of Education and Counseling. May be repeated for credit.

## **Physical Education**

### **PE 202 | Basketball Theory | Total Credit Hours (2)**

Fundamentals of basketball, including theories of offense and defense. Offered every third semester. Rotates with PE 203 and PE 204.

### **PE 203 | Baseball Theory | Total Credit Hours (2)**

Fundamentals of baseball, including strategy and basic skills. Offered every third semester. Rotates with PE 202 and PE 204.

### **PE 204 | Methods of Coaching Track and Field | Total Credit Hours (2)**

Techniques, procedures and lesson planning. Offered every third semester. Rotates with PE 202 and PE 204.

### **PE 301 | Foundations of Physical Education | Total Credit Hours (3)**

A thorough investigation of modern physical education based on past history and current trends and practices in the field. Offered every fourth semester. Rotates with PE 302, PE 345, PE 430.

### **PE 302 | School Health Education | Total Credit Hours (3)**

Study of multiple factors contributing to conduct and maintenance of school health conditions and their relationship to the home and other community institutions. Offered every fourth semester. Rotates with PE 301, PE 345, PE 430.

### **PE 310 | First Aid and Athletic Injuries | Total Credit Hours (3)**

Study of emergency methods used in common accidents. Students may qualify for Red Cross certificates.

### **PE 345 | Psychology and Philosophy of Coaching | Total Credit Hours (3)**

Techniques and current practices. Offered every fourth semester. Rotates with PE 301, PE 302, PE 430.

### **PE 395 | Directed Study | Total Credit Hours (1-4)**

Open only to seniors and graduate students who have shown both the ability and need to work independently, principally by directed study, discussion and research.

### **PE 400 | Kinesiology | Total Credit Hours (3)**

Exploration of anatomical and mechanical fundamentals of human motion.

### **PE 401 | Exercise Physiology | Total Credit Hours (3)**

Course promotes understanding of theoretical and practical aspects of exercise physiology as they relate to the teacher, coach, trainer and/or exercise specialist.

### **PE 430 | Organizational Administration of PE, Intramurals and Intercollegiate Sports | Total Credit Hours (3)**

Administrative policies as they relate to program development budget, facilities, equipment, personnel, management and public relations in directing physical education, intramural and interscholastic and sports programs. Offered every fourth semester. Rotates with PE 301, PE 302, PE 345.

## **SCHOOL OF ENGINEERING**

## **Civil Engineering**

### **CE 100 | Introduction to Civil Engineering | Total Credit Hours (1)**

This course introduces civil engineering students to the broad field of civil engineering and assists them in determining the area(s) of emphasis they might want to follow for their bachelor's degree. Civil engineering faculty and guest speakers expose students to civil engineering work in a variety of fields. Strategies for success in engineering school and in engineering careers are discussed. This course should be taken during the first fall semester in residence at Saint Martin's University as a civil engineering student. Graded P/NP.

### **CE 220 | Physical Geology | Total Credit Hours (3)**

Introductory study of basic concepts of physical geology. Topics include geologic time, plate tectonics, rocks and minerals, weathering and erosion, soils, structural geology, earthquakes, geomorphology, mass wasting, fluvial processes, coastal processes, glacial processes and groundwater. A basic science elective is recommended for civil engineers prior to upper-division courses in soil mechanics and foundations. Laboratory included.

### **CE 304 | Surveying | Total Credit Hours (2)**



Fundamentals of plane measurement survey, including traverse, differential levels, horizontal curve layout and the use of electronic and computer adjustment of errors. Introduction to technology in surveying practice (GPS, GIS). Understanding of key applications of surveying in civil engineering and construction practices. Lab taken concurrently.

**CE 304L Surveying Laboratory Total Credit Hours (1)**

Fundamentals of plane surveying, including the field use of instruments for distance measurement, transverse, differential curves and layout such as levels and staffs. Students are assigned to survey an area identified by the instructor to culminate in a drafted site plan. Must be taken concurrently with CE 304.

**CE 308 | Fluid Mechanics | Total Credit Hours (3)**

Course develops a fundamental understanding of fluid behavior essential to the study of technologically important situations encountered in courses to follow in hydraulics, hydrology and environmental engineering. Covers fluid properties, fluid statics, fluid flow, viscous effects, fluid resistance, dimensional analysis, dynamic similitude, frictionless compressible flow and two-dimensional ideal fluid flow. Applications to flow measurement and flow in closed conduits and open channels. Lab taken concurrently. Prerequisites: GE 205, GE 206, MTH 322. Co-requisite: CE 309. A minimum grade of C- is required for all prerequisites.

**CE 309 | Fluids Laboratory | Total Credit Hours (1)**

Laboratory experiments designed to provide physical demonstration of the fundamental principles covered in CE 308, Fluid Mechanics (taken concurrently). Experimental measurement and laboratory exercises in fluid behavior, including dynamic forces, flow rates and velocity distribution in closed and open systems. Emphasis is placed on experimental procedures, observation and recording of data, class teamwork, report writing, and relating results to theory. Prerequisite: CE 308 or concurrent registration. A minimum grade of C- is required for all prerequisites.

**CE 310 | Civil Engineering Materials | Total Credit Hours (3)**

Classroom and laboratory study of the principal materials used in civil engineering, emphasizing the physical characteristics and mechanical properties that impact their application to civil engineering projects. Included are soils, aggregates, asphalt, cement, concrete, wood, steel and plastic. Code-based laboratory testing procedures to determine material properties and quality are introduced. General mechanics of materials theory is related to the behavior of the specific materials used in upper-division design courses in foundations, pavements, steel, concrete and wood. CE 310L taken concurrently. Prerequisites: GE 206. A minimum grade of C- is required for all prerequisites.

**CE 310L | Civil Engineering Materials Laboratory | Total Credit Hours (1)**

Laboratory study of the principal materials used in civil engineering, emphasizing the physical characteristics and mechanical properties that impact their application to civil engineering projects. Materials to be studied include soils, aggregates, asphalt, cement, concrete, wood, steel and plastic. Code-based laboratory testing procedures are introduced. Corequisite: CE 310. A minimum grade of C- is required for all prerequisites.

**CE 321 | Soil Mechanics | Total Credit Hours (3)**

Identification and classification of soils, determination and interpretation of mechanical properties for civil engineering purposes, and introductory applications in the mechanics of foundations and earth structures. Topics include site investigation, index properties, hydraulics of soils, soil stresses, compressibility, shear strength, slope stability, lateral earth pressures, bearing capacity and settlement. Course extends engineering mechanics to the use of soil as a structural material and introduces foundation design. Soil Mechanics Laboratory must be taken concurrently. Prerequisites: GE 206. CE 308 and CE 309 taken concurrently. A minimum grade of C- is required for all prerequisites.

**CE 322 | Soil Mechanics Laboratory | Total Credit Hours (1)**

Field and laboratory testing procedures used to classify soils and measure their mechanical properties are conducted. Importance of testing in geotechnical engineering is emphasized; appreciation fostered for the approximations, limitations and risks inherent in applying test results to foundation design. ASTM and AASHTO standards are introduced and followed. A site and subsurface soils investigation is undertaken. Taken concurrently with CE 321.

**CE 323 | Transportation Engineering | Total Credit Hours (3)**

Planning and design of urban and intercity transportation, emphasizing a systems approach to problem definition and feasible solutions. Introduces volume analysis, geometric design, signalization and warranting, capacity analysis, parking studies and development of models for establishing design criteria for transportation structures. Prerequisite: Junior standing.

**CE 324 | Transportation Engineering Laboratory | Total Credit Hours (1)**

Field and laboratory techniques for observation and measurement of traffic data collected under operational conditions; analysis of data using software packages. Traffic studies include speed volume, travel time, delay, turning movements, peak-hour factor, gap, and parking. Prerequisite: CE 323 or may be taken concurrently. A minimum grade of C- is required for all prerequisites.

**CE 330 | Water Resources Engineering | Total Credit Hours (3)**

Sustainability issues in water resources design, hydrologic processes, probability, risk analysis and uncertainty, surface runoff and flood control, groundwater flow, sedimentation and erosion analysis. Prerequisites: CE 308, junior standing. A minimum grade of C- is required for all prerequisites.

**CE 350 | Structural Analysis I | Total Credit Hours (3)**

Methods of analysis of statically determinate coplanar and space structures; introduction to analysis of indeterminate structures. Topics include estimation of design loads, truss analysis, shear and moment diagrams of beams and frames, influence lines, deflections by integration, virtual work, conjugate beam, approximate analysis of indeterminate structures, and basic stiffness method with an introduction to computer analysis techniques. Course links basic knowledge gained in Statics and Mechanics of Materials to upper division structural design courses. CE 350L Structural Analysis Laboratory must be taken concurrently. Prerequisite: GE 206. A minimum grade of C- is required for all prerequisites.

**CE 350L | Structural Analysis Laboratory | Total Credit Hours (1)**

Laboratory experiments designed to provide physical demonstration of the important basic concepts and principles covered in CE 350 Structural Analysis I (taken concurrently). Laboratory exercises include measuring reactions and deflections in trusses, beams, frames and three-hinged arches, developing shear and bending moment diagram, influence lines for shear and bending moment of determinate structures, and building spatial structural models for study of bridge and building structural systems.

**CE 360 | Reinforced Concrete Design | Total Credit Hours (3)**

Analysis and design of reinforced concrete structures in accordance with the current ACI Building Code. Topics include basic concrete and reinforcing steel properties, introduction to fundamental reinforced concrete behavior and design philosophy, development of simple loads and load paths, load combinations, and construction specifications. Design/analysis elements include simple and continuous beams, one-way slabs, footings, and introduction to columns. Students consider elements over full range of construction and behavior including ultimate strength, serviceability and basic detailing. Students learn to apply mechanics of materials and structural analysis principles to the design of reinforced concrete components. Prerequisites: CE 321 and CE 350. A minimum grade of C is required for all prerequisites.

**CE 370 | Hydraulic Engineering | Total Credit Hours (3)**

Application of hydraulic principles to the analysis and design of selected hydraulic facilities including reservoirs, dams, spillways, outlet works, open channels, closed conduit flow, water hammer, pipe networks analysis and hydraulic machinery. Course provides the practical extension of fluid mechanics theory to the design of hydraulic structures. Prerequisite: CE 308. A minimum grade of C- is required for all prerequisites.

**CE 385 | Environmental Engineering | Total Credit Hours (3)**

Introduction to the effects of pollutants on the environment, and to the processes and design procedures for water and wastewater treatment plants. Topics include conceptual design of unit processes and operations, pretreatment, sedimentation, filtration, aeration, disinfection, sludge treatment and disposal, and advanced treatment. The basic knowledge gained in chemistry and fluid mechanics is combined and extended to the analysis of pollution effects and design of treatment facilities. Prerequisites: CHM 141 or 145 and CE 308. A minimum grade of C- is required for all prerequisites.

**CE 403 | Engineering Construction Management | Total Credit Hours (3)**

Covers engineering project management from concept through design, procurement, construction and closeout. Topics include construction techniques, equipment management, project delivery, contractual arrangements, cost-estimating, critical-path method scheduling, tracking and cost control, trend analysis and forecasting, safety, administration of group process and leadership and economic feasibility analysis. Course material applicable to the senior capstone design courses. Prerequisite: GE 359. A minimum grade of C- is required for all prerequisites.

**CE 405 | In Situ Soil Testing | (Total Credit Hours 2)**

Introduction to site investigation procedures and in situ testing techniques to characterize field behavior of soils related to engineering properties. Field exercises in principles of mechanics of materials and structural analysis to the design of steel structures in conformance with current codes. Prerequisite: CE 350. A minimum grade of C- is required for all prerequisites.

**CE 418 | Seismic Evaluation | Total Credit Hours (3)**

Fundamentals of seismology and geotechnical earthquake engineering, in accordance with the NEHRP and USGS procedures, with correlation to the UBC and IBC building codes. Topics include plate tectonics, earthquake faults, seismic magnitude and intensity, ground motion, seismic wave attenuation, development of response spectra, seismic hazard analysis, ground motion amplification, liquefaction analysis, dynamic slope stability, seismic design of retaining walls and mitigation of hazardous sites. Prerequisites: CE 321, CE 350, CE 360. A minimum grade of C is required for all prerequisites.

**CE 420 | Engineering Geology | Total Credit Hours (3)**

Introduction to engineering geology. Major topics include three-dimensional portrayal of subsurface conditions, endogenic and exogenic geological conditions applicable to civil engineering, land use planning, applied geomorphology and geophysics, hydrology and field methods for site specific analysis of engineering geology problems. Prerequisite: CE 321. A minimum grade of C- is required for all prerequisites.

**CE 423 | Storm Water Systems Design | Total Credit Hours (3)**

Learn the three principles in General Storm Water Permitting in Washington; how to read and utilize the existing Storm Water Guidance Manuals for Western and Eastern Washington; calculate peak flow rates using multiple techniques; size culverts and conveyance piping and develop storm water site plans for projects in both Eastern and Western Washington. Prerequisites: CE 308, CE 309, CE 370.

**CE 425 | Advanced Transportation Engineering | Total Credit Hours (3)**

Selected topics in advanced transportation planning techniques, signalization design, airport planning and design and transportation economics. Course is designed to equip students with practical design oriented knowledge of land use impacts on transportation, travel demand forecasting, models of trip distribution and traffic assignment on the road network. Prerequisites: CE 323, A minimum grade of C- is required for all prerequisites.

**CE 430 | Foundation Design | Total Credit Hours (3)**

Geotechnical design of foundations and retaining structures. Structural requirements are combined with subsurface behavior to select and design the most suitable foundation type, focusing on safety, serviceability and economy of design. Topics include subsurface exploration methods, bearing capacity and settlement analysis for shallow and deep foundations, retaining walls and abutments, sheet piles, problem soils, ground improvement, slope stability and construction excavation and bracing. Basic soil mechanics theory is extended and applied to analytic and semi-empirical approaches in the geotechnical design of foundation systems for civil engineering structures. Prerequisites CE 321, CE 322, CE 350 and CE 360. A minimum grade of C- is required for all prerequisites.

**CE 435 | Pavement Design | Total Credit Hours (3)**

Asphalt and concrete pavement design for highways and airfields. Covers wheel loads and design factors, stresses in flexible and rigid pavements, vehicle and traffic considerations, soil classification and characteristics, subgrade, design methods and bases and sub-bases. Combines soil mechanics theory and traffic requirements for an understanding of the fundamental behavior of pavements under traffic loads, with design of material and thickness to satisfy strength and serviceability performance objectives. Prerequisite: CE 321. A minimum grade of C- is required for all prerequisites.

**CE 440 | Steel Design | Total Credit Hours (3)**

Analysis and design of structural steel members, connections and systems in accordance with current AISC Specification. Topics include steel properties, load combinations, design specifications, design of tension members, columns, beams, beam columns, trusses, welded and bolted connections and structural systems to resist vertical and lateral loads. Senior civil engineering students will learn how to apply the principles of mechanics of materials and structural analysis to the design of steel structures in conformance with current design codes. Prerequisite: CE 350. A minimum grade of C- is required for all prerequisites.

**CE 445 | Timber Design | Total Credit Hours (3)**

Analysis and design of wood structures by the allowable stress method, in accordance with the National Design Specification for Wood Construction and International Building Code. Topics include wood properties and specifications, design of solid and glued laminated members, tension members, columns, beams, beam-columns, bolted and nailed connections, and plywood diaphragms and shear walls to resist lateral loads. Junior and senior civil engineering students learn to apply the principles of mechanics of materials and structural analysis to the design of wood buildings in conformance with current codes. Prerequisite: CE 350. A minimum grade of C- is required for all prerequisites.

**CE 450 | Structural Analysis II | Total Credit Hours (3)**

Continued coverage of structural analysis beyond CE 350 with emphasis on indeterminate structures based on traditional structural analysis theory. Topics include deflection calculation using principles of strain energy and virtual work, Castigliano's theorem, developing influence lines for statically indeterminate structures, force method and Betti's Law and displacement method of structural analysis including slope deflection and moment distribution methods. Prerequisites: CE 350 and CE 350L. A minimum grade of C- is required for all prerequisites.

**CE 453 | Matrix Structural Analysis | Total Credit Hours (3)**

Senior civil engineering students who have completed CE350 Structural Analysis will extend their classical structural analysis knowledge from CE350 to the advanced computer aided structural analysis theory and techniques currently used in practice. Topics covered include brief summary of matrix algebra, basic concepts of the force and displacement methods of structural analysis, forming member and structure stiffness matrices, the Gaussian elimination and Cholesky triangular inverse matrix algorithm, and examples of solving indeterminate trusses, beams and frames. In addition, virtual work displacement calculation, application of principle of minimum potential energy, finite element method (FEM) and simple examples of FEM application will be introduced. Students will learn commercial software currently used by practicing engineers. Prerequisite: CE350. A minimum grade of C- is required for all prerequisites.

**CE 460 | Structural Systems Design | Total Credit Hours (3)**

Current professional practice in the design of structural systems for buildings and structures. Multiple material types are used in creating structural systems designed to resist dead, live, wind and earthquake loads in accordance with International Building

Code and SEI/ASCE 7 criteria. Economical arrangements of components to achieve material compatibility, strength, serviceability and constructability are emphasized. The impacts of different professional disciplines' responsibilities comprising a typical project team are examined. Prerequisites: CE 350, CE 360. A minimum grade of C- is required for all prerequisites.

**CE 463 | Dynamics of Structure | Total Credit Hours (3)**

Introduction of free and forced vibrating structures; equations of motion for single- and multi-degree of freedom structural systems; response to harmonic, arbitrary or step excitations; analytical and numerical methods of determining natural frequency of vibration; linear and nonlinear systems, and undamped, damped and resonant behavior of structures. These general concepts on the dynamic behavior of buildings and bridges are related to the structural responses to earthquake-induced motion. Structural design and analysis against earthquake loading will be introduced. Prerequisites: CE 350, CE 453. A minimum grade of C- is required for all prerequisites.

**CE 465 | Traffic Capacity Analysis | Total Credit Hours (3)**

Analyzes and evaluates capacity and level of service of highway facilities using methodology of the Highway Capacity Manual (HCM). Covers operational, design and planning applications. Specific focus on the application of the HCM methodology to two-lane rural highways, freeways and multilane highways, ramps and weaving segments, urban streets and signalized intersections. Use of HCS software emphasized. Prerequisites: CE323. A minimum grade of C- is required for all prerequisites.

**CE 470 | Solid Waste Engineering | Total Credit Hours (2)**

Engineering management and principles as applied to the collection, transport, re-use and disposal of solid wastes. Emphasis on municipal wastes. Prerequisite: CE 385, or Instructor permission. A minimum grade of C- is required for all prerequisites.

**CE 473 | Earthquake Engineering | Total Credit Hours (3)**

Introduction to structural design for earthquake-induced forces in accordance with current IBC and ASCE/SEI Code requirements. Topics include fundamentals of seismic ground motion, intensity, magnitude and soil effects; overview of damage caused by previous earthquakes and historic development of seismic design methods; dynamic structural behavior; basic load path/ structural element considerations; and interaction of seismic design with other design requirements. Students apply design/analysis methods to simple timber, steel, and reinforced concrete masonry buildings. Introduction to structural detailing, retrofit applications including unreinforced masonry, and nonstructural considerations. Prerequisites: CE 321, CE 350, CE 360, CE 440. A minimum grade of C- is required for all prerequisites.

**CE 475 | Bridge Engineering and Design | Total Credit Hours (3)**

Analysis and design of bridge structures based on Load Resistance Factor Design (LRFD) in accordance with the AASHTO and WADOT Bridge Design Specifications. Topics on load resistant factors and parameters, live load systems and application, flexural analysis and design, modified compression field theory in shear and torsion design, a strut and tie analysis and design for disturbed regions, fatigue and fracture problems in steel bridge and substructure design. Focus will be on the reinforced concrete deck and pre-stressed girder composite bridge structures. Design of steel girder bridge will also be introduced. During the course, students will design and prepare structural drawings of a bridge. Prerequisites: CE 360 and CE 440. A minimum grade of C- is required for all prerequisites.

**CE 480 | Environmental Laboratory Processes | Total Credit Hours (2)**

Laboratory analysis techniques for water and wastewater evaluation, including solids, dissolved oxygen, coliform counts, BOD and microbial examinations. Prerequisite: CE 385. A minimum grade of C- is required for all prerequisites.

**CE 490 | Internship | Total Credit Hours (1-3)**

Coordinated through the University's Career Center and HIMSE, the department of Civil Engineering grants approval of credits for work via internships. Students who are currently employed in civil engineering-related jobs are given the opportunity to discover relationships between academic topics and professional practice. A signed contract is required. Credit cannot be given retroactively. Prerequisites: Junior standing and approval of department chair. Repeatable, however, a maximum of three (3) credits can replace a required elective. P/NP grading.

**CE 495 | Special Topics | Total Credit Hours (1-4)**

Selected topics in engineering approved by department of Civil Engineering. Prerequisite: Permission of instructor.

**CE 498 | Senior Design I | Total Credit Hours (2)**

First course of a required two-semester capstone design sequence, integrating various design/analysis methods presented in CE courses, providing students with design experiences required to be successful and productive engineering team members. Topics include: effective verbal, written and technical communication, including report and construction document/plan preparation; design project planning, coordination and quality control; engineering ethics; importance of and preparation for professional registration; awareness of public policy and related legal issues; local, global and historic perspectives of civil engineering by introducing case studies of successful civil engineering projects and design/construction failures while improving communication

skills. Working professionals will be brought in for presentations discussing important contemporary issues. The process culminates in an initial conceptual design and team organization for the design project. Prerequisites: Instructor permission and senior standing.

#### **CE 499 | Senior Design II | Total Credit Hours (2)**

Second course of a required two semester capstone design sequence. Multi-tasked student teams take the conceptual study done in Senior Design I through design development to produce final computations, contract documents, design drawings, cost estimates, and specifications. Students make written and oral presentations before a selected panel of reviewers. Practicing engineers from the local community are included in the panel. Working professionals will be brought in for presentations to discuss important contemporary issues. Prerequisite: CE 498. A minimum grade of C- is required for all prerequisites.

## **Computer Science**

#### **CSC 100 | Computer Science for All | Total Credit Hours (3)**

The influence of computer technology is in virtually every aspect of daily human life. This course offers an introduction to the key concepts and issues found in various fields of computing and demonstrates ways to use computing as a tool to understand complex environments. The focus is broad and high-level, introducing algorithmic development and problem-solving techniques. No previous programming experience is necessary. Topics covered include number systems, data manipulation, OSI model, algorithm development, software design & development, machine learning/AI, Internet, cloud and web page development, database concepts, privacy, and cybersecurity. Students learn the basics of programming and software tools used in business, health care, science, engineering, and education. Ethical and societal issues are addressed as they relate to the topics covered.

#### **CSC 101 | Introduction to Computer Science | Total Credit Hours (3)**

This course offers an introduction to the field of computer science and the fundamentals of computer programming. It presents key topics in the field and introduces object oriented programming and scripting programming using a language such as Python. No prior computer science or programming experience is necessary. Pre or Co-requisite: MTH 100 or higher. A minimum grade of C- is required for all prerequisites.

#### **CSC 160 | Introduction to Computer Software | Total Credit Hours (3)**

The course provides an overview and introduction to computer concepts forming the foundations for programming and software applications. Programming languages and tools currently used in industry are introduced. Students gain computational and problem solving knowledge to prepare them for more advanced courses. This course is primarily offered in the certificate program.

#### **CSC 162 | Computing Technologies | Total Credit Hours (3)**

Introduces advanced computing technologies relating to operating systems, network, database and applications leading to industry certification from certification bodies, such as but not limited to, CompTIA, AWS, Microsoft, and Cisco.

#### **CSC 180 | Introduction to Programming | Total Credit Hours (3)**

Introduction to object-oriented programming through systematic problem definition and design of appropriate solutions. A contemporary programming language, such as Java or C#, is introduced. Prerequisite: CSC 101 or CSC 160. A minimum grade of C- is required for all prerequisites.

#### **CSC 200 | Intermediate Programming | Total Credit Hours (3)**

This course advances student's knowledge of programming and skills in program design and construction. The emphasis of this course is on Object Oriented Programming covering design concepts abstraction, encapsulation, inheritance, and polymorphism. The course also covers, Git, containers, generic programming, delegates and events. Prerequisites: CSC 180. A minimum grade of C- is required for all prerequisites.

#### **CSC 201 | Statistics for Computer Science | Total Credit Hours (3)**

This course is designed to impart essential statistical knowledge tailored for computer science applications providing an overview of descriptive statistics, measures of central tendency, variability, linear regression, probability, and hypothesis testing. It emphasizes the practical implementation of these concepts using suitable computer languages. Students will delve into advanced topics such as resampling methods for statistical inference and principles based on the central limit theorem and the normal distribution, acquiring skills crucial for applying statistics in computer science domains. Prerequisite: MTH 101 or MTH 102 with grade "C-".

#### **CSC 202 | Programming Lab | Total Credit Hours (1)**

This is a hands-on laboratory course where students will be guided through the implementation of all the exercises assigned in CSC programming classes. The lab instructor assists students to understand how to design, modify, and debug their programs emphasizing core concepts, and accurate documentation. Emphasis is placed on database concepts, cybersecurity, and course assignments. Instruction will be delivered individually or in small groups. Pre-requisite CSC 101, co-requisite CSC 180. A minimum grade of C- is required for all prerequisites. This lab course can be repeated up to three times.

**CSC 205 | Application Programming: Languages and Tools | Total Credit Hours (3)**

This course introduces students to developing applications using industry standard tools and cloud technologies. Students will build on their object-oriented programming skills acquired in CSC 180. Students will gain knowledge and experience with programming languages such as Java, JavaScript and low code development platforms. Pre-requisites: CSC 180. A minimum grade of C- is required for all prerequisites.

**CSC 210 | Database Fundamentals | Total Credit Hours (3)**

This course introduces and explains database management, key core concepts, and technologies and skills used in industry. It focuses on the Relational Model, Designing Tables and SQL. Pre or Co-requisite: CSC 101 or CSC 160 and MTH 101 or higher. A minimum grade of C- is required for all prerequisites.

**CSC 215 | Network Fundamentals | Total Credit Hours (3)**

This course introduces the fundamental concepts of computer networking, covering all aspects of distributed networks of the internet, intranets, and extranets. It also covers design strategies used in industry, highlighting ISPs, WiFi, and cellular networks. Prerequisite or co-requisite CSC 101 or CSC 160. A minimum grade of C- is required for all prerequisites.

**CSC 220 | Computer Organization and Assembly Language | Total Credit Hours (3)**

Overview of elementary computer architecture and assembly language. Exploration of data representation and digital logic to gain insight into the electronic environment of computers. It also includes processor theory. Several short programs will be written in assembly language. Pre or Co-requisite: CSC 200. A minimum grade of C- is required for all prerequisites.

**CSC 230 | Introduction to Web Development | Total Credit Hours (3)**

This introductory course starts with how the web works and covers key web development concepts, enabling the student to understand what it takes to build a web application. Back-end and frontend development are covered, and students will gain fundamental knowledge to create simple web pages. Prerequisite: CSC 101. A minimum grade of C- is required for all prerequisites.

**CSC 235 | Introduction to Linux and Linux Administration | Total Credit Hours (3)**

This is an introduction to Linux with a focus on Linux system administration and management. Students cover Command-Line Tools, Installation, Management and Configuration of Hardware and Software. By successfully completing the course students are prepared for system administration support roles in industry and industry certification such as CompTIA Linux +. Pre or co requisites CSC 101 or CSC160 or Permission from the Instructor. A minimum grade of C- is required for all prerequisites.

**CSC 295 | Special Topics | Total Credit Hours (1-4)**

To be arranged with department advisor.

**CSC 305 | SQL and Application Development | Total Credit Hours (3)**

This course introduces the key components of SQL, including tables, views, indexes, data integrity, triggers, stored procedures and functions. The T-SQL components are applied using APIs in order to support the development of applications that interact with SQL servers. Pre or Co-requisite: CSC 101 or CSC 160. A minimum grade of C- is required for all prerequisites.

**CSC 310 | Database Design and Implementation | Total Credit Hours (3)**

This course will enhance students' knowledge of database design and application by applying real world scenarios. They will create stored procedures and triggers, import, link and export data, as well be introduced to accessing data over the World Wide Web (www) through a front-end application. Students are introduced to Big Data Challenges and NO-SQL Databases such as MongoDB. Practical experience will be obtained through individual projects. Prerequisite: CSC 210. A minimum grade of C- is required for all prerequisites.

**CSC 320 | Project Management | Total Credit Hours (3)**

This comprehensive course integrates the principles of Project Management Body of Knowledge (PMBOK) and technical writing, emphasizing the management of Information Technology (IT) projects. Students explore managing project goals, scope, schedule, and budget, along with quality, risk, and knowledge management. The curriculum incorporates the study and application of advanced methodologies like Agile and SCRUM to reinforce project management activities using industry-standard project management tools. Practical experience is gained through the hands-on development of a fully developed Project Management Plan (PMP) of a real-world project, enhancing students' skills in delivering efficient IT projects and communication with stakeholders. Prerequisites: CSC 101, CSC 210. A minimum grade of C- is required for all prerequisites.

**CSC 325 | Computer Security | Total Credit Hours (3)**

This course focuses on the fundamentals of information security that are used in protecting information both in computers and traveling over computer networks. It also covers security policies, auditing, identifying threat types and vulnerabilities, strong passwords, and use of encryption. CSC 101 or CSC 160. A minimum grade of C- is required for all prerequisites.

**CSC 326 | Cyber Forensics | Total Credit Hours (3)**

This course introduces societal and legal impact of computer activity, including computer crime, intellectual property, privacy issues, legal codes, risks, vulnerabilities, countermeasures, standards for extraction, preservation, and deposition of legal evidence in a court of law. It covers recovery and analysis of forensic data from computers and other electronic devices, such as smartphones. Students learn modern forensic tools for capturing and analyzing forensic data. Prerequisites: CSC 325. A minimum grade of C- is required for all prerequisites.

**CSC 330 | Networking and Server Fundamentals | Total Credit Hours (3)**

This course introduces the fundamentals of network server architectures using the installation and configuration processes of Windows Server as a framework. It provides an in-depth examination of server architectures, performance tuning, and resource access and allocation controls. Students conduct a variety of server installation and configuration activities, while building the conceptual and practical knowledge and skills necessary for server and cloud administration. Pre or Co-requisite: CSC 101 or 160. A minimum grade of C- is required for all prerequisites.

**CSC 331 | Server Configuration and Management | Total Credit Hours (3)**

This course provides the skills and knowledge necessary to implement a core Server infrastructure in an existing enterprise IT environment. It focuses on the provisioning and systems administration tasks necessary to maintain a Server infrastructure, such as configuring and troubleshooting name resolution, user and group management, and implementing remote access solutions in the context of establishing and maintaining network access protection and data security. Pre or Co-requisite: CSC 101 or 160. A minimum grade of C- is required for all prerequisites.

**CSC 332 | Configuring Advanced Server Services | Total Credit Hours (3)**

This course covers a variety of IT systems performance, continuity of operations, and disaster recovery capabilities in the context of server infrastructures. It combines fundamental concepts and skills used to deploy, provision and manage server systems and infrastructures with a hands-on approach to information risk management. Pre or Co-requisite: CSC 101 or 160. A minimum grade of C- is required for all prerequisites.

**CSC 335 | Advanced Server Administration Tools | Total Credit Hours (3)**

This course focuses on how to efficiently manage network resources including how to manage applications, client health, hardware and software inventory, operating system deployment, and software updates. Pre or Co-requisite: CSC 330. A minimum grade of C- is required for all prerequisites.

**CSC 340 | Algorithms | Total Credit Hours (3)**

In this course, students delve into diverse problem-solving strategies through the study of a range of algorithms, exploring paradigms like divide-and-conquer, greedy approaches, and dynamic programming. Emphasis is placed on mastering the analysis of algorithm complexity and understanding running time using asymptotic notation. The course further explores intricate data structures including binary trees and graphs and investigates corresponding algorithms. Additionally, foundational concepts such as NP completeness and reduction are introduced, equipping students with a comprehensive understanding of algorithmic principles and their applications in solving computing problems. Prerequisites: CSC200 and MTH200. A minimum grade of C- is required for all prerequisites.

**CSC 341 | Comprehensive Data Structures and Algorithms | Total Credit Hours (3)**

This course builds on students' knowledge of data structures and algorithms and expands to a more comprehensive understanding. Lab assignments and discussion sessions will focus on real world algorithms used in today's job interviews for employment, as well as those necessary to solve real world software development scenarios. The focus of this course will be on finding optimal software development solutions (for a given set of constraints) and applying best practices in secure coding, using data structure knowledge, and developing the ability to create coding solutions for a given problem. Prerequisite: CSC340. A minimum grade of C- is required for all prerequisites.

**CSC 345 | Data Communications and Networking | Total Credit Hours (3)**

The course introduces data communications and networking, including wireless networks, distributed networks of the internet, intranets, and extranets. Students will learn the terminology and concepts of contemporary data communications and networking. Laboratory exercises consist of building a simple local area network (LAN). Pre or co-requisite: CSC 101 or CSC 160. A minimum grade of C- is required for all prerequisites.

**CSC 350 | User-Centered Design | Total Credit Hours (3)**

This course introduces students to programming in the Windows GUI environment using tools such as Visual Studio. Some content in computer graphics will also be included in the course. Prerequisite: CSC 180. A minimum grade of C- is required for all prerequisites.

**CSC 355 | Introduction to Web Development | Total Credit Hours (3)**

This course introduces students to the essential aspects of web development, emphasizing the construction and deployment of functional web applications. Students will gain practical experience in utilizing diverse frontend, middleware, and backend technologies, coupled with an understanding of UX/HCI principles. The course aims to impart knowledge of best software practices essential for maintaining the security, performance, and maintainability of web solutions. CSC 180 and CSC 210. A minimum grade of C- is required for all prerequisites.

**CSC 357 | Game Development with HCI | Total Credit Hours (3)**

Students will have an overview of the whole game development process (Human-Computer Interaction, Design, Sound, Animation, and Development). Games will be developed with a popular Game Engine (such as Unity 3D) or programming language. No prior knowledge of these specific environments is required. Prerequisite: CSC 101 or CSC160. A minimum grade of C- is required for all prerequisites.

**CSC 360 | Introduction to Data Analysis | Total Credit Hours (3)**

This course introduces Language R and other tools, methods, and skills that data scientists need in order to understand data. Students will explore topics such as data manipulation, data analysis with statistics, machine learning, data communication with information visualization, and working with big data. Prerequisites: CSC 210, MTH 201 or MTH 357. A minimum grade of C- is required for all prerequisites.

**CSC 364 | Cybersecurity Threat Intelligence | Total Credit Hours (3)**

This course covers concepts of cyber threat intelligence knowledge, skills and information concerning the occurrence and assessment of both cyber and physical threats and how threat actors help mitigate potential attacks and harmful events occurring in cyberspace. Activities of a threat intelligence professional in detecting, containing, and communicating cyber-attacks will be examined throughout this course. Various tools used to monitor, examine, and validate network attacks and the actions the attacks take to evade detection and gain persistence along the Lockheed kill chain stages and MITRE ATT&CK Framework will be covered. Prerequisites: CSC 330 or CSC 345. A minimum grade of C- is required for all prerequisites.

**CSC 370 | Principles of Programming Languages | Total Credit Hours (3)**

Principles of programming languages, their concepts and constructs will be taught. Students will learn features of various contemporary programming languages and scripting languages. Prerequisites: CSC 101 and CSC 200 or CSC 205. A minimum grade of C- is required for all prerequisites.

**CSC 375 | Mobile Application Development | Total Credit Hours (3)**

This course focuses on tools used to design mobile applications. It covers mobile platforms, mobile browsers, and native applications. Students design and develop web services that access local and remote data from various data sources. They will learn how to deploy services to hybrid environments, including on-premises servers and Windows Azure, and best practices in terms of test usability. Strong programming skills are recommended. Prerequisites: CSC 180 and MTH 121. A minimum grade of C- is required for all prerequisites.

**CSC 380 | Administering and Managing Databases | Total Credit Hours (3)**

The course covers major components of operating systems. Emphasis is given to three major OS subsystems: process management (processes, threads, CPU scheduling, synchronization, and deadlock), memory management (segmentation, paging, swapping, mass storage), file systems, and I/O. Security management and operating system support for distributed systems is also covered. Prerequisite: CSC 180 and CSC210. A minimum grade of C- is required for all prerequisites.

**CSC 385 | Operating System Architecture | Total Credit Hours (3)**

The course covers major components of operating systems. Emphasis is given to three major OS subsystems: process management (processes, threads, CPU scheduling, synchronization, and deadlock), memory management (segmentation, paging, swapping, mass storage), file systems, and I/O. Security management and operating system support for distributed systems is also covered. Prerequisite: CSC 180. A minimum grade of C- is required for all prerequisites.

**CSC 390 | Developing ASP.NET Web Applications | Total Credit Hours (3)**

This course introduces essential client-side languages and frameworks, including HTML, CSS, JavaScript, and Bootstrap, subsequently delving deeper into server-side components utilizing C# and Entity Framework Core, following the Model-View-Controller (MVC) pattern. The course is structured to progressively unfold various intricate concepts such as routing, services and dependency injection, object relational mapper, model validation, authentication, and authorization. Students will get hands-on experience developing a fully functional web application project capable of performing data storage operations in a database and executing account management. This course will equip students with the practical skills and knowledge required to build scalable and secure web applications. Pre or Co-requisite: CSC 200 or CSC 205. A minimum grade of C- is required for all prerequisites.

**CSC 395 | Special Topics | Total Credit Hours (1-4)**

To be arranged with department advisor. CSC 397 Directed Study Total Credit Hours (1-3) To be arranged with department faculty.

**CSC 410 | Introduction to Artificial Intelligence | Total Credit Hours (3)**



This course introduces the wide field of Artificial Intelligence (AI) and how AI technology is utilized in such areas as gaming, finance, medical diagnosis, and journalism/media. Students will learn the basic concepts and applications of AI. Topics include machine learning, probabilistic reasoning, robotics, computer vision, search, game playing, and natural language understanding. Each topic examines the methods, tools, and techniques used to solve AI problems. Prerequisites: CSC 200, CSC 340, MTH 201 or MTH 357. A minimum grade of C- is required for all prerequisites.

**CSC 415 | Data Mining | Total Credit Hours (3)**

This course covers the major concepts and techniques of data mining, such as analysis of text data and how to discover interesting patterns, extract useful knowledge, and understand how the information can support decision making. It also covers statistical approaches applied to arbitrary text data. Prerequisite: CSC 360. A minimum grade of C- is required for all prerequisites.

**CSC 423 | Implementing a Data Warehouse | Total Credit Hours (3)**

Students will learn how to implement a data warehouse to support a business intelligence solution. Students will apply the ETL process both manually and automated using software such as MS Excel and MS-SSIS with real data. They will also learn the benefits and concerns of the Star Model compared to other Data Warehouse models. Prerequisite: CSC 210. A minimum grade of C- is required for all prerequisites.

**CSC 425 | Cryptography | Total Credit Hours (3)**

This course focuses on the workings of cryptographic primitives and how they are used. It covers public key cryptography, key exchange methods, and signature schemes, and it provides an overview and discussion of public key infrastructure. Prerequisites: MTH 161 or MTH 171. A minimum grade of C- is required for all prerequisites.

**CSC 426 | Vulnerability Assessment | Total Credit Hours (3)**

Introduction to the principles and techniques associated with the cybersecurity practice known as penetration testing or ethical hacking. The course covers planning, reconnaissance, scanning, exploitation, post-exploitation, and result reporting. The student discovers how system vulnerabilities can be exploited and learns to avoid such problems. Prerequisites: CSC 325. A minimum grade of C- is required for all prerequisites.

**CSC 440 | Advanced Application Development in C# | Total Credit Hours (3)**

This course builds on students C# skills by focusing on advanced features of the C# language and includes practical techniques for coding, testing, and deploying solutions in Visual Studio and Microsoft Azure. Pre or Co-requisite: CSC200 or CSC 205. A minimum grade of C- is required for all prerequisites.

**CSC 446 | Software Engineering: Analysis and Design | Total Credit Hours (3)**

This course covers software engineering methodologies, techniques, and tools for planning, capturing requirements, designing, implementing, testing, and maintaining software projects. The Software Development Lifecycle (SDLC), architecture and software development methodologies like Agile are applied to design a real-world software product. Students are required to produce a System Requirements Specification (SRS) document that will serve as the foundation for their senior project (CSC 481 and CSC 482). Project work involves designing and developing a prototype of a software product that solves a real-world problem. Prerequisites: CSC200 or CSC205, CSC210. A minimum grade of C- is required for all prerequisites.

**CSC 450 | Software Testing | Total Credit Hours (3)**

The quality of a software product is often said to be the result of good testing. As such, testing and quality assurance is playing a critical role in software development. In this course, students will learn the fundamentals of software testing, black box testing, white box testing, and generation of test plans and test cases. The essence of software quality assurance will also be covered. Prerequisite: CSC 200 or CSC 205. A minimum grade of C- is required for all prerequisites.

**CSC 455 | Cloud Technologies | Total Credit Hours (3)**

This course covers core distributed computing concepts related to cloud computing systems and the basic concepts underlying cloud services. Students use services, such as Azure or AWS, to construct cloud services or applications. Prerequisites: CSC 330 or CSC 345. A minimum grade of C- is required for all prerequisites.

**CSC 456 | Configuring and Deploying Cloud Technologies | Total Credit Hours (3)**

This course covers core distributed computing concepts related to cloud computing systems and the basic concepts of cloud services. Students will be able to use services such as Azure and AWS to configure, deploy and migrate cloud-based solutions. Pre or Corequisite: CSC 330 or CSC345. A minimum grade of C- is required for all prerequisites.

**CSC 457 | Developing Cloud Solutions | Total Credit Hours (3)**

This course takes existing web applications and expand their functionality as part of moving them to the Cloud. It focuses on the architectural considerations and decisions necessary when building a highly available solution in the cloud. Pre or Co-requisite: CSC 205. A minimum grade of C- is required for all prerequisites.

**CSC 460 | E-Commerce Development | Total Credit Hours (3)**

Students will learn how to develop E-Commerce sites. Principles of E-Commerce and components that make successful E-Commerce and some marketing aspects will be discussed. Class is software engineering-oriented, as opposed to marketing-

oriented. Students will configure a server and develop websites to support electronic commerce. This is a hands-on class where students actually build and experiment with sites. Prerequisites: CSC 180, CSC 210, CSC 215, CSC 230. A minimum grade of C- is required for all prerequisites.

**CSC 463 | Data Visualization Tools | Total Credit Hours (3)**

The course covers tools and techniques for summarizing data, and introduces a wide aspect of visualization such as story, numbers, architecture, and code. Plotting systems in R will be covered, along with basics of data graphics including visualization of multidimensional data. Prerequisites: CSC 360. A minimum grade of C- is required for all prerequisites.

**CSC 475 | Machine Learning | Total Credit Hours (3)**

This course covers the major concepts and techniques of machine learning including supervised and unsupervised models. The topics will include data preparation, principal components, regression, tree-based models, random forests and boosting. Students build & train supervised machine learning models for quantitative prediction & categorical classification tasks, including linear regression & logistic regression using industry machine learning libraries and tools such as Tidymodels, NymPy, Scikit-learn or TensorFlow. Prerequisites: CSC 200, or CSC 205, CSC 210. A minimum grade of C- is required for all prerequisites.

**CSC 481 | Senior Project I | Total Credit Hours (3)**

Part I of a capstone course where students will apply what they have learned to create a significant software product under supervision of an instructor. During Part I students will attend seminars, select the project topic, define the problem, perform literature review, define the methodology, prepare a tentative schedule, and complete the design. Prerequisite: CSC 446. A minimum grade of C- is required for all prerequisites.

**CSC 482 | Senior Project II | Total Credit Hours (3)**

Part II of a capstone course where students will implement and test the project designed in Part I, CSC 481 - Senior Project I. Prerequisite: CSC 481. A minimum grade of C- is required for all prerequisites.

**CSC 490 | Industry Internship | Total Credit Hours (1-3)**

Coordinated through the University's Career Center and the School of Engineering, the Department of Computer Science grants approval of credits for internship work. Students who are currently employed in computer science-related jobs are given the opportunity to discover relationships between academic topics and professional practice. Prerequisite: Junior standing and approval of department chair. Course is repeatable, however, a maximum of three (3) credits can replace a required elective. Offered P/NP only.

**CSC 495 | Special Topics | Total Credit Hours (1-4)**

To be arranged with department advisor.

**CSC 497 | Directed Study | Total Credit Hours (1-3)**

To be arranged with department faculty.

## **Electrical Engineering**

**EE 316 | Circuits and Mechatronics Lab | Total Credit Hours (1)**

The laboratory provides hands-on experience working with various types of instrumentation and electrical components. The lab manual includes experiments in analog AC circuits, DC logical circuits, motors and generators. Lab also includes experiments involving measurement of temperature, velocity, acceleration and pressure. Concurrent/ prerequisite enrollment with EE 345. A minimum grade of C- is required for all prerequisites.

**EE 345 | Circuits and Mechatronics | Total Credit Hours (3)**

The student will be able to apply Kirchoff's laws to analyze AC circuits with inductive and capacitive elements and understand the power transfer, impedance matching and frequency response elements of design; to design controllers using operational amplifiers; and have sufficient knowledge of semiconductor physics to assemble functional circuits from available transistors and integrated circuits. The student will learn how to interface and program embedded microprocessors into an automated system. Prerequisite: MTH 322 and PHY 172. A minimum grade of C is required for all prerequisites.

**EE 433 | Photovoltaic Systems Engineering | Total Credit Hours (2-3)**

This is an elective lecture series which includes a lab activity. Students will understand photovoltaic power generation systems for home and small utility scale applications. Topics covered include the history and future of solar cell technology, electrical characteristics and limitations of solar cells (thin-film, polycrystalline, and mono-crystalline), power conversion and maximization, off grid and grid-interactive systems, siting and mounting considerations, regulatory compliance, and instrumentation. students will explore the economics and environmental considerations of solar power along with the impact of photovoltaics on public policy. Corequisite: EE 345 or ME 345. A minimum grade of C- is required for all prerequisites.

**EE 458 | Electronics I | Total Credit Hours (2-3)**

This is a first course in electronic devices. It covers device physics, applications, analysis, and design of circuits using transistors, semiconductor diodes, amplifiers, and field-effect transistors with an emphasis on large-signal behavior and digital logic circuits. Prerequisite: EE345. A minimum grade of C- is required for all prerequisites.

**EE 477 | Embedded Computing in Electromechanical Systems | Total Credit Hours (2-3)**

This course is an introduction to microprocessor-based measurement and control of electrical, mechanical, and electro-mechanical systems. Topics include microprocessor architecture, computer memory, C programming, hardware and software interfaces, and communications. Emphasis is placed on hardware and software interface design for real-time measurement, control, and user interface. Prerequisite: CSC 101 or ME 305 or GE 104. A minimum grade of C- is required for all prerequisites.

**EE 488 | Electromechanical Machines | Total Credit Hours (2-3)**

This course provides an introduction to electrical machines. The course begins with a review of circuit theory and electromagnetics, then introduces the concept of electromechanical energy conversion, as applied to the analysis and design of direct-current generators and motors; synchronous generators and motors; single-phase and polyphase motors; and actuators. Prerequisite: ME 345. A minimum grade of C- is required for all prerequisites.

**EE 497 Directed Study Total Credit Hours (2)**

A student/faculty-selected project or course of study that allows the student to do research in a specialized area, or on a specialized topic of interest. Offered on approval by the chair of the department. Instructor Permission Required.

## General Engineering

**GE 103 | Graphics, Computer-aided Drafting and Solid Modeling | Total Credit Hours (3)**

Introduction to computer graphic software and Computer Aided Design (CAD) to build basic competency in interpreting and producing plan sets, with special emphasis on civil engineering drawings. Students will use drafting software to create virtual models, model projections and view, manage computer files, and produce engineering drawings. Topics include sketching and editing linework, drawing standards, section/plan/profile views, dimensioning, surfaces, points, corridors, quantity take-off and preparing industry standard plan sets. AutoCAD with emphasis on Civil3D. No previous computer experience required.

**GE 104 | Computer Applications in Engineering | Total Credit Hours (3)**

This course explores the role of computer programming in analyzing a wide range of problems of relevance to science and engineering, with emphasis on MATLAB as a computing framework. No former experience in computer programming is required. Students are expected to have had high school level material in geometry, algebra, and trigonometry, and at least one semester of college level calculus and physics. The course will explore ideas from more advanced calculus, matrix theory, and ordinary differential equations, but it does not assume that students have already taken courses in these subjects. Explorations will range from series to fractals, including equations that explain the odd orbits of the planets, design in nature, and the concept of stability in structures. The goal is to develop computational and analytical fluency that will follow the students in their continued programs in engineering and science. Prerequisites: MTH 171, PHY 171. A minimum grade of C- is required for all prerequisites.

**GE 105 | Introduction to Engineering Design | Total Credit Hours (1)**

Introduction to engineering problem solving and the engineering design process. Student teams create practical solutions to simple engineering design projects. Emphasis is on stimulating interest and creativity within the framework of an open-ended repetitive, systematic process for generating alternatives, comparing potential solutions to project criteria and selecting the optimum solution to achieve objectives. Discussions and guest lectures on professionalism, ethics, economics, legal issues, safety and reliability are included. Transfer students register for GE 305.

**GE 204 | Statics | Total Credit Hours (3)**

Course represents the transition from theoretical studies of forces and equilibrium, as studied in physics, to applied science. The equilibrium of a particle when acted upon by a system of forces and the equilibrium of bodies in two and three dimensions is studied. Also covers equilibrium considerations for the design of trusses and machines, effects of friction on equilibrium, and calculations of centroids and center of gravity. Prerequisites: MTH 171 and PHY 171. A minimum grade of C- is required for all prerequisites.

**GE 205 | Dynamics | Total Credit Hours (3)**

Covers kinematics; motions of particles and rigid bodies and kinetics; force, mass and acceleration; work and energy; and impulse and momentum. Newton's second law is applied to the dynamics of particles and rigid bodies. Topics covered include development and application of the conservation of energy; impulse and momentum; and the conservation of momentum forms of the second law. Students learn to solve problems requiring the application of combinations of dynamics principles and to relate "real world" conditions to theoretical dynamic models and their results. Prerequisites: GE 204, MTH 171 and PHY 171. A minimum grade of C- is required for all prerequisites.

**GE 206 | Mechanics of Materials | Total Credit Hours (3)**

Covers the fundamentals of mechanics that deal with the relationships between applied loads, internal stresses, and deformations in deformable bodies. Topics include relationships between stress and strain; stress analysis for axial force, flexure, torsion, shear and combined loads; ultimate strength and safety factor; and deflections in beams and bars. Course represents the transition from statics to upper-division courses in geotechnical engineering, fluid mechanics, machine design, advanced stress analysis and structural analysis and design. Prerequisite: GE 204. A minimum grade of C- is required for all prerequisites.

**GE 207 | Materials Laboratory | Total Credit Hours (1)**

Experimental techniques for measuring the stresses, strains and deflections associated with tension, compression, bending and torsion in structural members. Course is designed to supplement mechanics of materials classroom work with experimental verification and visualization. Emphasis is on practical application, laboratory technique, safety, data-handling and report-writing. As the first of the engineering laboratory classes, this course provides an important introduction to hands-on engineering experimentation. Prerequisites: GE 206 or concurrent registration. A minimum grade of C- is required for all prerequisites.

**GE 305 | Engineering Seminar | Total Credit Hours (1)**

Seminar students are given presentations from visiting speakers and professors providing them with a better understanding of what engineers do in industry. Students have the ability to make valuable contacts and invite presenters from engineering specialties of interest. Students will be responsible, either as individuals or as a team to schedule a guest speaker, conduct an interview, and submit a written biography on their chosen guest speaker. Freshmen register for GE 105. Transfer students register for GE 305.

**GE 359 | Professional Ethics, Legal Issues and Applied Economics in Contemporary Society | Total Credit Hours (3)**

Introduction to professional and socioeconomic concepts. Ethical codes of conduct are presented and case studies discussed with an emphasis on safety and public welfare. Discussion of relevant concepts in contract law, torts, professional and product liability as they relate to society and engineering practice. Introduction of economic analysis in decision-making, including benefit/cost ratio, capital recovery, payback period and rate-of-return methods, with application to economic feasibility studies of corporate investment projects. Prerequisite: MTH 110 or higher. A minimum grade of C- is required for all prerequisites.

## **Mechanical Engineering**

**ME 100 | Mechanical Engineering and Design Seminar | Total Credit Hours (1)**

This seminar course gives an introduction to Mechanical Engineering and to engineering design principles. ME faculty and guest speakers expose students to work that mechanical engineers do in a variety of fields. Strategies for success in engineering school and in engineering careers are discussed. Engineering problem-solving and design principles are introduced and practiced by students via simple design activities. This course should be taken during the first fall semester in residence at Saint Martin's University as an ME student. Graded on a pass/no pass basis.

**ME 201 | Technical Communication | Total Credit Hours (2)**

This course builds on skills developed in previous writing courses, focusing on effective communication of technical information to a given audience. Students study and apply processes of written, oral and visual technical communication, with applications in academic and professional settings. Students learn how to use conventions, organization, and style that are appropriate to engineering. This includes effective use of visuals, such as tables and figures to convey information in a clear, concise and engaging manner. Students learn how to adapt their communication to specific audiences and contexts. Prerequisite: COR 120. A minimum grade of C- is required for all prerequisites.

**ME 300 | Manufacturing Processes | Total Credit Hours (3)**

This lab introduces students to both manual and computer numerical controlled milling and lathe work. Other tools introduced include horizontal and vertical bandsaws, drill press, metal grinder, buffer, and MIG welding.

**ME 300L | Manufacturing Processes Laboratory | Total Credit Hours (1)**

Design of work-holding devices for measurement and manufacturing, metal cutting, welding and sheet metal working. Reinforces theoretical knowledge obtained in ME 300. Concurrent prerequisite: ME 300.

**ME 302 | Machine Design | Total Credit Hours (3)**

Course covers theoretical and practical design of machine parts and simple systems. Includes the integration of the basic engineering disciplines necessary for proper analysis, synthesis and design of structures, simple machines or processes, including screws, springs, bearings and gearing. Establishment of design criteria based on stress and fatigue analysis and on experimental results, statistical considerations, materials, steady and variable loading. Prerequisite: GE 206. A minimum grade of C- is required for all prerequisites.

**ME 303 | Material Science | Total Credit Hours (3)**

Course provides the necessary background of material science that can be applied to manufacturing processes, strength of materials, machine design, electrical and electronics engineering. Emphasis on heat treatments, material properties, and processes and understanding of the relationship between material structures, processing, and properties of materials. Introduction to modern composite materials, corrosion and wear prevention techniques. Modern engineering materials and their properties are considered in terms of microstructure. Phase diagrams and corrosion mechanics. Prerequisites: CHM 141 or CHM 145 and GE 206. A minimum grade of C- is required for all prerequisites.

**ME 305 | Engineering Computer Applications | Total Credit Hours (3)**

This course provides an introduction to numerical analysis of engineering applications, with specific emphasis on MATLAB as the primary computing tool. Programming is taught in tandem with introductory concepts in the solution of linear and nonlinear systems. Applications will focus on obtaining real-world solutions to several classes of mechanical engineering problems found in an undergraduate program of study. Prerequisite: GE 206 and MTH 271. A minimum grade of C- is required for all prerequisites.

**ME 306 | Intermediate Mechanics of Materials | Total Credit Hours (2-3)**

Advanced course in strength of material and structural design. Prime goal is cultivating student's capability of modeling complex real-world problems into analytical models and solving them numerically or analytically. Emphasis on indeterminate structural analysis, energy method, buckling problems and computational structural mechanics. Structural design and analysis of the senior design project is conducted during course. Prerequisites: MTH 172, GE 206, GE 207. A minimum grade of C- is required for all prerequisites.

**ME 308 | Fluid Mechanics | Total Credit Hours (3)**

First course in fluid mechanics covers fluid properties, fluid statics and flows, viscous effect, dimensional analysis, two-dimensional ideal flow, flow measurement for both liquid and gas and compressible flow of gases. Also covers viscous flow in pipes, as well as statistical analysis of experimental data, static and dynamic characteristics of physical signals and experimental methods. Prerequisites GE 205, GE 206, MTH 172. A minimum grade of C- is required for all prerequisites.

**ME 309 | Fluid Mechanics Laboratory | Total Credit Hours (2)**

Lab experiments and tutorials are organized and scheduled to support the academic course, ME 308. Emphasis is on conducting specific experiments, observation, calculations, and written reports that discuss the related theory and results. Tutorials include just-in-time instruction on mathematics and physics needed in the corresponding ME 308. Developing a team approach to the experiments is a part of the learning exercise. Experimentation on fluids (liquid and gas), behavior of fluids, including static and dynamic forces, flow rates, velocities, jets, velocity distributions and tow-tank experiments, automated data acquisition and recording.

**ME 313 | Engineering Innovation | Total Credit Hours (2-3)**

Innovation has a crucial role in the competitive positioning and performance of organizations, for example, in creating new products, identifying new markets, transforming industries, and revitalizing mature organizations. This course covers concepts common and necessary to successful product innovation development. You will learn the theories of creativity and idea generation, examine the role of technology in goal-setting and strategic management of companies.

**ME 314 | Engineering Economics and Venture Finance | Total Credit Hours (2-3)**

This course will consider a broad range of questions that entrepreneurs deal with in financial strategy, including: strategies for raising capital; the structure of finance deals; economic projections in business plans; and company valuation. Students will gain knowledge on how to launch, lead, and manage a viable business starting with concept validation to commercialization and successful business formation. It will also examine strategic management of technology and how the results of innovation development are valued.

**ME 315 | Instrumentation and Experimental Design | Total Credit Hours (2-3)**

Course introduces students to the subject of engineering measurements, placing special emphasis on the fundamental aspects of engineering measurements, experimental techniques, sensors and measurement systems, computer aided measurement systems, research methods and design of experiments and measurement systems. Course includes open-ended design project of mechanical parameter measurement systems, experimental testing, data analysis, uncertainty analysis and error propagation, report-writing and final presentations. Recommended concurrent enrollment in ME 316 and ME 345. Prerequisite: PHY172. A minimum grade of C- is required for all prerequisites.

**ME 316 | Mechatronics and Measurement Systems Laboratory | Total Credit Hours (2)**

The laboratory provides hands-on experience working with various types of instrumentation and electrical components, as well as lecture time. Tutorials include just-in-time instruction on mathematics and physics needed in the corresponding ME 345. Topics include DC and AC circuits, electronic filters, power supplies, function generators, microprocessor boards, analog and digital signals, sensors, Wheatstone bridges, AC-to-DC power conversion, real time measurement of time response, LabVIEW programming, and motors. Concurrent/prerequisite enrollment with ME 345. A minimum grade of C- is required for all prerequisites.

**ME 317 | Technology Entrepreneurship | Total Credit Hours (2-3)**

This course explores the entrepreneur's contribution to new ventures in engineering industries as well as to examine the nature of entrepreneurial behavior and its role in both small and large technology organizations. It introduces concepts and practices of entrepreneurship and will offer the foundation by providing knowledge and skills relevant to the creation and leadership of entrepreneurial ventures and how new technology ventures are created.

**ME 318 | New Product Development | Total Credit Hours (2-3)**

The design of complex new products is an essential skill of professional practice and requires unique knowledge, skills, and attitudes common to a number of disciplines. Students will explore the process of product definition, ideation, and engineering by analyzing real world problems. The unit will allow students the opportunity to examine humanitarian problems in disadvantaged communities. Students will be encouraged to view design problems from holistic perspectives, paying attention to biases, values, and needs of customers and users.

**ME 340 | Thermodynamics | Total Credit Hours (3)**

The first and second laws of thermodynamics, beyond that introduced in elementary physics and chemistry courses, will be covered. Application of thermodynamic laws to practical engineering problems such as turbines, compressors, nozzles, throttles, heat exchangers and mixing chambers. Emphasis is on the concept and practical problems of power generation, refrigeration, internal combustion engines and heat pumps. Primary emphasis is given to heat engines, including internal and external combustion engines. Open-ended design projects provide an introduction to design in thermal sciences/engineering and foster teamwork. Prerequisites: CHM 141 or CHM 145; PHY 172; MTH 172 which can be taken concurrently. A minimum grade of C- is required for all prerequisites.

**ME 341 | Intermediate Thermodynamics | Total Credit Hours (2-3)**

Emphasis is placed on practical applications of the principles of thermodynamics in cycle analysis. Applications include steam power plants, refrigerators, heat pumps, and gas power and refrigeration cycles. Topics such as the applications of psychrometric principles, gas mixtures, thermodynamic property relations, chemical and phase equilibrium, the thermodynamics of high-speed gas flows and combustion are also covered. Prerequisite: ME 340. A minimum grade of C- is required for all prerequisites.

**ME 345 | Mechatronics | Total Credit Hours (3)**

This course is an introduction to the mathematical modeling and design of electrical, mechanical, and electro-mechanical systems. A system dynamical approach is used, which allows different energy domains to be modeled within a unified framework. Circuit elements covered include resistors, capacitors, inductors, diodes, transistors, and operational amplifiers. Prerequisites: MTH 172 and PHY 172. A minimum grade of C- is required for all prerequisites.

**ME 350 | Parametric Solid Modeling | Total Credit Hours (3)**

Course concentrates on parametric three-dimensional (3D) solid modeling and delivery of two-dimensional (2D) production drawing from the 3D model. Topics include fundamentals of parametric modeling and parametric constraints, parent/child relationships, generation of sketching feature (points, lines, planes), and advanced 3D construction tools.

**ME 370 | Systems Dynamics and Control | Total Credit Hours (3)**

This course is an introduction to the mathematical modeling and control of systems of electrical, mechanical, fluid, thermal, and interdomain (e.g. electro-mechanical) elements. A system dynamical approach is used, which allows different energy domains to be modeled within a unified framework. Analysis includes the time domain and frequency domain. Control systems topics include stability, steady-state errors, and root locus design. Prerequisites: ME 345 and GE 205; Corequisite: MTH353. A minimum grade of C- is required for all prerequisites.

**ME 383 | Engineering Design and Creative Problem Solving | Total Credit Hours (2-3)**

Learn engineering design methodologies related to product definition; concept generation; individual, group, and organizational decision making; project management; and problem-solving processes. Use techniques to generate innovative product solutions that include creative critical thinking, logical analysis, brainstorming techniques, and intuitive design. In addition to lectures and discussions, the course emphasizes application of these skills through real world work, case studies, small group discussions, and projects. Concurrent prerequisites: ME 300, ME 302, and ME 350. A minimum grade of C- is required for all prerequisites.

**ME 384 | Comparative Biomechanics Total Credit Hours (2-3)**

Engineering analysis will be applied to the investigation of how life has adapted to its physical environment. We will look at the incredible diversity of methods that enable animals to swim and fly, organisms to respond to winds and water currents, as well as examining circulatory and suspension-feeding systems in various species. We will also look at the connection between the properties of biological materials—such as spider silk, jellyfish jelly, and muscle—and their structural and functional roles. We will learn how nature has inspired many practical engineering solutions, such as Velcro, and consider how natural design at the micro-

and macro-scales can inform creative solutions to pressing mechanical and biomedical problems. Prerequisites: GE 205, GE 206, CHM 141 or CHM 145. Concurrent prerequisite: ME 308. A minimum grade of C- is required for all prerequisites.

**ME 385 | Biomechanical Engineering | Total Credit Hours (2-3)**

Course makes students aware of the various ways in which engineers can contribute in the field of medicine. Students are introduced to the mechanics of the human body's physical movements and are given an overview of physiology and anatomy as applicable to mechanics and kinematics of joints. Focus is on sensory organs, mechanics of loadbearing, dynamics of human motion and the causes and effects of the failures of joints. A major component is the design of engineering artifacts to assist in motion and/or to replace limbs. In addition, students design measurement techniques for assessing the performance of sensory organs. Prerequisite: GE 205 and GE 206. A minimum grade of C- is required for all prerequisites.

**ME 404 | Finite Element Analysis | Total Credit Hours (2-3)**

The course introduces the finite element method, its mathematical foundation, and its use in the analysis of engineering systems and structures. The course covers finite element concepts including mathematical/variational formulations, shape functions, two- and three dimensional solids, stiffness of truss, beam, and plate members, elements assembly, computer programming and convergence. "ANSYS" and "COMSOL Multiphysics" finite element software packages will be used. Prerequisites: GE 104 or ME 305 and GE 206. A minimum grade of C- is required for all prerequisites.

**ME 405 | Structural Composites | Total Credit Hours (2-3)**

Macro-behavior of a lamina. Stress transfer of short fiber composites. Classical lamination theory, static analysis of laminated plates, free-edge effect, and failure modes. Prerequisite: ME 300. A minimum grade of C- is required for all prerequisites.

**ME 410 | Vibration Theory | Total Credit Hours (2-3)**

Course deals with some limitations imposed on the design of dynamic systems due to vibrations. Course covers single and multiple degrees of freedom systems; free and forced vibrations; spectral analysis of forcing functions and system response; vibration resonance and damping; vibration transmission and isolation; matrix methods, vibration control and damping treatments. Prerequisites GE 205, MTH 172. Concurrent prerequisite: MTH 353. A minimum grade of C- is required for all prerequisites.

**ME 419 | Hydraulic Control Systems | Total Credit Hours (2-3)**

This course introduces fundamentals of hydraulic power transmission and controls at component and system level. Fluid power transmission and controls are based on physical laws of fluid mechanics and basic principles of control theory. Fundamentals: principles of hydraulic power transmission, fluid properties, fluid mechanics for hydraulic power transmission, electrohydraulic analogy, basic hydraulic parts (pumps, valves, actuators), basic hydraulic circuits, flow and pressure control, motion control using resistance control, and hydraulic servo systems. Prerequisite: ME 308, Concurrent Prerequisite: ME 370. A minimum grade of C- is required for all prerequisites.

**ME 422 | Numerical Methods in Engineering | Total Credit Hours (2-3)**

Selected topics in numerical methods are developed to solve problems in fluid mechanics, heat transfer, vibrations and acoustics. Examples include, volume control analysis for flow continuity, momentum and energy in rectangular, spherical and cylindrical coordinates; applications of Fourier series; Taylor series, Laplace transforms, Lagrangian interpolation and the Newton-Raphson method to solve systems of equations. Topics will change to reflect demands in undergraduate engineering courses, for engineering graduate school preparation and for general professional development. Prerequisite: MTH 172, and ME 305 or GE 104. A minimum grade of C- is required for all prerequisites.

**ME 423 | Numerical Optimization in Engineering | Total Credit Hours (2-3)**

Numerical optimization applies to most engineering activities and processes, management operations activities, as well as to numerous other fields in science where performance can be numerically quantified by a mathematical model. The focus of this course is to develop a practical understanding of numerical optimization, enhanced by a theoretical understanding of classical gradient based numerical optimization methods to help guide students in their selection of an appropriate method and to avoid potential pitfalls. Implementation will be in MATLAB, but we will discuss and work with several open-source toolkits for solving practical optimization problems. By the end of the course, students should expect to be able to work with others to optimize practically any design or system and improve its performance. Prerequisites: GE 104 or ME 305, GE 206. A minimum grade of C is required for all prerequisites.

**ME 426 | Computational Fluid Dynamics | Total Credit Hours (2-3)**

This course provides an introduction to the scientific principles and applications of CFD. It first provides an understanding of basic numerical methods used in CFD applications including finite difference and finite volume methods, cemented through the implementation and use of selected methods in MATLAB. Commercial CFD codes are then used in a number of analysis projects, so as to give additional practical experience. Model problems are used to study the interaction of physical processes with

numerical techniques, including: model stability, grid generation, boundary conditions, and turbulence models. Prerequisites: ME 308, and ME 305 or GE 104. A minimum grade of C- is required for all prerequisites.

**ME 427 | Metaheuristics in Engineering Optimization | Total Credit Hours (2-3)**

This course introduces the main metaheuristic evolutionary algorithms and their applications in optimization. Students will learn several metaheuristic and evolutionary algorithms and will focus on assessing their performance in solving practical optimization problems in mechanical engineering. Presented methods include the pattern search (PS) algorithm, the genetic algorithm (GA), the simulated annealing (SA), ant colony optimization (ACO), and particle swarm optimization (PSO) techniques. Weekly coding exercises in MATLAB will focus on implementation, customization and application. A substantial part of the semester will be dedicated to applying metaheuristics to an optimization problem related to the student's research area. Prerequisite: ME 423. A minimum grade of C- is required for all prerequisites.

**ME 430 | Heat Transfer | Total Credit Hours (3)**

Application of the principles of conduction, convection and radiation heat transfer to practical problems. Study of conduction in one and two dimensions, steady and transient states with emphasis on classical solutions. Forced and natural convection in external and internal flows, as well as boiling and condensation. Introduce basic calculations for heat exchangers. Radiation properties and exchange between surfaces are also covered. Three hours lecture. Prerequisites: ME 340, ME 308. Must be taken concurrently with ME 430L. A minimum grade of C- is required for all prerequisites.

**ME 430L | Heat Transfer Laboratory | Total Credit Hours (2)**

Lab experiments and tutorials are organized and scheduled to support the academic course, ME 430. Tutorials include just-in-time instruction on mathematics and physics needed in the corresponding ME430. Emphasis is on

conducting specific experiments, observation, calculations, and written reports that discuss the related theory and results. Developing a team approach to the experiments is a part of the learning exercise. Lab must be taken with ME 430.

**ME 433 | Photovoltaic Systems Engineering | Total Credit Hours (2-3)**

This is an elective lecture series which includes a lab activity. Students will understand photovoltaic power generation systems for home and small utility scale applications. Topics covered include the history and future of solar cell technology, electrical characteristics and limitations of solar cells (thin-film, polycrystalline, and mono-crystalline), power conversion and maximization, off grid and grid-interactive systems, siting and mounting considerations, regulatory compliance, and instrumentation. In addition to engineering principles, students will explore the economics and environmental considerations of solar power along with the impact of photovoltaics on public policy. Prerequisite: ME 316 and ME 345. A minimum grade of C- is required for all prerequisites.

**ME 435 | Energy Systems | Total Credit Hours (2-3)**

Focus is on energy systems associated with electric power-generation. Specific goals are to expose the student to the various sources of energy, including renewable energy sources (solar and wind), nuclear, geothermal, biomass and fuel cells. Students will develop an understanding of basic energy economics, environmental impact, and industrial risks. Relate the principles of thermodynamics and heat transfer to the application of available energy resources and promote the concept of energy conservation through proper system design. Prerequisites: ME 340, ME 430, and ME 430L. A minimum grade of C- is required for all prerequisites.

**ME 437 | Computational Heat Transfer and Thermal Modeling | Total Credit Hours (2-3)**

Application of finite difference numerical methods to heat transfer from steady two-dimensional heat transfer to transient three-dimensional (explicit and implicit) methods. Computations and characterization for designs of thermal systems using commercial thermal software. Learn to build finite element models: geometric modeling, elements and meshing, fields, materials and element properties, thermal/fluid boundary conditions, groups, viewing, display. Learn to evaluate the models, analysis set up, results and plots. Applications to thermal engineering problems. Thermal engineering design projects assigned will be modeled thermally using commercial thermal software. Prerequisite: ME 430. A minimum grade of C- is required for all prerequisites.

**ME 440 | Internal Combustion Engines | Total Credit Hours (2-3)**

Study of engine types, including hybrid systems and operation, engine design parameters, ideal and actual engine cycles, thermochemistry of fuel-air mixtures, properties of working fluids, gas exchange processes, combustion in spark-ignition and compression-ignition engines, pollutant formation and control and engine operating characteristics. Course design project consists of an optimization study among selected engine design parameters and/or the design of an engine mechanical system or an engine system involving the solution of a gas dynamic and/or heat transfer problem. Prerequisite: ME 340. A minimum grade of C- is required for all prerequisites.

**ME 442 | Advanced Internal Combustion Engines | Total Credit Hours (2-3)**

An advanced study of modern engines, including the design of hybrid powertrains, variable geometry engines, stratified-charge, mixed cycle engines, and the design of components integrated into advanced engine designs. A further analysis of fluid flow, heat transfer, and simulation techniques is integrated. Prerequisite: ME 440 or equivalent. A minimum grade of C- is required for all prerequisites.



**ME 451 | Intermediate Fluid Mechanics | Total Credit Hours (2-3)**

This course reinforces the fluid mechanics principles learned in ME 308, and builds an expanded understanding and skill set that serves as a base for advanced study and/or research in fluid mechanics. Control volume methods are used to model fluid flow phenomena. Differential methods are derived and used to solve for fluid fields in a variety of conditions. Laminar boundary layer analysis is taught, and students are introduced to turbulence and turbulent boundary layer models. Additional models and methods of fluid flow analysis are introduced. Prerequisites: ME 308. A minimum grade of C- is required for all prerequisites.

**ME 461 | Control Systems I | Total Credit Hours (2-3)**

The feedback control of linear systems using so-called “classical” control theory techniques. Root locus and frequency response methods are introduced for controlling single-input, single-output (SISO) systems. Stability is evaluated in terms of both root locus and frequency response. PID and lag-lead controllers are discussed extensively. MATLAB-based controller design is used throughout the course. Controller hardware instantiation is also introduced. Prerequisite: ME 370 or equivalent. A minimum grade of C- is required for all prerequisites.

**ME 462 | Control Systems II | Total Credit Hours (2-3)**

An introduction to multiple-input, multiple-output (MIMO) optimal control. Topics include MIMO poles and zeros, the Riccati equation, linear quadratic regulation (LQR), linear quadratic Gaussian (LQG) estimation, and Kalman filtering. Prerequisite: ME 469, ME 461. A minimum grade of C- is required for all prerequisites.

**ME 464 | Flight Mechanics | Total Credit Hours (2-3)**

Application of fluid mechanics and dynamics to flight. Aircraft lift, drag, propulsion, range, endurance, rate of climb, take-off, landing, stability and control are studied. Students learn to apply principles of dynamics and fluid mechanics to traditional flight problems of aircraft, such as its range, rate of climb, stability and controllability. Emphasis will be on developing methods for use in design. Students will demonstrate their ability to use these methods through team design problems. Safety of the flight is emphasized. Application to aircraft design. Prerequisites: ME 308, ME 340. A minimum grade of C- is required for all prerequisites.

**ME 465 | Robotics | Total Credit Hours (2-3)**

The course begins with a survey of the evolving field of robotics, including major categories such as mobile and manipulation robotics. Topics surveyed include effectors, actuators, locomotion, manipulation, sensors, feedback control, control architectures, navigation, emergence, and group robotics. Upon conclusion of the survey, the focus of the course turns to a special topic chosen by the instructor. The instructor could choose, for instance, swarm robotics or robot kinematics and dynamics— or a project. Prerequisite: ME 370 or equivalent. A minimum grade of C- is required for all prerequisites.

**ME 466 | Multibody Dynamic Systems | Total Credit Hours (2-3)**

Analytical and numerical analysis of dynamic behavior of multibody mechanical systems. Emphasis on understanding aspects of modeling and analysis process associated with multibody dynamic systems. Review of traditional dynamic analysis methods including Newton-Euler, Lagrange, Kane’s methods. Comparison of the different formulations and applicability of computer simulation and as well as their applications in various multibody dynamic systems such as robotics, molecular structures, human body, and wind turbines. Treatment of constraints, extraction of data from equations of motion, and computational issues. Prerequisites: GE 205, GE 104, MTH 172. A minimum grade of C- is required for all prerequisites.

**ME 467 | Machine Intelligence | Total Credit Hours (2-3)**

An introduction to artificial/machine intelligence. The study of this evolving and diverse topic begins with a survey and classification of techniques, including search-based, logic-based, statistical, and embodied. Applications of intelligent technologies explored include natural language processing, vision, expert knowledge, game-playing, and several robotics applications. Upon conclusion of the survey, the focus of the course turns to a special topic chosen by the instructor. The instructor could choose, for instance, machine learning, embodiment, evolutionary robotics, or artificial life—or a project.

**ME 468 | Modeling and Simulation | Total Credit Hours (2-3)**

Analytical and numerical analysis of dynamic behavior of dynamical or mechanical systems via multibody modeling and simulation. Emphasis on understanding aspects of modeling and analysis process associated with real systems (spacecraft, automotive, etc.). Review of traditional dynamic analysis methods (including Kane’s method). Comparison of the different formulations and their applicability of computer simulation. Treatment of constraints, extraction of data from equations of motion, and computational issues. Use of Autolev software. Prerequisites: GE 205, ME 370. Concurrent prerequisites: GE 104 or ME 305. A minimum grade of C- is required for all prerequisites.

**ME 469 | Linear Systems Theory | Total Credit Hours (2-3)**

The representation, stability, control ability, and observability of linear time-invariant and time-varying systems. Continuous and discrete systems are represented in state space, block diagrams, and transfer functions. Stability is explored in terms of Lyapunov and bounded-input, bounded-output (BIBO). State and output feedback are introduced, with special attention to the controllability and observability of linear systems. This course lays the foundation for further study in multiple-input, multiple-

output (MIMO), state-space control theory (i.e., “modern” control theory). Prerequisites: ME 370 or equivalent. A minimum grade of C- is required for all prerequisites.

**ME 472 | Digital Control | Total Credit Hours (2-3)**

This course includes the control of sampled-data systems and z-transforms, frequency domain properties, sampling D/A and A/D conversion, controller design via discrete time equivalents, direct methods, state feedback, and observers, quantization effects, LQR control and introduction to LQG optimal control. Prerequisite: ME 461 or equivalent. A minimum grade of C- is required for all prerequisites.

**ME 477 | Embedded Computing for Mechanical Control | Total Credit Hours (2-3)**

This course is an introduction to microprocessor-based measurement and control of electrical, mechanical, and electro-mechanical systems. Topics include microprocessor architecture, computer memory, C programming, hardware and software interfaces, and communications. Emphasis is placed on hardware and software interface design for real-time measurement, control, and user interface. Prerequisite: GE 104 or ME 305. A minimum grade of C- is required for all prerequisites.

**ME 481 | Biofluid Mechanics | Total Credit Hours (2-3)**

This course covers the analysis of fluid flow phenomena in the human body, including the cardiovascular, respiratory and other systems. Relationships between fluid mechanics and physiological function and disease are explored. Prerequisite: ME 308. A minimum grade of C- is required for all prerequisites.

**ME 482 | Microfluidics and Biomedical Applications | Total Credit Hours (2-3)**

This course focuses on applications of fluid flow in microfluidic devices. Basic modern micro/nanofabrication techniques and concepts of microscale transport of momentum and materials are introduced. Applications in biology and medicine are explored so as to solidify student understanding of physical phenomena, as well as to build an understanding of ways in which these phenomena can be harnessed in technology that greatly improves health care and opportunities for scientific discovery. Principles and applications covered in the course are then applied through a design project, in which students assimilate concepts and technologies from the course to meet specific goals. Prerequisite: ME 308.

**ME 486 | Advanced Biomechanical Engineering | Total Credit Hours (2-3)**

This course builds on the topics from Biomechanical Engineering and challenges the student with more advanced dynamics and solid mechanics models of human joints. Further applications of the biomechanics previously learned include: injury mechanics; bone and tissue repairs; rehabilitation; implant design; surgical techniques relevant to orthopedic biomechanics; and tool design. Prerequisite: ME 385. A minimum grade of C- is required for all prerequisites.

**ME 487 | Prosthetics and Medical Devices | Total Credit Hours (2-3)**

This course covers the design of prosthetics, orthotics, and medical device design. It reviews the solution of clinical problems by use of implants from the design and manufacturing perspective. Emphasis is on the role of stress analysis in the design; anatomic fit, shape, and size of implants; selection of biomaterials; instrumentation for surgical implantation procedures; and preclinical testing for safety and efficacy. Prerequisite: ME 385 or MME 585 or equivalent. A minimum grade of C- is required for all prerequisites.

**ME 488 | Electromechanical Machines | Total Credit Hours (2-3)**

This course provides an introduction to electrical machines. The course begins with a review of circuit theory and electromagnetics, then introduces the concept of electromechanical energy conversion, as applied to the analysis and design of direct-current generators and motors; synchronous generators and motors; single-phase and polyphase motors; and actuators. Prerequisite: ME 345. A minimum grade of C- is required for all prerequisites.

**ME 490 | Internship | Total Credit Hours (1-2)**

Coordinated through the University’s Career Center and the School of Engineering, the Department of Mechanical Engineering grants approval of credits for internship work. Students who are currently employed in mechanical engineering-related jobs are given the opportunity to discover relationships between academic topics and professional practice. Prerequisites: Junior standing and approval of department chair. Repeatable, however, a maximum of two (2) credits can replace a required elective. Offered P/NP only.

**ME 495 | Special Topics | Total Credit Hours (1-4)**

Selected topics in mechanical engineering. Offered on approval by the chair of the mechanical engineering department. Prerequisite: Permission of Instructor.

**ME 497 | Directed Study | Total Credit Hours (1-2)**

A student/faculty-selected project allows the student to do research in a specialized area. Offered on approval by the chair of the department. Instructor Permission Required.

**ME 498 | Senior Design I | Total Credit Hours (3)**

First of a two-course sequence providing a culminating experience to seniors. Students will design a significant engineering project requiring engineering practice and development of alternatives and evaluation based on technical, financial and social considerations. Course will stress design methods, conceptualization, synthesis, creativity, open-ended design, economics, safety, team-building, component and system development. In the first course, projects normally will be conducted through preliminary design, with students working independently and as a team. Emphasis on written, graphic and oral communication, as well as technical content. Prerequisites: ME 302 and ME 370. Concurrent prerequisite: ME 430. A minimum grade of C- is required for all prerequisites.

**ME 499 | Senior Design II | Total Credit Hours (3)**

Continuation of ME 498. Project is taken through final design, prototype construction and testing, with students working primarily in design teams. Culmination of design experience and synthesis of all theoretical and practical knowledge into the production of an engineering artifact system. Detailed design and analysis, manufacturing, fabrication and assembly will be the focus. Two-hour lecture/project activities with one two-hour lab per week. Prerequisites: ME 498. A minimum grade of C- is required for all prerequisites.

# ENGLISH AS A SECOND LANGUAGE

## (ESL) PROGRAM COURSES

### Academic Curriculum

#### LEVEL 1 (BEGINNING)

##### **ESL 010 Foundational Reading and Vocabulary I**

Beginning English learners will develop foundational academic reading skills through a variety of high-interest texts on academic subjects. Students will become more effective and confident readers by learning strategies for effective reading and vocabulary building.

##### **ESL 011 Foundational Writing Skills I**

Beginning English learners will develop foundational academic writing skills by engaging in the writing process from prewriting to revision. Students will learn to write clear and cohesive sentences and paragraphs to demonstrate effective use of grammar and vocabulary.

##### **ESL 012 Grammar I**

Beginning English learners will develop the ability to accurately, meaningfully, and appropriately use basic English grammatical structures in spoken and written communication. The scope of this course covers the form, meaning, and use of basic grammar, including but not limited to the verbs “be” and “have”, subject verb agreement, negation, word order, sentence structure, asking questions, verb tenses, nouns, pronouns, adjectives, and adverbs.

##### **ESL 013 Speaking and Listening Skills I**

Beginning English learners will develop effective verbal communication skills for academic success in undergraduate classes. Students will engage in academic speaking activities, discussions, and focused listening tasks. Students will gain confidence as they learn to effectively express their ideas in class.

##### **ESL 014 English Language Skills through an Introduction to U.S. Culture I**

Beginning English learners will expand their knowledge of U.S. culture, values, and social concerns. Students will become more culturally prepared to engage in undergraduate study in the U.S. by gaining familiarity with traditional American values and how they influence various aspects of American life. Students will have a better understanding of life in the U.S. and be more sensitive to cultural differences that they encounter as a result of taking this course.

#### LEVEL 2 (PRE-INTERMEDIATE)

##### **ESL 020 Academic Reading and Vocabulary II**

Pre-intermediate English learners will develop foundational academic reading skills by engaging with a variety of high interest texts on academic subjects. Students will become more effective and confident readers by learning strategies for effective reading, vocabulary building, and critical thinking.

##### **ESL 021 Academic Writing Skills II**

Pre-intermediate English learners will develop foundational academic writing skills by engaging in the writing process from prewriting to revision. Students will learn to write various styles of academic paragraphs and essays that demonstrate effective use of grammar, vocabulary, structure, and organization.

##### **ESL 022 Grammar II**

Pre-intermediate English learners will develop the ability to use fundamental grammatical structures of English accurately, meaningfully, and appropriately in spoken and written communication. This course covers the form, meaning, and use of fundamental grammar, including but not limited to verb tenses and aspects, modal auxiliaries, prepositions, comparisons, count/non-count nouns, articles, determiners, and quantifiers.

##### **ESL 023 Speaking, Listening, and Presentation Skills II**

Pre-intermediate English learners will develop effective verbal communication skills for academic success in undergraduate classes. By engaging in academic speaking activities, discussions, focused listening tasks, and a process approach to planning, writing, and delivering academic presentations. Students will gain confidence as they learn to effectively express and present their ideas, experiences, knowledge, and opinions in class.

##### **ESL 024 TOEFL Skills and Strategies II**

Pre-intermediate English learners will maximize their test performance through intensive study and practice of successful test-taking strategies for each of the three sections of the TOEFL, paper-based test: Listening Comprehension, Structure & Written

Expression, and Reading Comprehension. Students will expand their knowledge of the language skills and academic vocabulary that are regularly tested for on the TOEFL PBT.

### **LEVEL 3 (INTERMEDIATE)**

#### **ESL 030 Academic Reading and Vocabulary III**

This course is designed to introduce students to the skills necessary to manage typical undergraduate level reading assignments. Intermediate English learners will develop foundational academic reading skills by engaging with a variety of high-interest texts on academic subjects. Students will become more effective and confident readers by learning strategies for effective reading, vocabulary building, and critical thinking.

#### **ESL 031 Academic Writing Skills III**

Intermediate English learners will develop foundational academic writing skills by engaging in the writing process from prewriting to revision. Students will learn to write various styles of academic paragraphs and essays that demonstrate effective use of grammar, vocabulary, structure, and organization.

#### **ESL 032 Grammar III**

Intermediate English learners will develop the ability to use fundamental grammatical structures of English accurately, meaningfully, and appropriately in academic speaking and writing. The scope of this course covers the form, meaning, and the use of fundamental grammar, including but not limited to verb tenses and aspects, reference and possession, coordination and subordination, phrasal verbs, and the passive voice.

#### **ESL 033 Speaking, Listening and Presentation Skills III**

Intermediate English learners will develop effective verbal communication skills for academic success in undergraduate classes. Students will engage in academic speaking activities, discussions, focused listening tasks, and a process approach to planning, writing, and delivering academic presentations. Students will gain confidence as they learn to effectively express and present their ideas, experiences, knowledge, and opinions in class.

#### **ESL 034 TOEFL Skills and Strategies III**

Intermediate English learners will maximize their test performance through intensive study and practice of successful test-taking strategies for each of the three sections of the TOEFL paper-based test: Listening Comprehension, Structure & Written Expression, and Reading Comprehension. Students will expand their knowledge of the language skills and academic vocabulary that are regularly tested on the TOEFL PBT.

### **LEVEL 4 (UPPER-INTERMEDIATE)**

#### **ESL 040 Academic Reading and Vocabulary IV**

Upper-intermediate English learners will develop foundational academic reading skills by engaging with a variety of high interest texts on academic subjects. Students will become more effective and confident readers by learning strategies for effective reading, vocabulary building, and critical thinking. This course is designed for students to practice the skills necessary to manage typical undergraduate-level reading assignments.

#### **ESL 041 Academic Writing Skills IV**

Upper-intermediate English learners will develop foundational academic writing skills by engaging in the writing process from prewriting to revision. Students will learn to write in academic essays in various styles to demonstrate the effective use of grammar, vocabulary, structure, and organization. This course emphasizes quoting, paraphrasing, library research, and avoiding plagiarism.

#### **ESL 042 Grammar IV**

English learners at the upper-intermediate level will develop the ability to use advanced grammatical structures of English accurately, meaningfully, and appropriately in academic speaking and writing. Beginning with a review of the verb tense/aspect system, the scope of this course covers the form, meaning, and use of advanced grammar, including but not limited to logical connectors, conditional sentences, relative clauses, noun and adjective clauses, and subordination.

#### **ESL 043 Speaking, Listening and Presentation Skills IV**

Upper-intermediate English learners will develop effective verbal communication skills for academic success in undergraduate classes. Students will engage in academic speaking activities, discussions, focused listening tasks, and a process approach to planning, writing, and delivering academic presentations. Students will gain skills and confidence as they learn to effectively express and present their ideas, experiences, knowledge, and opinions in class.

#### **ESL 044 TOEFL Skills and Strategies IV**

Upper-intermediate English learners will maximize their test performance through intensive study and practice of successful test-taking strategies for each of the three sections of the TOEFL paper-based test: Listening Comprehension, Structure & Written

Expression, and Reading Comprehension. Students will expand their knowledge of the language skills and academic vocabulary that are regularly tested on the TOEFL PBT.

## **LEVEL 5 (ADVANCED)**

### **ESL 050 Academic Reading and Vocabulary V**

Advanced English learners will develop foundational academic reading skills by engaging with a variety of high-interest texts on academic subjects. Students will become more effective and confident readers by learning strategies for effective reading, vocabulary building, and critical thinking. This course is designed to equip students with the skills necessary to successfully manage challenging undergraduate-level reading assignments.

### **ESL 051 Academic Writing Skills V**

Advanced English learners will develop foundational academic writing skills by engaging in the writing process from prewriting through revision. Students will learn to write academic essays in various styles to demonstrate effective use of grammar, vocabulary, structure, and organization. This course emphasizes quoting, paraphrasing, research writing, avoiding plagiarism, and APA/MLA format.

### **ESL 052 Grammar V**

Advanced English learners will develop the ability to use advanced grammatical structures of English accurately, meaningfully, and appropriately in academic speaking and writing. The scope of this course covers the form, meaning, and use of advanced grammar, including but not limited to verb complementation, focus and emphasis, register, reported speech, embedded clauses, relative clauses, participle clauses, adverbial clauses, reference, substitution, and omission.

### **ESL 053 Speaking, Listening, and Presentation Skills V**

Advanced English learners will develop effective verbal communication skills for academic success in undergraduate classes. Students will engage in academic speaking activities, discussions, focused listening tasks, and a process approach to planning, writing, and delivering academic presentations. Students will gain confidence as they learn to effectively express and present their ideas, experiences, knowledge, and opinions in class.

### **ESL 054 TOEFL Skills and Strategies V**

Advanced English learners will maximize their test performance through intensive study and practice of test-taking strategies for each of the three sections of the TOEFL paper-based test: Listening Comprehension, Structure & Written Expression, and Reading Comprehension. Students will expand their knowledge of the language skills and academic vocabulary that are regularly tested on the TOEFL PBT.

## **SKILL ENHANCEMENT**

### **ESL 070 (Level 1-5) English Language Skills through an Introduction to Pacific Northwest Culture**

Students will improve English language skills through learning about the rich culture and history of the Pacific Northwest. Students will engage in a seminar-style course that involves academic discussions, presentations, and collaborative project-based work. Students will learn about places that they will visit on field trips, after which, they will write reflections on their experiences and discuss what they learned. This course is offered at ESL levels 1-5 as follows:

**ESL 070A Level 1**

**ESL 070B Level 2**

**ESL 070C Level 3**

**ESL 070D Level 4**

**ESL 070E Level 5**

### **ESL 071 (Level 2-5) English Language Skills through an Introduction to U.S. Culture and History**

Students will improve English language skills through expanding their knowledge of U.S. culture, history, values, and social concerns. Students will become more culturally prepared to engage in undergraduate study in the U.S. by gaining familiarity with traditional American values, how these values developed historically, and how they influence various aspects of American life today. Students will complete assignments that require them to engage with the local community and people. As a result of taking this course, students will gain a better understanding of life in the U.S. and be more sensitive to cultural differences that they encounter. This course is offered at ESL levels 2-5 as follows:

**ESL 071B Level 2**

**ESL 071C Level 3**

**ESL 071D Level 4**

**ESL 071E Level 5**

### **ESL 072 (Level 3-4) English Language Skills through Service Learning**

Students will improve English language skills by engaging in various types of volunteer experiences in the local community and reflecting on these experiences through discussion and writing. Students will discover how civic participation enriches one's education, experience, and personal well-being. This course expands students' knowledge of the Benedictine values, particularly the principle of Service, and it requires students to think critically about American values, the values of their own culture, and their own personal values. This course is offered at ESL levels 3 to 4 as follows:

**ESL 072C Level 3**

**ESL 072D Level 4**

**ESL 073 (Level 4-5) Developing Your Voice: Creative**

### **Writing**

Students will improve English writing skills through the study of various forms of creative writing such as short fiction, poetry and drama. Students will complete reading assignments, participate in technique and style discussions, and experiment with writing in various academic styles. Students will share their work with peers in order to give and receive feedback. This course is offered at ESL levels 4-5 as follows:

**ESL 073D Level 4**

**ESL 073E Level 5**

**ESL 074 (Level 3-5)**

### **Enhancing Reading Skills through an Introduction to English Literature**

Students will improve reading skills through the study of literature and poetry. Students will engage in literary analysis, critical thinking, discussion, and writing assignments. The course will focus on selected novels, helping to develop students' vocabulary and reading skills. Primary texts will be supplemented with relevant short stories, poems, and lectures on historical context and issues raised in the novels. This course is offered at ESL levels 3-5 as follows:

**ESL 074C Level 3**

**ESL 074D Level 4**

**ESL 074E Level 5**

**ESL 075 (Level 1-5)**

### **Communication and Conversation Skills**

Students will develop conversation skills for academic, professional, and social contexts. This course focuses on communicative fluency activities that require students to interact and speak as much as possible, including games, interviews, role plays, surveys, and presentations. Students will gain confidence in their speaking ability as they learn to use appropriate conversational English for different situations. This course is offered at ESL levels 1-5 as follows:

**ESL 075A Level 1**

**ESL 075B Level 2**

**ESL 075C Level 3**

**ESL 075D Level 4**

**ESL 075E Level 5**

**ESL 076 (Level 4-5)**

### **English Language Skills through Engaging with Contemporary Issues**

Students will expand their knowledge of current social, economic, environmental, and political issues in the U.S. and abroad. Students will research various issues, present them in class, and engage in discussions on how these issues should be addressed. Students will explore the implications of their ideas through various discussion and debating exercises. This course is offered at ESL levels 4-5 as follows:

**ESL 076D Level 4**

**ESL 076E Level 5**

**ESL 077 (Level 2-4)**

### **English Language Skills through World Cultures**

Students will improve their English language skills through learning about U.S. and world cultures in various historical and contemporary periods. Students will complete assignments where they research, discuss, and present the traditions of various cultures in the U.S. and the world. In addition to studying cultures that are new to them, students will share their own culture and traditions with the class and the university community through cultural expos and presentations. This course is offered at ESL levels 2-4 as follows:

**ESL 077B Level 2**

**ESL 077C Level 3**

**ESL 077D Level 4**

**ESL 078 (Level 3-5)**

### **English Language Skills through an Introduction to American Film**

Students will improve English language skills and explore U.S. culture through American movies. Students will strengthen their English skills as they listen to natural speech, discuss topics that arise, accumulate idiomatic vocabulary, analyze and write about what they discover, and become critical viewers of media. This course is offered at ESL levels 3-5 as follows:

**ESL 078C Level 3**

**ESL 078D Level 4**

**ESL 078E Level 5**

**ESL 079 (Level 4-5)**

### **English Language Skills through an Introduction to American Music**

Students will improve English language skills and expand their knowledge of American culture and values through the history of American music from the 19th century to today. The following themes in American music are explored: the interaction of European American, African American, and Latin American traditions, the influence of mass media and technology (printing, recording, radio, video, Internet), and the role of popular music as a symbol of identity (race, class, gender, generation). This course is offered at ESL levels 4-5 as follows:

**ESL 079D Level 4**

**ESL 079E Level 5**

**ESL 080 (Level 4-5)**

### **Intercultural Communication**

Students will improve English language skills through the study of intercultural communication. In particular students will learn how misunderstandings can occur due to Through readings, group work, class activities, guest speakers, in-class discussions and written essays, students will learn to avoid miscommunications and to become more mindful and skillful communicators in their globally interconnected world. This course is offered at ESL levels 4-5 as follows:

**ESL 080D Level 4**

**ESL 080E Level 5**

**ESL 081 (Level 4-5)**

### **English Language Skills for Business**

This course prepares students for success in the Business Administration major at Saint Martin's. Students will learn the key language and technical vocabulary of management, marketing, finance, economics, and accounting. Students will engage in activities such as reading business and economics texts, listening to lectures and interviews with business leaders, having discussions and giving presentations on relevant business topics, as well as writing summaries, emails, and reports. This course is offered at ESL levels 4-5 as follows:

**ESL 081D Level 4**

**ESL 081E Level 5**

**ESL 082 (Level 4-5)**



### **English Language Skills for Engineering**

This course prepares students for success in the Civil and Mechanical Engineering majors at Saint Martin's. Students will learn the key language and technical vocabulary for topics such as procedures and precautions, monitoring and control, and engineering design. Students will engage in reading engineering texts, listening activities involving Engineering lectures, as well as speaking and writing activities such as describing technical problems and suggesting solutions. This course is offered at ESL levels 4-5 as follows:

**ESL 082D Level 4**

**ESL 082E Level 5**

**ESL 083 (Level 4-5)**

### **University Preparation**

Bridge to Success Students will prepare to enter undergraduate and graduate classes at Saint Martin's. Students will visit university classes, review syllabi and textbooks, and talk to professors. The importance of class participation, group work, and critical thinking will be emphasized through class discussions, readings, and writing assignments. Students will be introduced to various learning and time management strategies as well as campus resources available. This course is offered at ESL levels 4-5 as follows:

**ESL 083D Level 4**

**ESL 083E Level 5**

**ESL 084 (Level 1-5)**

### **Pronunciation Workshop**

Students will learn and practice English rhythm, syllables, word stress, sentence stress, vowel sounds and rules, consonant sounds and intonation. Students will practice these items through exercises, poetry, stories and dialogues. By the end of this class, students will have a heightened awareness of the sounds of English and will be better able to hear and reproduce them. They will also be better able to recognize where sentence stress belongs in English language rhythm. This course is offered at ESL levels 1-5 as follows:

**ESL 084A Level 1**

**ESL 084B Level 2**

**ESL 084C Level 3**

**ESL 084D Level 4**

**ESL 084E Level 5**

**ESL 095**

### **Special Topics**

To be arranged with department advisor. Special topics are offered at ESL levels 1 to 5 as follows:

**ESL 095A Level 1**

**ESL 095B Level 2**

**ESL 095C Level 3**

**ESL 095D Level 4**

**ESL 095E Level 5**

### **SHORT TERM SUMMER COURSES**

**ESL 001 (Level 1-5)**

#### **Academic Reading Skills**

Students will develop foundational academic reading skills by engaging with a variety of high-interest texts on academic subjects. Students will become more effective and confident readers by learning strategies for effective reading, vocabulary building, and critical thinking. This course is designed for students to practice the skills necessary to manage typical undergraduate-level reading assignments. This course is offered at ESL levels 1-5 as follows:

**ESL 001A Level 1**

**ESL 001B Level 2**

**ESL 001C Level 3**

**ESL 001D Level 4**  
**ESL 001E Level 5**  
**ESL 002 (Level 1-5)**

### **Speaking, Listening and Presentation Skills**

Students will develop effective verbal communication skills for academic success in undergraduate classes. Students will engage in academic speaking activities, discussions, focused listening skills, and a process approach to planning, writing, and delivering academic presentations. Students will gain confidence as they learn to effectively express and present their ideas, experiences, knowledge, and opinions in class. This course is offered at ESL levels 1-5 as follows:

**ESL 002A Level 1**  
**ESL 002B Level 2**  
**ESL 002C Level 3**  
**ESL 002D Level 4**  
**ESL 002E Level 5**  
**ESL 003 (Level 1-5)**

### **Grammar and Writing Seminar**

Students will develop the ability to use fundamental grammatical structures of English accurately, meaningfully, and appropriately in academic speaking and writing. The scope of this course covers the form, meaning, and use of fundamental grammar. This course is offered at ESL levels 1-5 as follows:

**ESL 003A Level 1**  
**ESL 003B Level 2**  
**ESL 003C Level 3**  
**ESL 003D Level 4**  
**ESL 003E Level 5**  
**ESL 004 (Level 2-5)**

### **TOEFL Skills and Strategies**

Students will maximize their test performance through intensive study and practice of successful test-taking strategies for each of the three sections of the TOEFL, paper-based test: Listening Comprehension, Structure & Written Expression, and Reading Comprehension. Students will expand their knowledge of the language skills and academic vocabulary that are regularly tested on the TOEFL PBT. This course is offered at ESL levels 2-5 as follows:

**ESL 004B Level 2**  
**ESL 004C Level 3**  
**ESL 004D Level 4**  
**ESL 004E Level 5**  
**ESL 005 (Level 4-5)**

### **University Preparation**

Students will prepare to enter undergraduate and graduate classes at Saint Martin's. Students will visit university classes, review syllabi and textbooks, and talk to professors. The importance of class participation, group work, and critical thinking will be emphasized through class discussions, readings, and writing assignments. Students will be introduced to various learning and time management strategies as well as campus resources available. This course is offered at ESL levels 4-5 as follows:

**ESL 005D Level 4**  
**ESL 005E Level 5**  
**ESL 006 (Level 1-5)**

### **English Language Skills through an Introduction of Pacific Northwest Culture**

Students will improve English language skills by learning about the rich culture and history of the Pacific Northwest. Students will engage in a seminar-like course that involves academic discussions, presentations, and collaborative project-based work. Students

will learn about places that they will visit on field trips, after which, they will write reflections on their experiences and discuss what they learned. This course is offered at ESL levels 1-5 as follows:

- ESL 006A Level 1**
- ESL 006B Level 2**
- ESL 006C Level 3**
- ESL 006D Level 4**
- ESL 006E Level 5**
- ESL 007 (Level 1-5)**

### **Interactive English**

This course focuses on communicative fluency activities that require students to interact and speak as much as possible, including games, conversation missions, interviews, role plays, surveys, and presentations. With a focus on minimizing teacher talk-time, students are given abundant opportunities to practice using the English language themselves. Throughout the course, students will be required to interact with native English speakers inside and outside of the classroom, including guest speakers and members of the Saint Martin's community. This course is offered at ESL levels 1-5 as follows:

- ESL 007A Level 1**
- ESL 007B Level 2**
- ESL 007C Level 3**
- ESL 007D Level 4**
- ESL 007E Level 5**
- ESL 008**

### **English Language Skills through Experiential Learning**

Students will improve English language skills by participating in experiential learning activities that take place outside of the classroom with their American peers. Activities include drama and music performances, sports, dancing, games, and team-building activities. Enrollment in this course is open to students at any ESL level.

- ESL 009 (Level 1-5)**

### **Study Tour of American Culture**

Students will go on field trips to various locations in the Pacific Northwest, so that they can immerse themselves in the local culture, history, and community. During these trips, students will be asked to present various academic assignments specific to the location that they are visiting. These assignments will enable them to have a more meaningful field trip experience, expanding their knowledge of the American culture and history. This course is offered as a 3-week workshop at ESL levels 1 to 5 as follows:

- ESL 009A Level 1**
- ESL 009B Level 2**
- ESL 009C Level 3**
- ESL 009D Level 4**
- ESL 009E Level 5**

# ACADEMIC POLICIES AND PROCEDURES

The Office of the Registrar is guided by the ethical standard policies of AACRAO, the American Association of Collegiate Registrars and Admissions Officers.

## ACADEMIC DISHONESTY

### What is Academic Integrity?

Saint Martin's University is a community of faculty, students and staff engaged in the exchange of ideas in the ongoing pursuit of academic excellence. Essential to our mission is a focused commitment to scholarly values, intellectual integrity and a respect for the ideas, beliefs and work of others. This commitment extends to all aspects of academic performance. All members are expected to abide by ethical standards both in their conduct and their exercise of responsibility to themselves and toward other members of the community. As an expression of our shared belief in the Benedictine tradition, we support the intellectual, social, emotional, physical and spiritual nurturing of students.

### WHAT IS ACADEMIC DISHONESTY?

Saint Martin's University defines academic dishonesty as violating the academic integrity of an assignment, test and or evaluation of any coursework. This dishonest practice occurs when students seek to gain for themselves or another, an academic advantage by deception or other dishonest means. All students have a responsibility to understand the requirements that apply to particular assessments and to be aware of acceptable academic practice regarding the use of material prepared by others. Therefore, it is the student's responsibility to be familiar with the policies surrounding academic dishonesty as these may differ from other institutions.

### What are the Most Common Forms of Academic Dishonesty?

Academic dishonesty includes but is not limited to:

- Submitting material that is not yours as part of your course performance, such as submitting a downloaded paper off the internet.
- Using information or devices not allowed by the instructor (such as digital devices, formulas or a computer program or data).
- Using unauthorized materials (such as a copy of an examination before it is given).
- Fabricating information, such as data for a lab report.
- Falsifying the results of your research; presenting as true or accurate material that you know to be false or inaccurate.
- Collaborating with others on assignments without the instructor's consent when the assessment is a task designed for individuals and in which individual answers are required such as on-line assessments.
- Misrepresenting one's own work, which includes submitting the same paper or computer program, or parts thereof, for credit in more than one course without prior permission of each the instructor.
- Misrepresenting one's attendance in classes or at events required of students enrolled in the course (e.g., viewing films, attending concerts, or visiting museums).
- Other forms of dishonest behavior, such as having another person take an exam for you, altering exam answers and requesting the exam be re-graded, communicating with anyone other than a proctor or instructor during the exam or grade tampering.
- Assisting others to commit dishonest practice including impersonating another student in a test or examination, writing an assignment for another student, giving answers to another student in a test or examination by any direct or indirect means, and allowing another student to copy answers in a test, examination or any other assignment.

Plagiarism includes but is not limited to:

#### 1. Unintended Plagiarism: Level One

Although it is not intended, unintentional plagiarism is treated as dishonest practice. It is usually due to lack of care, naivety, and/or to a lack of understanding of acceptable academic behavior. This kind of plagiarism is easily avoided and is dealt with by the instructor and the chair. The provost/VPAA is notified.

#### 2. Intentional Plagiarism: Level Two

Intentional plagiarism is gaining academic advantage by copying or paraphrasing someone else's work and representing it as your own, or helping someone else copy your work and represent it as their own. It also includes self-plagiarism which is when you use your own work in a different paper or program without indicating the source. As with other dishonest practices, intentional plagiarism is treated very seriously by the university.

## What are the Penalties for Dishonest Practice?

The following steps are followed for incidents of academic dishonesty and their appeal:

- a) The professor encounters an incident that they judge to be cheating or plagiarism. The professor prescribes a penalty in keeping with the seriousness of the offense. The scope of the consequence prescribed by the professor is limited to the course in which the incident of academic dishonesty was detected. In deciding on how to resolve the incident, the professor may contact the student for additional information. The professor files an incident report with the dean with cognizance of the course, with a copy to the department chair with cognizance of the course and the provost/VPAA within seven days of notifying the student of the penalty. A copy of the incident report is provided to the student. If the course is outside the faculty member's home department, that chair is also provided a copy.
- b) The student either accepts the penalty or files a written appeal with the chair of the department offering the course. The appeal must specify the grounds or reasons for the appeal, whether the student is appealing the charge of cheating/plagiarism, and/or the severity of the penalty prescribed.
- c) c) The chair renders a decision on the appeal within five business days and informs the student in writing with a copy to the dean with cognizance of the course and the provost/VPAA. The student accepts the decision of the chair or writes to the dean within five business days seeking further review of the appeal. The student may not submit additional documentation at this stage.
- d) d) The dean reviews the appeal and informs the student of their decision within five business days, with a copy to the chair and provost/VPAA. The chair informs the professor. The student may accept the decision of the dean or within five business days, ask the provost/VPAA to additionally review their appeal.
- e) e) The provost's/VPAA's decision on the appeal, made within five business days of receiving a written request for review of the appeal by the student, is final.
- f) f) The dean may constitute ad hoc Appeals Committee(s) to hear the case. This committee, if constituted, must include two faculty members (one faculty member to be chosen by the student) and may also include the ASSMU President or their designee. The ad hoc Appeals Committee hears the case, investigates the circumstances surrounding it, and based on the facts of the case, advises the chair, dean, and provost/VPAA. The provost's/VPAA's decision on the appeal is final.
- g) g) In serious cases, the appeals committee or the provost/VPAA may recommend suspension or expulsion of the student from the University. h) In serious cases or in the event of multiple cases of academic dishonesty the provost/VPAA may consider additional penalties beyond the scope of the course. These penalties may include suspension or expulsion from the university.
- h) i) In seeking to suspend or expel the student, the provost/VPAA may seek the recommendation of the Academic Standards Committee. The provost's/VPAA's decision constitutes the final appeal in these cases.

## ACADEMIC HONORS

### Dean's List

All degree seeking undergraduate students who meet the following requirements at the end of a semester qualify for the dean's list notated on their transcript:

- Completion of a minimum of 12 graded semester hours during the semester.
- No incomplete grades during the semester.
- A minimum grade point average of 3.50 during the semester.

### Latin Honors

A student must have a minimum of 30 hours in residence to be eligible for graduation with honors. The cumulative grade point average for all coursework completed at Saint Martin's University that appears as part of the student's official transcript will be used to determine the appropriate academic honor (at the time of degree conferral) according to the following standards.

**Summa Cum Laude:** A cumulative grade point average of 3.90 to 4.0.

**Magna Cum Laude:** A cumulative grade point average of 3.70 to 3.89.

**Cum Laude:** A cumulative grade point average of 3.50 to 3.69.

## ACADEMIC NOTICE

A student will be placed on academic notice when their cumulative grade point average falls below 2.0. If a student falls below this minimum standard, they will be placed on first level notice for the first semester, and second level notice for a second consecutive semester below a 2.0 GPA. A third semester will result in suspension and is discussed below. If placed on notice, the student will be placed on an academic contract with specific non-optional actions designed to ensure subsequent success. At semester's end, the student's record will be reviewed to determine whether progress toward meeting the minimum standards has been met. Even if academic progress was made, the student may continue on notice or be placed on suspension if their overall grade point does

not meet minimum standards. Academic notice limits a student to a 14.0 credit maximum (per semester), made up with a maximum of 4 courses. The provost's/VPAA's office notifies students of other restrictions and requirements.

## ACADEMIC SUSPENSION

No student may remain on academic notice for more than two consecutive semesters. Failure to meet the conditions of academic notice will result in suspension from the university. Suspensions are typically one regular semester in length at minimum. In extraordinary circumstances, an appeal may be considered by the provost/VPAA (Old Main 269).

## REINSTATEMENT FROM SUSPENSION (AFTER SITTING OUT A MINIMUM OF ONE SEMESTER)

If a student wishes to petition for reinstatement to the university, the student may petition the provost/VPAA. This procedure is used after the student has been absent from the university for one or more semesters after academic suspension. The student must submit the petition for reinstatement, complete with explanation and plan to the Provost's/VPAA's office by March 15 to be considered for fall reinstatement or October 15 to be considered for spring or summer reinstatement. The petition will be forwarded to the Academic Standards Committee, who may review and act on the petition. Students are notified of the decision within 3 weeks of the submission deadline. If approved for reinstatement, the student must complete an Application for Readmission and submit it to the Office of Admission with a copy of their reinstatement approval letter:

<https://admissions.stmartin.edu/register/readmit>. The petition for reinstatement must consist of the following:

- A written explanation that demonstrates the student's understanding of the reasons for their academic difficulties;
- A realistic plan for addressing these difficulties. This plan must be developed in consultation with the student's academic advisor and the Center for Student Success.

## ADVISING

Academic advisors provide guidance and mentoring to students with regard to their academic plan of study. Faculty advisors help students explore various academic majors, make appropriate career choices, explain university requirements, and provide guidance in selecting classes. While advisors will aim to provide accurate information to students and help them make informed choices about majors, programs and courses, students are responsible for keeping themselves informed about policies, procedures, academic and graduation requirements. Students who have questions about policies and procedures or degree requirements must consult their advisor, the chair of their department, or the dean of their college/school as early as possible.

## APPLICATION FOR GRADUATION AND COMMENCEMENT

Candidates for degree completion must file an application for graduation by specified deadlines each semester. Deadlines for filing an application are posted and applications are available on the registrar's website: [www.stmartin.edu/registrar](http://www.stmartin.edu/registrar).

Commencement ceremonies occur once a year at the close of the spring semester for students earning a Saint Martin's University degree. Certificate students do not participate in the university commencement, but may be recognized by their individual departments. Students completing degree requirements in each of the three graduating semesters for that academic year (fall, spring, and summer) are encouraged to share in the celebration of their dedication and achievement. In order to participate in the ceremony and to be considered for degree conferral, students must apply for graduation according to posted deadlines, and pay the \$60 graduation fee. The fee is non-refundable, and is assessed each time a student applies for graduation. Students need to apply for graduation in order to have their degree/certificates conferred, regardless of whether they plan to participate in commencement activities.

Summer applicants in good academic standing with no more than six credits left to complete their degree, will be allowed to walk at commencement providing they pre-register for the remaining six credits of course work in the first summer session following commencement. Walking at commencement does not guarantee receipt of a degree. A degree or certificate will be conferred only upon completion of all degree requirements.

Pre-approved exceptions to the above listed policy are found below. These students must notify their department and the Office of the Registrar in order for us to verify that they meet one of the exception reasons listed below. Exception requests must be made no later than 6 weeks from the date of the commencement ceremony. There will be no extension of this timeline, as we must account for the time necessary to order caps and gowns.

- Students on international visas that will require them to return to their home country upon completion of their studies.
- Students in the Teacher Preparation Program who only have teaching assignments left to complete in the fall, and who have maintained a GPA above 3.0 may be eligible to walk at commencement providing they have completed all other coursework for their degree.
- RN-BSN students who apply for summer graduation will also be permitted to participate in the commencement ceremony provided they are enrolled in their final courses prior to walking. Beyond the pre-approved exceptions listed above, other exceptional circumstance requests must be sent in writing to the registrar.

The Saint Martin's-JBLM commencement ceremony for students graduating in fall, spring, and summer will take place in June. Saint Martin's-JBLM students wishing to attend both the Saint Martin's-JBLM commencement and Lacey campus ceremonies may do so.

## ATTENDANCE

Students are expected to attend all classes for which they are registered. Decisions regarding absences from class are left to the individual instructor. Work missed because of late registration, illness or any other reason must be completed. The student is responsible for contacting the instructor to make arrangements. Failure to attend a class for which a student is registered, does not constitute a withdrawal—the student must initiate withdrawal from a course.

Research indicates that a strong positive correlation exists between class attendance and academic success. Since student success is our priority at Saint Martin's University, students are expected to make class attendance a priority. At the same time, the university recognizes the value of student participation in activities beyond the classroom and that, these activities may conflict with classes.

Therefore, at Saint Martin's University:

- If a student is unable to attend the first class, a student should contact their instructor before the class meets. Students who miss the first class of the semester without making prior arrangements may be, at the instructor's discretion, dropped from the course.
- It is the responsibility of each student to be aware of instructors' attendance/grading requirements.
- Students who enroll during add/drop period may not be counted absent when not formally enrolled in the course; however, it is the student's responsibility to contact the instructor about class assignments and content missed.
- In individual courses, attendance may influence the grade the student receives. For absences due to university sanctioned activities, please read the policy on absences below.
- The class attendance appeal process is provided to help students resolve questions with faculty and staff about the attendance policy.
- If a student is marked as "never attending" by the instructor at the end of add/drop period, the student will be dropped from the course. Students who are dropped for never attending will not be authorized to participate and/or be graded in that class.

### Class Attendance Appeal Process

Students with complaints that faculty or staff are not working under this policy must initiate the following procedure as soon as possible:

- Initial attempts to resolve the matter should be made in writing to the faculty/staff person, who shall have five (5) school days to respond to the student in writing.
- If the student is dissatisfied with the response, the student may request a review in writing by the appropriate department chair/supervisor. The chair/supervisor must meet with the student and the faculty/staff person involved within five (5) school days after the student has requested the review and issue a written resolution to both parties within five (5) school days of the meeting.
- If either party should be dissatisfied with the response, a written grievance may be filed with the Vice President for Academic Affairs/Provost within five (5) school days. The provost/VPAA will convene a meeting involving the faculty/staff person, and the student and issue a final resolution within five (5) school days of the meeting.
- This appeal process can be initiated anytime during the semester. It does not replace the final grade appeal, which can only be initiated after final grades for the term have been posted.

### Attendance Policy Addressing Absences due to University Sanctioned Activities including Athletics

The Saint Martin's University faculty, staff, and administration agree that they will work together to optimize student learning—both in and out of the classroom—by sharing the responsibility for communicating about and minimizing class absences due to activities that are under the supervision of university faculty or staff. Students will not be routinely penalized in course progress or evaluation for absences due to university sanctioned activities as long as all parties follow the procedures outlined below. This policy aims to help students, in collaboration with faculty and staff, navigate conflicts between class attendance and participation in university sanctioned activities.

#### Definitions

For the purposes of this policy, approved sanctioned activities where activities are under the supervision of faculty, staff, coaches or advisors include:

- University academic competitions
- Commitments on behalf of the university (e.g. ASCE, ASSMU, Choir, Theater)
- Intercollegiate athletic competitions (not practices)
- Approved class field trips

- Professional activities recognized by the university related to academics (e.g. professional conference attendance, etc.)
- Co-curricular service activities (e.g. Engineers Without Borders)

#### **Procedures:**

##### **A. Responsibilities of Students Participating in University Sanctioned Activities including Athletics:**

- Students are expected to attend all classes, take all quizzes and exams (including final exams) except when there are conflicts with participation in university activities.
- Students are responsible to review the syllabus, note potential conflicts, bring them to the attention of their professors and request alternative arrangements prior to events such as missed quizzes, exams, labs and assignments.
- Students participating in university sanctioned activities will communicate, verbally and in writing, with faculty during the first week of class about the dates they expect to be absent for scheduled events.
- In the first week of class, or as soon as feasible, students must give each of their professors a copy of a 'Written Notification,' issued by the sponsor, which details the anticipated missed class dates for the student. This letter must include the student's full name. In addition to the 'Written Notification Letter,' each professor will receive a copy of the event roster identifying the student with a specific club, activity etc. For student-athletes, this is the "Travel Letter."
- Students will verify, at the faculty's request that an absence was caused by a university sanctioned event.
- Students will notify sponsors of university sanctioned activities, at least one week in advance, of potential conflicts between scheduled events and course requirements. This will provide sponsors and faculty with the opportunity to communicate about the student and course in question.
- Students will also remind the faculty immediately prior to an upcoming absence.
- Students will recognize that they are not excused from academic work and that in some cases it is impossible to provide alternative assignments or reschedule critical learning experiences.
- Students, in consultation with course faculty and their academic advisors, should carefully consider whether a particular course, due to the nature of the learning experiences involved, will work with their participation in a co-curricular activity and plan accordingly.
- In the case where a student has conflicting university sanctioned activities, the student will work with the activity sponsors and the academic advisor to reach a resolution. If a resolution is not reached, the student may use the Appeal Process.

#### **Student-Athletes are expected to adhere to the following:**

- No student-athlete may absent themselves from class to attend a practice session (NCAA Bylaw).
- When an athletic competition takes place at Saint Martin's University (i.e., a 'home game'), no student-athlete is authorized to be absent from any class prior to two hours before the scheduled start of the competition unless the athlete plays baseball, soccer or softball which require 2 ½ hours for pre-game preparations. If the athlete needs rehabilitation from the athletic trainer, the athlete will be allowed to be absent from class up to three hours prior to scheduled start of the competition.

##### **B. Responsibilities of Faculty and Staff Sponsors of University Sanctioned Activities including Athletics:**

- Faculty and staff leading university sanctioned activities will work to enable participating students to miss as few classes as possible, keeping in view the detrimental impacts caused by absences from the classroom.
- Faculty and staff sponsors of university sanctioned activities will provide students with a written schedule by the first day of classes and will post the schedules on the Saint Martin's University websites.
- Faculty and staff sponsors of university sanctioned activities will, as a rule, not schedule events during study days or the week of final examinations.
- They will also, whenever possible, avoid scheduling events during the week prior to both fall and spring break, due to the fact that midterm exams are often scheduled during these weeks.
- Faculty and staff sponsors of university sanctioned activities will not penalize participating students for an absence from an event if their academic success in a course prohibits such absence.
- If a student is a focus of concern for Saints Care, the faculty and staff sponsors will be involved, as needed, to support the student in making the identified improvements. Athletic coaches are expected to adhere to the following: Athletic supervisors and coaches will create a list for faculty showing when student-athletes are required attend competitions and post on the P drive.

#### **Athletic Coaches are expected to adhere to the following:**

Athletic supervisors and coaches will create a list for faculty showing when student-athletes are required attend competitions and post on the P drive.

- Athletic supervisors and coaches will take the academic calendar and schedule into account when scheduling athletic contests, practices and team meetings.
- No practice session or team meeting may be scheduled during mandated orientation sessions. Coaches must modify practice schedules to allow student-athletes to participate in mandated orientation sessions.



### **C. Responsibilities of Faculty Teaching Academic Courses:**

- Faculty will make a good faith effort to accommodate students who miss a reasonable number of classes because of their participation in university sanctioned activities.
- Faculty will clearly articulate their attendance/grading policies on their course syllabi. This policy should directly address student absences due to participation in university sanctioned activities, as well as student absences due to illness, family functions and crises, etc.
- Faculty are encouraged to communicate directly with students and sponsors of university sanctioned events in the event that a student has a specific conflict between their success in an academic course and their role in a university sanctioned event.
- Faculty will communicate with students if excessive absences, caused by university sanctioned events either alone or in combination with other factors, point to withdrawal from the class or an incomplete as an advisable option.

#### **Faculty supporting student-athletes:**

- Student-athletes are expected to attend all classes, take all quizzes and exams (including final exams) except when there are conflicts with inter collegiate competitions. In the case of missed quizzes or exams, a faculty member may choose to have the quiz or exam administered and proctored through the athletics program (i.e. coach, host faculty athletics representative). The discretion ultimately lies with faculty member.
- Faculty should take into consideration the schedules of student-athletes when scheduling graded activities that are in addition to those already listed on the syllabus.
- In case of conflict the student-athlete should follow the student handbook for academic appeal. The Faculty Athletics Representative (FAR) should also be included as needed.

## **CHANGE OF REGISTRATION**

Dates relating to the student's ability to add, drop or withdraw from courses can be found on the university's academic calendar and the registrar's website. If a student fails to meet the prerequisite for a course, the Office of the Registrar will remove the course from the student schedule. Exceptions will only be considered for students submitting a signed prerequisite override form. Any student who is marked as never attended during the attendance accounting period by an instructor will be administratively dropped from the course.

## **COURSE NUMBER CLASSIFICATIONS**

The university gives credit for all courses numbered 100 through 900 in their respective academic department. Courses at the 100-200 level generally provide a foundation or overview of a discipline. They are intended primarily for first year and sophomores.

Courses at the 300-400 level frequently assume prior knowledge of the field and a higher level of analysis and difficulty. They are intended primarily for juniors or seniors. Courses at the 500-600 level are considered graduate courses. They generally involve individual research projects, critical discussion of issues and oral presentations. Courses at the 800-900 level are reserved for Ph.D. programs.

## **FOCUS: FINDING OPTIONS FOR COLLEGIATE UNDERGRADUATE STUDIES**

General Facts about the FOCUS program:

- Through the FOCUS program, Saint Martin's University may grant academic credit for documented university level learning students acquired through non-university experience. The credit is not for the experience, but for learning that is equivalent to the knowledge and skills of a particular course offered at Saint Martin's University.
- The student's previous learning must reflect the equivalent of significant, university-level achievement. Insofar as the learning meets university-wide and departmental or program standards and requirements, the student may be eligible for credit for a specific course listed in the Academic Catalog. Learning which falls outside of the existing university courses could earn credit as a Directed Study or Special Topics.
- The quality of the documented learning must be rigorous. Credit will only be recommended for learning that is deemed to meet the standard of a grade of B or better in the course for which the credit is requested. If FOCUS credit is approved, it will be denoted on the student's transcript as P.
- FOCUS credit is not awarded for learning obtained after matriculation at Saint Martin's, for courses or subjects not offered at the university, or for physical education activity courses.
- Certain programs at Saint Martin's University are not open to the FOCUS program. For more information, consult with the dean of your academic unit.
- No more than 15 cumulative semester credits (approximately one semester) can be granted through FOCUS.
- FOCUS credit may not be used to fulfill the Saint Martin's University residency requirement that a student complete 30 Saint Martin's University credits for graduation.

- Students who are interested in receiving FOCUS credit should first obtain the following two documents from the registrar: Guidelines for Preparing a FOCUS Portfolio and Student Summary Sheet. For credit to be awarded, students must submit a portfolio documenting their learning. One portfolio is submitted for each course for which credit is requested.
- Students must begin the procedure for applying for FOCUS credit at least one academic year before graduation and any FOCUS credit must be fully approved at least one semester before graduation. Further, all requests for FOCUS credit must be made before the start of the student's second semester. All dates correspond to the Lacey campus calendar.
- Students pay a one-time, nonrefundable \$80 registration fee to become a FOCUS candidate.
- Matriculated students who have registered as FOCUS candidates will be given a full, formal review of their request by faculty evaluator(s), the department chair or dean of academic unit for the course requested, and the Academic Standards Committee, who will then make a recommendation to the provost/VPAA. The provost/VPAA will have final say in determining whether or not FOCUS credit will be granted.
- The following grid outlines the procedure and timeline for requesting and earning FOCUS credit for a particular Saint Martin's University course.

## PROCEDURE AND TIMELINE FOR REQUESTING AND EARNING FOCUS CREDIT

Student picks up the following documents at the Office of the Registrar: Guidelines for Preparing a FOCUS Portfolio and a Student Summary Sheet.

Student meets with their academic advisor and discusses the potential of earning FOCUS credit for a particular course.

Student obtains a current syllabus for the course from the department chair or dean of the academic unit of the course, who then assigns one or more faculty evaluators from the department to provide guidance to the candidate.

Each faculty evaluator obtains the following documents from the Office of the Registrar: Guidelines for Evaluating a FOCUS Portfolio and a Faculty Evaluator's Report. With the guidance of the faculty evaluators, the candidate prepares a portfolio.

The completed portfolio, which includes the Student Summary Sheet, is brought to the Office of the Registrar. Once the registration fee is paid by the student, the student becomes a FOCUS candidate and the Office of the Registrar will return the completed portfolio to the Faculty Evaluators.

Within 10 working days, each faculty evaluator reviews the portfolio, completes their portion of the Student Summary Sheet, completes a Faculty Evaluator's Report, adds the report to the portfolio, and then forwards the portfolio to the department chair/dean.

Within 10 working days, the department chair/dean reviews the portfolio, adds her/his approval or disapproval of the recommendation to each Faculty Evaluator's Report, and then forwards the portfolio to the chair of the Academic Standards Committee.

Within 10 working days, the Academic Standards Committee reviews the portfolio and recommends a course of action to the vice president of academic affairs (VPAA/provost), who makes the final decision.

Within 10 working days, the VPAA/provost notifies the candidate by letter of the decision. The VPAA/provost also notifies the candidate's academic advisor, faculty evaluators, the department chair/dean of the course, and the registrar.

If credit is approved, FOCUS fees are charged as per the current catalog and will be indicated on the transcript.

## CREDIT THROUGH TESTING

Saint Martin's University may grant credit based on the results of various kinds of testing. Credit granted cannot exceed 30 semester hours. Test results considered are:

- Advanced Placement testing
- Approved credit for educational experiences in the armed forces
- Cambridge Credit
- College-level Examination Program (CLEP, general and subject examination)
- International Baccalaureate (IB) examinations and diploma
- Military DANTES and SST programs
- United States Armed Forces Institution examinations

Official results of testing must be submitted to the Office of Admissions. Once a student has achieved 30 semester hours of credit, no additional credit for CLEP general examinations will be applied toward degree requirements and graduation.

The university's policies for credit secured through nontraditional means are available from the Office of Admissions.

## DEGREE COMPLETION FOLLOWING A SUBSTANTIAL BREAK IN STUDIES

Any student who, due to circumstances beyond their control is unable to continue attending Saint Martin's University, may contact the Office of the Registrar for a degree completion review. To be considered, the student must have satisfied the following conditions:

- Completed a minimum of 90 credit hours.
- Completed 30 credit hours at Saint Martin's University.
- Fulfilled half the upper-division requirements of his or her major at Saint Martin's University

## DEGREE COMPLETION TIME LIMIT

Students working toward a degree at Saint Martin's University are expected to meet the graduation requirements contained in the undergraduate section of the university's academic catalog in effect for the year in which they are admitted. Any gap in studies would result in the students need to follow a more recent catalog year, therefore, change their degree requirements. No student may use requirements in a catalog older than seven years prior to the date of his or her graduation.

## DIRECTED STUDY

Directed study is designed for students who wish to research and study a topic not covered in a course offering or to explore a topic in greater depth.

The student, in consultation with an advisor and course instructor, initiates a directed study. The instructor's role is to aid the student in defining the topic, suggesting resource material and evaluating student achievement. Together, they must complete a detailed outline, "A Proposal of Directed Study," before the student registers for the directed study. Students taking a directed study must schedule regular meetings with the faculty supervisor at the outset of the study.

Respective academic departments define how many hours of directed study will be assigned and will approve topics and content.

To be eligible for directed study, the student must have successfully completed his or her first year. Undergraduate transfer students must successfully complete at least one semester at Saint Martin's before applying. Students must have a cumulative grade point average of 2.5 to be eligible to apply for directed study.

Directed studies are not appropriate for regular catalog courses and may be accepted to satisfy core requirements only under special circumstances. Additional requirements for directed study are provided on the directed study request form.

## DOUBLE MAJOR, SECOND BACCALAUREATE DEGREE, AND MINOR

### Double Major

Students may be awarded more than one major. At least 15 credits in any major must be different from those in any other major. The specific requirements of each school or college and major must be satisfied for the second major. The same academic catalog must be used for core requirements. If one of the programs has sufficient elective credits, students may meet major requirements of another department by using these electives.

### Simultaneous Degree

To be granted simultaneous baccalaureate degrees, the specific requirements of each school or college and major must be satisfied, including any variation in Core Curriculum (COR) requirements. A cumulative total of 120 credits is required. A minimum of 30 credits that are different from those that are included in the first degree and are part of an approved program are required to earn two degrees. The same academic catalog must be used for core requirements.

Simultaneous baccalaureate degrees must differ from each other in title. For example, a student may earn a Bachelor of Arts and a Bachelor of Science.

### Second Degree for Saint Martin's University Alumni

Every student returning to Saint Martin's University for a second baccalaureate degree, after receiving a first, files an application for readmission with the Admissions Office. A minimum of 30 additional credits is required. When a first baccalaureate degree has been completed with an excess of 120 credits, these are considered to be elective credits toward the first degree only and are not applicable toward the 30 additional credits necessary for the second degree unless approved by the college awarding the second degree. Each student pursuing a second degree must complete all school, college, and major requirements stated in the undergraduate catalog that is in effect at the time the student begins study for the second degree. Satisfaction of core courses for the first baccalaureate degree at Saint Martin's University.

## UNDERGRADUATE MINORS

Departments or schools offering undergraduate minors outline specific requirements in this catalog under departmental requirements or degree requirements. Students who want a minor posted to their academic records must file a Change of Major, Minor, Concentration, Certificate or Advisor form with the Office of the Registrar prior to the deadlines posted on the form. A minor cannot be earned in the major discipline.

## ENROLLMENT

All students are expected to report to campus on the date officially listed in the Saint Martin's University academic catalog. New students will not be enrolled unless they have received official notice of acceptance from the Office of Admissions. A full-time student is one carrying a minimum enrollment of 12 credit hours.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) & SOLOMON AMENDMENT

Saint Martin's University is in compliance with the federal **Family Educational Rights and Privacy Act (FERPA)** of 1974. The University guarantees each student the right to inspect and review his or her personal educational records. For more information, visit <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

### Notification of Rights Under Family Educational Rights and Privacy Act for Postsecondary Institutions

The Family Educational Rights and Privacy Act (FERPA) provides students certain rights with respect to their Saint Martin's University records. These rights include:

- *The right to inspect and review his or her education records within 45 days of the day the University receives a written request for access.* The request to inspect records should specify items for review and should be submitted to the registrar, dean, department chair, or other appropriate official. The University official will make arrangements for access and notify the student of the time and place where the records can be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- *The right to request amendment to education records the student believes to be inaccurate.* If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding hearing procedures will be provided to the student when notified of their right to a hearing.
- *The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.* Student educational records can be disclosed without prior consent to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research role or a support staff position (including law enforcement unit personnel and health staff members); a person or company with whom the University has contracted (such as an attorney, auditor or collection agent); a person serving on the University's board of trustees; or a student serving on an official committee such as a disciplinary or grievance committee or a student who is assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility.

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Saint Martin's University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C., 20202-4605. In compliance with FERPA regulations, Saint Martin's University has identified certain pieces of student information as directory information. Directory information and records requested under the Solomon Amendment (more information will be found below) may be released to third-parties without student consent. Saint Martin's University defines directory information as the following:

- Dates of Attendance
- Major
- Degree or Certificate Received
- Degree Conferral Date
- Honors

Any request for information beyond directory information will require a signed release from the student. Students have the right to restrict disclosure/release of directory information to third-parties. Please contact the Office of the Registrar for additional information. Solomon Amendment is a federal law that allows military recruiters to access some address, biographical and academic program information on students age 17 and older. The Department of Education has determined the Solomon Amendment supersedes most elements of FERPA. An institution is therefore obligated to release data included in the list of "student recruiting information," which goes beyond Saint Martin's University's directory information. However, if the student has submitted a request to the Office of the Registrar to restrict the release of his/her directory information, then no information

from the student's education record will be released under the Solomon Amendment. Student Recruitment Information included in the Solomon Amendment is listed below.

- Name
- Address (home and mailing)
- Telephone (home and mailing)
- Age
- Place of birth
- Level of education
- Academic major
- Degrees received

### Procedure for releasing information to military recruiter:

1. Under the Solomon Amendment, information will be released for military recruitment purposes only. The military recruiters may request student recruitment information once each term or semester for each of the 12 eligible units within the five branches of the service:  
**Army:** Army, Army Reserve, Army National Guard  
**Navy:** Navy, Navy Reserve  
**Marine Corps:** Marine Corps, Marine Corps Reserve  
**Air Force:** Air Force, Air Force Reserve, Air Force National Guard Coast Guard: Coast Guard, Coast Guard Reserve
2. The request should be submitted in writing on letterhead clearly identifying the unit of service requesting the student recruitment information.
3. The request should specify whether the information needed is for the current or previous semester.

## GRADES

Grades are issued at the end of the semester and at the end of each session. Grades are awarded on the following basis:

### GRADING SYMBOL DEFINITION VALUE PER CREDIT

A+	Excellent	4.00
A	Excellent	4.00
A-	Excellent	3.67
B+	Good	3.33
B	Good	3.00
B-	Good	2.67
C+	Satisfactory	2.33
C	Satisfactory	2.00
C-	Satisfactory	1.67
D+	Poor	1.33
D	Poor	1.00
D-	Poor	0.67
F	Failing	0.00
XF	Failure (Non-Attendance)	0.00
		not computed
W	Withdrawal	in GPA
AU	Audit (No Credit)	not computed
		in GPA
I	Incomplete	not computed
		in GPA
P	Pass	not computed
		in GPA
NP	No Pass	not computed
		in GPA

### Grade Point Average (GPA)

Grade point average (GPA) is computed by dividing the total number of grade points by the total number of semester hours attempted (removing any calculation for courses that are not computed in the GPA as noted above). The cumulative grade point

average represents the student's performance for all courses completed at Saint Martin's. The Saint Martin's University transcript reflects Saint Martin's University grade point only and is so labeled.

### **XF Grade**

This grade should be assigned by a faculty member when a student stops attending a class and fails to officially withdraw. The grade of XF has no quality point value and is calculated in the GPA the same as an F.

### **Transfer Credit Acceptance Policy**

Only letter grades of C- or better will be accepted for transfer to Saint Martin's University. NP, or letter grades below C- from another institution will not be considered for elective and/or graduation requirements. P's or pass will only be accepted as transfer credit if the transcript key clearly states P grades are equivalent to C- or better.

### **Pass/No Pass Grades**

Pass/No Pass grading options are only available for specific courses. Normally, these will be workshops, independent studies, directed studies, internships, and/or student teaching.

- Pass/No Pass grades do not calculate into the GPA.
- Core courses may not be taken for a Pass/No Pass grade.
- Only under special circumstances — and with instructor, advisor, and department chair approval — can a letter graded course be taken with the Pass/No Pass option.
- Once a grading option is selected, it will not be changed.
- The equivalent to a C- or better is required to receive a Pass grade.

### **Incomplete Grade Policy**

The grade of "I" (incomplete) signifies that a student has not completed all required course work for a class in which they are enrolled.

A student must request an "I" grade by speaking with the faculty member of their course and then by submitting a formal request (details below).

A faculty member may assign a grade of "I" at their discretion based on unforeseen circumstances beyond the student's control. The student must be in good academic standing in the course (passing grade), and have completed a minimum of 50% of the coursework at the time the incomplete is requested. An incomplete must be requested prior to Finals Week for 16 week courses, or the last week of a shorter term session.

### **Procedures for Requesting and Receiving an "I" Grade:**

- Prior to the last week of the semester, the student must discuss with his/her faculty member the reason for the request of an "I" grade, and submit to the faculty an incomplete form, which details the work yet to be completed.
- The faculty member must indicate on the form the letter grade the student will earn if they fail to complete the required coursework by the specified deadline. Typically to be completed by the end of the following regular semester. Extension requests for up to an additional semester can be approved by the faculty member, who must notify the Office of the Registrar of the extended time. Appeals for time beyond 1 year, must be submitted by the student directly to the provost/VPAA.
- The faculty member may add additional comments relating to the reasons for the incomplete grade, and must include the specific work required to remove the incomplete grade before approving the request with
- their signature.
- The student must submit the approved incomplete form to the Office of the Registrar prior to the final week of the semester.
- The faculty member has sole responsibility for assigning/ approving an incomplete grade via the incomplete form.
- The Office of the Registrar is responsible for recording the incomplete, and for converting the "I" grade to either:
  - 1) a faculty assigned grade at the end of the specified timeframe for completion; or 2) to a default grade of "F" for those who fail to complete the requirements in the specified timeframe. The Office of the Registrar will also notify both the faculty and the student when a revision to an incomplete grade has been processed.

*Note: The removal of an "I" grade to a passing one is the student's responsibility. All coursework must typically be completed by the end of the next regular (fall or spring) semester after the incomplete was granted. An incomplete will remain on the student's transcript for one (1) regular semester (fall or spring), or until the instructor submits a grade change (whichever occurs first). Requests for an extended additional semester must be discussed with the instructor, and if approved, the instructor must notify the Office of the Registrar prior to conversion of the incomplete grade to an F.*

If a grade change has not been submitted within the allotted time frame, the "I" grade will convert to an F or designated letter grade indicated by the faculty on the incomplete form, and will remain part of the student's permanent official record.



## Change of Grade

A grade change requested due to instructor error and/or the conversion on an incomplete grade, may be filed with the Office of the Registrar within one semester of the initial grade assignment, and will not require a dean's signature. All other grade change requests will require the appropriate college dean signature. You may obtain a Grade Change Form by contacting the Office of the Registrar.

*Notes: In certain extraordinary circumstances, a faculty member may find themselves compelled to assign a temporary grade to his/her entire class. Faculty are advised not to use the "T" grade as a temporary grade. Extraordinary circumstances might include, for example, unexpected health-related setbacks for the faculty member during the period when final papers/examinations have to be graded and grades submitted to the registrar. In such circumstances, if all student in the class are passing the course, the faculty member may assign a standard letter grade such as a "P" to the entire class, inform students that this is a temporary grade, and change the grade to what is assigned to each student within the next four weeks. The faculty member must communicate with students in advance to inform them of the above process, and he/she must inform his/her chair, dean, and the registrar about the circumstances which warrant such action.*

## Process for Filing a Grievance about a Course Procedure or a Grade

Academic problems related to a course, a professor or a grade should be solved at the lowest level possible. If the problem cannot be resolved directly between the student and the faculty member involved or if the student is unable to find resolution with the faculty member involved, then the following steps may be taken.

It is the intent of the procedure that a student be given a fair hearing and provided with a resolution process that protects the rights and recognizes the responsibilities of both the affected student and the faculty member(s).

*NOTE: For complaints or problems that include possible harassment and/or discrimination, please refer to the student conduct and policies section of the current student handbook.*

1. The student should address the issue directly with the faculty member or members involved in a timely manner. For example, if the student is given a grade that they believe is unwarranted, they should ask the faculty member for clarification about grading criteria and their evaluation of coursework immediately after receiving the grade in question.
2. If the complaint remains unresolved, the student should take a written explanation of the situation and copies of relevant documents to the dean of the faculty member's academic unit. A student can obtain the name and location of the dean directly from the Office of Academic Affairs at the University's Lacey campus (Old Main 269; telephone 360-438-4310). If the grievance is related to the Saint Martin's-JBLM campus you will need to contact the Office of Academic Affairs (360-438-4310).
3. The dean will read the written explanation and related documentation and consult with the department chair of the course in question. The dean or chair will investigate the details of the complaint as necessary and appropriate. The dean or chair will then provide the student with a written response and explanation regarding the findings in a timely manner. Copies of that response will be filed with the dean of the school or college, the appropriate department chair, and the instructor of the course in question.
4. If the dean is the faculty member involved in the complaint, or if the complaint cannot be resolved with the dean, then the student should take the complaint to the Provost's/VPAA's Office at the Lacey campus (Old Main 269; 360-438-4310).

The Provost's/VPAA's Office will read the student's written explanation and related documentation. The provost/VPAA will investigate the details of the complaint as necessary and appropriate.

The Provost's/VPAA's Office will provide the student with a written response and explanation regarding the findings in a timely manner. Copies of that response will be filed with the academic unit dean, the instructor and the department chair of the course in question. Decisions of the provost/VPAA are final.

## INDEPENDENT STUDY

An independent study course enables a student to take a course listed in the catalog on an individualized basis. Independent study may not be used when repeating a failed course. Requirements are similar to those for directed study and are provided on the independent study request form.

## INTERSHIPS

Internships are program-related work experiences that primarily provides learning and personal growth; and are available for students in several disciplines. Students should consult their advisor and department chair concerning requirements, procedures and availability. Any student seeking credit for completed internship hours, must be enrolled in the appropriate course during the add/drop period for the semester they will be completing hours. Credit will not be applied beyond the semester of the internship contract/agreement.

## WASHINGTON, DC PROGRAMS

Saint Martin's University gives students the opportunity to participate in the Washington Semester Program through Washington, D.C.'s American University. In this program, students work as interns in Congress, government agencies or private associations;

attend seminars in which prominent officials participate; and engage in academic inquiry in their chosen area of concentration. Students can choose from one of the following Washington Semester concentrations:

- American Politics
- Foreign Policy
- Global Economics and Business
- International Law and Organizations
- Journalism and New Media
- Justice and Law
- Public Health Policy
- Sustainable Development

## LEAVE OF ABSENCE

Leave of absence are types of withdrawals granted to students on the basis of extenuating personal circumstances.

### **Emergency, Military, or Family Care Leave**

Saint Martin's University students are expected to manage their academic schedules and withdraw from any courses they are unable to complete by the deadlines provided in the normal academic schedule. The University will, however, consider requests for an emergency, military, or family care leaves of absence from a student who experiences an urgent personal situation. Examples of such situations include, a death or serious illness in the immediate family, orders to deploy, or other serious and unexpected circumstances, which requires the student to withdraw from all courses after the regular academic deadline for withdrawal. Documentation of the serious nature of the emergency must be provided to the Office of the Registrar.

When this type of leave is granted, the course grade awarded is normally a W (withdrawn) in all courses unless the student initiates and receives appropriate approval for an incomplete (I) grade in any course. If the student is granted an incomplete (I) grade, he or she must complete the requirements of the courses according to the guidelines specified by the instructor and policy outlined in the academic catalog. **Leave of absence forms can be found in the "forms" section on the Office of the Registrar's webpage.**

### **Voluntary Medical Leave**

While Saint Martin's University prides itself on providing a range of support services to students with medical and mental health conditions, on occasion, students may experience health needs requiring a level of care that exceeds what the University can appropriately provide. In such circumstances, Saint Martin's University will consider requests for a voluntary medical leave of absence from a student experiencing a physical or mental health-related condition which impairs his or her ability to function safely or successfully as a student and requires the student's withdrawal during a semester or an absence of one or more semesters from the University. Voluntary medical leaves of absence are coordinated through the dean of students. Students granted medical leaves of absence are expected to use the time away from the University for treatment and recovery.

Requests for voluntary medical leave for the current semester must be submitted no later than the last day of classes as published in the academic calendar. Students with significant health issues that arise during the final exam period should contact their academic dean's office, and may also wish to apply for a medical leave for the following semester. In circumstances in which adequate care cannot be provided in a short timeframe, a leave of absence for the following term may be a requirement for approval of a student request for medical withdrawal. Documentation of the serious nature of the health condition must be provided by a certified medical or mental health professional. Requests for leave are considered by dean of students or designee, who may meet with the student and consult with the Counseling and Wellness Center and other relevant professionals and/or campus administrators as appropriate, before recommending or approving the leave.

When a voluntary medical leave of absence is granted, the course grade awarded is normally a W (withdrawn) in all courses unless the student initiates and receives appropriate approval for an incomplete (I) grade in any course. If the student is granted an incomplete (I) grade, he or she must complete the requirements of the courses according to the guidelines specified by the instructor and policy outlined in the academic catalog.

Students must move out of residence within three days of approval of the medical leave of absence. Students are not eligible to participate in student employment or activities nor visit the residence halls without prior approval effective the date of approval of the medical leave of absence and for the duration of their medical leave.

Voluntary medical leaves do not constitute an adjustment in charges. It is designed to preserve the academic record. Extenuating circumstances may allow for an adjustment provided sufficient documentation is provided.

Students must contact the dean of students to request a return from a voluntary medical leave of absence. This contact should be made with sufficient notice to complete the application and approval process before the beginning of the semester in which the student wishes to return (at least two weeks prior to start of classes). The dean of students or designee considers the approval of return from leave, and may consult with the Counseling and Wellness Center, other relevant professionals, and/or campus administrators, before recommending or approving the leave. The student must receive approval to return from leave before registering for courses or applying for on-campus residence for the semester.



The request to return must include supporting documentation from the student's treating medical or mental health professional, providing evidence that the health condition has been, or is being, addressed and that the student is capable of successfully resuming study and functioning safely as a member of the University community. Depending on the individual circumstances of the voluntary medical leave, the student may be asked to provide additional documentation concerning the nature and duration of treatment, recommendations for ongoing care once the student has returned from leave, or to provide releases to the Counseling and Wellness Center to allow communication with treatment providers, the dean of students, and/or the Behavioral Intervention Team, regarding the student's safe return to campus.

Depending upon the individual circumstances of the medical leave, the student may also be asked to provide a brief statement describing:

- The student's experience away from the University, including the activities undertaken while on leave;
- The student's current understanding of the factors leading to the need for the leave, and the insights the student has gained from treatment and time away; and
- How the student plans to ensure a successful return to the University.

The student will also need to schedule a meeting with the dean of students to review their plan for sustained health and safety. This should include recommendations for ongoing treatment, on or off-campus. Students with disabilities may be eligible for reasonable accommodations and/or special services in accordance with the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

Students are responsible for communicating their requests for academic accommodation to Disability Support Services. After considering the student's request and supporting documentation, if the dean of students determines the student is not ready to return to the University, the student will be advised of that decision in writing. The written response to the student will also include recommendations to enhance the student's chance of approval the next time the student's request is considered. If the student disagrees with the dean's decision and believes they are ready to return to the University immediately, the student may submit a request for reconsideration to the dean within five days after receiving the decision. The request for reconsideration should explain why the student disagrees with the dean's recommendations and whether there are alternate steps that can be taken that will allow the student to be able to return safely and be able to succeed academically during the current term, and may include any additional documentation from treating providers or other professionals that the student wants the dean to consider. The dean will respond to the student's request for reconsideration within five days of receiving the request.

### **Involuntary Medical Leave of Absence**

In situations where a student is unable or unwilling to carry out substantial self-care obligations, where current medical knowledge and/or the best available objective evidence indicates that a student poses a significant risk to the health or safety of others, or where a student poses an actual risk to their own safety not based on mere speculation, stereotypes, or generalizations about individuals with disabilities, and the student does not want to take a leave voluntarily, the dean of students has the authority to place the student on an involuntary leave of absence.

### **Threats to Self or Others**

In the event that the University is presented with a credible report that a student has: (a) threatened or attempted suicide; (b) engaged in efforts to prepare to commit suicide; (c) expressed a preoccupation with suicide; (d) threatened to inflict serious harm upon another; (e) engaged in efforts to obtain weapons or other dangerous items in order to inflict serious harm upon another; (f) expressed a preoccupation with harming others; or (g) engaged in other behavior that poses a significant danger of causing substantial harm to the health or safety of the student or others, the University may require the student to participate in a professional assessment with a licensed counselor, psychiatrist, psychologist, or physician. These sessions are designed to foster the students' willingness and ability to maintain a reasonable concern for their own welfare and the welfare of others.

### **Involuntary Leave**

Before placing any student on an involuntary leave of absence, Saint Martin's University will conduct an individualized assessment to determine if there are reasonable accommodations that would permit the student to continue to participate in the campus community without taking a leave of absence. Involuntary leave is intended to be invoked only in extraordinary circumstances, when a student is unable or unwilling to take a voluntary leave of absence. When the University considers imposing an involuntary leave, the dean of students or designee will initiate the following procedures:

The dean of students or designee will notify the student that an involuntary leave is being considered; whether the leave being considered would require leave from the academic program, housing, and/or other University services, and the reasons that an involuntary leave is being considered. The student shall have the opportunity to respond with information that they believe should be considered.

The dean of students or designee will direct the student to this policy and will encourage the student to agree to a voluntary leave of absence, thereby eliminating the need to complete the process for an involuntary leave.

The dean of students or designee will confer with others as may be appropriate to obtain information relevant to the University's determination of whether an involuntary leave is necessary.

The dean of students or designee will consider whether the student's actions are disruptive of the learning environment, pose a threat to the safety of others, and/or pose a direct threat to the safety of the student themselves. They will also consider accommodations that may be provided that would mitigate the need for an involuntary leave. The consideration must be based upon the student's conduct, actions, and statements, and not merely upon speculation, a remote risk of harm, or the knowledge or belief that the student is an individual with a disability.

The university may require the student to undergo a mental or physical examination if doing so is likely to facilitate a more informed decision. Additionally, in order to assist with judging the risk of harm, the university may request authorization to consult with the healthcare professionals that are or have provided services to the student.

Following these consultations and examinations (if any), the dean of students or designee will make a decision regarding the involuntary leave of absence and will provide written notice of the decision to the student.

If involuntary leave is imposed, the notice shall identify whether the student is being withdrawn from the academic program, campus housing, and/or other University services and the time when the student must depart from campus (if applicable), and the steps that must be taken when the student wishes to re-enroll. If a student is removed from courses due to an involuntary withdrawal, W (withdrawn) grades will appear on their academic transcript and all applicable charges for those courses will remain. While on involuntary leave, the student may visit campus only as specified in the notice, or as otherwise authorized in writing by the dean of students or designee.

All students subject to an involuntary leave of absence are entitled to appeal the decision in writing to the provost/ VPAA or designee within three days of receiving notice from the dean of students. Upon reviewing the documentation associated with the initial decision and consulting with appropriate university officials, the provost/VPAA or designee will decide whether to uphold, reverse, or amend the dean's determination, at which point no further appeal is permitted.

If involuntary leave is not imposed, the university may impose conditions and/or requirements under which the student is allowed to remain enrolled in the university's programs.

The university reserves the right to notify a parent, guardian, or other person, of the circumstances leading to the consideration of involuntary leave, if notification is deemed appropriate. In addition, if leave is imposed, the parent, guardian, or other person may be asked to make arrangements for the safe removal of the student from campus.

After an involuntary leave, a formal request for reinstatement must be submitted to the dean of students who will decide whether or not to approve the reinstatement. The dean of students may condition reinstatement upon receipt of a certification from one or more appropriate healthcare professional(s) providing evidence that the behavior that precipitated the need for the involuntary leave has been ameliorated and that the student is able to participate in the university's programs without disruption of the learning environment and without posing a threat to personal or community safety.

This involuntary medical leave policy is not intended to take the place of disciplinary actions under Saint Martin's University Student Code of Conduct, and does not preclude sanctions, including the removal or dismissal of students from the university, university residence halls, or other university facilities or services, for violations of the Code of Conduct or other university policies.

## **NON-DEGREE STUDENTS**

"Non-degree students" are those who are not seeking an academic degree from Saint Martin's. They may enroll without formal admission to the University, but the maximum course load permitted in any one semester is 11 semester hours. They may enroll for as many terms as desired for the purpose of educational enrichment or transfer of courses to another institution. However, they must meet all prerequisites for the classes taken and will be subject to the same academic standards as degree-seeking students, including maintaining a minimum cumulative GPA of 2.0 to avoid academic warning, or suspension. A non-degree student may become a degree student by applying for and being granted formal admission to Saint Martin's University.

Application for regular admission must be made prior to the student's completion of the last 60 semester hours required for a degree at Saint Martin's.

For admission as a degree seeking student, a non-degree student must have a cumulative grade point average of 2.0 (C) or higher, with at least 30 semester hours of officially approved coursework.

No special admission procedure is required for occasional workshops or short-term courses.

## **REGISTRATION**

No student will receive credit for any course in which they are not registered. After a student has registered for classes, changes to a schedule must be properly approved and recorded by the registrar. If a student fails to meet the prerequisite for a course, the Office of the Registrar will remove the course from the student schedule. Exceptions will only be considered for students submitting a signed prerequisite override form. Any student who is marked as never attended during the attendance accounting period by an instructor will be administratively dropped from the course.

## REPEATING COURSES FOR SUBSTANDARD GRADE

Students may repeat a course in which a grade of D, F, W, or NP is received or a student fails to achieve the minimum grade needed for a requirement, prerequisite or endorsement. The highest grade received will be used in computing the cumulative grade point average, and credit will be allowed only once toward fulfilling graduation requirements.

### Number of Times a Class May be Repeated

A course in which a student received a substandard grade may be repeated twice. (That means a student may enroll in the class a total of three times, the original enrollment and two repeats.) For this purpose, an enrollment is one in which the class is included on the transcript, either with a grade or a “W”. An enrollment that is changed in the drop/add period and does not appear on the transcript is not an enrollment for this purpose.

A student who has reached the limit may petition to be allowed to enroll an additional time. The petition will be submitted to the dean of the student’s school or college for a recommendation and then forwarded to the provost/VPAA for a decision.

## RESIDENCY REQUIREMENTS

Students must complete 30 semester hours in residence at Saint Martin’s University to earn a Saint Martin’s University Bachelor’s degree. At least one-half of the upper-division semester hours in each major sequence must be included in the 30-hour minimum.

## SCHEDULE LIMITATIONS

To be considered a full-time student for financial aid purposes, a student must be enrolled for 12 semester hours of credit for fall/spring semesters. Summer schedules are limited to 12.0 credits, with no more than 6.0 credits per session, and 9.0 credits taken concurrently. A normal class load is 15 hours, although students may elect to carry up to 18 credits. Under exceptional circumstances, the class load may be increased to a maximum of 20 semester hours and additional tuition will be assessed. Any increase beyond 18 credits requires approval of the student’s advisor. It will be considered only for those students who demonstrate a record of exemplary academic performance at Saint Martin’s University.

## STUDENT CLASSIFICATION

- First Year: 0–29 semester hours
- Sophomore: 30–59 semester hours
- Junior: 60–89 semester hours
- Senior: 90+ semester hours

## STUDENT RESPONSIBILITY

Students are responsible for meeting academic regulations. They also are expected to truthfully complete all documents pertaining to their university studies and activities. Failure to do so may constitute grounds for disciplinary action.

## STUDENT RIGHT-TO-KNOW ACT

Saint Martin’s University adheres to the requirements of the Federal Student Right-to-Know Act in providing certain information about the University. Information on the institution, academics, financial assistance, graduation rates, institutional security policies and crime statistics, athletic program participation rates and financial support data is available on the University website, [www.stmartin.edu](http://www.stmartin.edu). For questions or additional information, please contact the Office of Admission, 360-438-4485.

## TRANSCRIPTS

A transcript is a copy of a student’s permanent academic record which is maintained for all Saint Martin’s University students by the Office of the Registrar. An official transcript is one bearing the University seal, the official signature of the registrar, and is either provided to the student in a sealed envelope or delivered (by mail) to someone other than the student. An unofficial transcript will contain the same information as an official, but will be produced on plain white paper and does not bear the official signature or seal. Other colleges/universities will likely need an official transcript for transfer course determination. Transcripts can be ordered in person or online at the following link: <https://www.stmartin.edu/directory/offices-departments-directory/office-registrar/request-transcripts>. We will not accept email requests for transcripts. Currently enrolled students can view/print their unofficial transcripts online via the self-service portal at no charge. Transcripts ordered in office are \$15.00 each and transcripts ordered via the link above are \$10.00 each. Transcript fees are subject to change.

Release of these records is protected by the Family Educational Rights and Privacy Act (FERPA).

Saint Martin’s University is the custodial institution for Marylhurst University transcripts. Information for Marylhurst alumni can be found at: <https://www.stmartin.edu/alumni/marylhurst>.

## VETERANS

Saint Martin's University's academic programs of study are approved by the Washington Student Achievement Council (WSAC) for enrollment of persons eligible to receive educational benefits under Title 38 and Title 10 USC.

The Veterans Affairs representative counsels and advises students about regulations and rules set forth by the U.S. Veterans Administration and Saint Martin's University. It is the veteran's responsibility to be fully informed of all academic regulations affecting their satisfactory progress. A student's progress will be monitored by midterm and final grades.

The administration's regional office will be notified within 30 days of less-than-satisfactory progress or dismissal from the University; of the student's withdrawal or non-attendance in courses that would result in a change of certification; or of the student's complete withdrawal from the University.

A veteran whose benefits have been terminated will not be certified for reenrollment unless a federal Veteran's Administration counseling psychologist approves. In the case of illness or other extenuating circumstances, these standards will be applied on an individual basis.

Students attending the university who expect to receive educational benefits from the Veterans Administration must meet the following requirements set by the Veterans Administration and the university. Failure to comply with regulations could result in student debt.

- It is the student's responsibility to take courses only within their degree plan. Courses outside of their degree plan will not be paid by the Veterans Administration
- No benefits will be paid for XF or W grades.
- No benefits will be paid for repeated courses that were successfully completed as transfer work or previously through the university.
- Spouses of active duty servicemen do not qualify to receive Yellow Ribbon funding or the housing allowance.
- Saint Martin's University does not offer tuition waivers for dependents of deceased or 100% disabled veterans (chapter 35 recipients).

## WAIVER OF DEGREE REQUIREMENTS

The university establishes degree requirements, both general and program-specific, to assure that the student has completed academic course work with appropriate content and rigor, as defined by the faculty, appropriate to meet the student learning outcomes for the degree awarded. The university also establishes prerequisite requirements for courses and other academic policies in the catalog.

Students may petition, under exceptional circumstances, to have a degree requirement waived for compelling cause. The university does not waive the minimum number of credits required for graduation. A degree requirement waiver petition must include evidence that the student will have attained the university and program student learning outcomes. Such degree requirement waivers require endorsement by the relevant department chair and dean and are approved by the provost/ VPAA. Documentation of any such waiver is maintained by the registrar with a copy in the student's advising file.

Students may petition to have prerequisites waived for a given course, for a good reason. Such a waiver is only granted if it assures a reasonable probability of student success at a level commensurate with the university's expectations. A waiver of a course prerequisite currently requires endorsement by the course instructor. Documentation of any such waiver is maintained by the registrar.

Students may petition to waive other academic policies, including among others those covering repeating courses, online courses, and taking courses at other schools while enrolled at Saint Martin's University. These petitions are typically reviewed by student advisor, the college/school dean, or by the provost/VPAA.

## WITHDRAWAL POLICY

### Withdrawal from courses

Withdrawal from courses at Lacey Campus: Students may withdraw from a course by completing the drop section of the add/drop form and returning the form to the Office of the Registrar. Withdrawal from a course will be reflected on the student's transcript as a "W."

Each semester, the Office of the Registrar announces the date for the official last day to withdraw from courses. This date can be found on the academic calendar and the registrar's website.

Withdrawal from courses at Saint Martin's-JBLM: Students may withdraw from a course by completing the drop section of the add/drop form and returning the form to any Saint Martin's-JBLM campus office. Withdrawal from a course will be reflected on the student's transcript as a "W."

Each semester, the Office of the Registrar announces the date for the official last day to withdraw from courses. This date can be found on the academic calendar and the registrar's website.

## Complete exit from the University

Students wishing to completely withdraw from the University must fill out an electronic **Exit from Saint Martin's University Form** which is found on the Office of the Registrar's webpage.

Before submitting this form, please check with Student Financial Services to determine the financial impact of withdrawing from your classes. You will be responsible for any charges incurred as a result of this withdrawal.

Also note that if you withdraw after the drop period but before the withdrawal deadline, your transcript will indicate a "W" for each course. If you withdraw after the withdrawal deadline, you will receive the grade earned for each course.

A student withdraws in good standing if the student is not dismissed for scholarship deficiencies, has disciplinary holds, and/or is not on academic probation at the time of withdrawal.

## ADMISSION

Admission to Saint Martin's University is based on a comprehensive review. Traditional indicators of a potential student's academic ability are considered important and are carefully weighed in all admission decisions. Consideration is also given to an applicant's life experiences, rigor of previous courses, level of motivation, leadership, and commitment to service.

Saint Martin's University only admits students who meet one of the following criteria as set forth by The Department of Education Institutional Eligibility:

- Have a high school diploma;
- Have the recognized equivalent of a high school diploma; or
- Are beyond the age of compulsory school attendance in the state in which the institution is physically located.

The university website, [www.stmartin.edu](http://www.stmartin.edu), contains a wealth of information, including contact information for university officials and offices. The Office of Admissions can answer most questions or direct applicants to the appropriate person or office. Applicants are also encouraged to visit their preferred campus; Saint Martin's main campus is located in Lacey, Washington, with extended campuses located at Joint Base Lewis-McChord (Saint Martin's-JBLM).

For more information about admission to Saint Martin's University, please contact: Office of Admissions, Saint Martin's University, 5000 Abbey Way SE, Old Main 256, Lacey, WA 98503-7500. Telephone: 360-688-2113. Email: [admissions@stmartin.edu](mailto:admissions@stmartin.edu); website: [www.stmartin.edu](http://www.stmartin.edu). For information about Saint Martin's-JBLM campus offerings, please call 253-964-4688 or [jblm.admissions@stmartin.edu](mailto:jblm.admissions@stmartin.edu). For information on Graduate Programs contact 360-688-2035 or [gradadmissions@stmartin.edu](mailto:gradadmissions@stmartin.edu). Please also refer to the graduate catalog.

### Application Types

There are different application procedures depending on the program in which the applicant is interested.

- Undergraduate admission (first-year/Running Start and transfer applicants to the Lacey campus)
- International student admission, undergraduate and graduate levels
- Veteran student admission, undergraduate level
- Saint Martin's-JBLM undergraduate and graduate levels admission
- Readmission of former Saint Martin's students
- Teacher certification program admission [see College of Counseling and Education section in this catalog]
- Certificate program, post-secondary level, admission
- Summer Session admission
- Graduate admission [see Graduate Academic Catalog]

A description of each application procedure follows.

### UNDERGRADUATE ADMISSION

The Office of Admissions welcomes applications to the Lacey campus for domestic first-year, Running Start, transfer, and returning student admission. Details regarding returning student admission are in the section titled Application for Readmission. Saint Martin's University practices rolling admission, meaning Saint Martin's accepts applications and makes admission decisions throughout the year for fall and spring semesters.

While students may apply and be admitted to the University throughout the year, their date of entry into programs and courses will occur at the next official start of the semester following their admission into Saint Martin's. Admitted students may not begin

their coursework after semester, session, or term classes have begun and have been in session. Applicants should consult the Office of Admissions or its website for details regarding application and enrollment deposit deadlines.

Applicants for the fall term are welcome to apply beginning August 1 the previous year and are strongly encouraged to apply by one of the University's priority application review deadlines: October 15, November 1, December 1, January 15, February 15, or March 15. Applications received ahead of a priority application review deadline will be given priority consideration for admissions and financial aid. Applications received after these priority review periods will be reviewed on a rolling basis.

*Note: Applicants for the traditional Bachelor of Science in Nursing (BSN) program for the fall term are strongly encouraged to apply early beginning August 1 the previous year, to be reviewed for direct entry to the BSN Program. Application deadline for entering first year and transfer applicants: February 1.*

The Saint Martin's University application is preferred, but we also utilize the Common Application. First-year and transfer applicants may choose either application which is available on the Saint Martin's website at [www.stmartin.edu](http://www.stmartin.edu). Saint Martin's does not require an application fee for either application.

Upon an individual's submission of all materials, the Office of Admissions will review the application and notify the applicant of a decision. As noted, students admitted before one of the priority review deadlines will receive priority consideration for institutional financial aid, as well as state and federal financial aid. After February 15, financial aid resources may be limited.

Please contact the Office of Financial Aid at [finaid@stmartin.edu](mailto:finaid@stmartin.edu) with questions or concerns about application guidelines or the availability of financial aid.

## First-Year Student Admission

A first-year student is someone who has never attended college or has earned college credits prior to high school graduation (such as Running Start or College in the School credits).

Although admission to Saint Martin's University is not based on any single criterion, demonstrated academic achievement is an important consideration. High school transcripts, class rank, and a letter of recommendation from a teacher or guidance counselor and a personal essay are the primary vehicles through which the university evaluates academic preparation and fit.

Saint Martin's is test optional, which means standardized test scores (SAT or ACT) are not required for a student to be admitted to Saint Martin's University. Individual circumstances are always considered, and applicants are encouraged to submit any and all relevant information in writing or contact an admission counselor in the Office of Admissions to fully explain their educational background. Candidates for admission will be evaluated using the high school transcript submitted at the time of application. Decisions may be deferred until additional information, such as 7th- or 8th-term grades are available.

Students may also be placed on hold while their application for admission is considered, with further details regarding the review timeline and process clearly communicated to the applicant. Merit-based scholarships will be awarded based upon the information available at the time an admission decision is made. New information may be submitted until August 15 for a change in merit consideration. Students that are home schooled and have not had Running Start credit will be required to provide test scores.

Leadership and service are also important in the University's effort to form a well-rounded and active student body. Applicants should take the time to complete the relevant sections of the application and provide a comprehensive outline regarding the applicant's service and leadership activities. One letter of recommendation from a teacher or school counselor is required; additional letters (up to three) are welcome.

Applicants should consult the Office of Admissions to better understand the average academic profile of admitted students. Students with an academic profile below this average are also encouraged to apply as every applicant is assessed holistically, with their unique circumstances considered.

## PROGRAM-SPECIFIC ADMISSIONS:

**Education:** Students who wish to apply for any of the undergraduate education programs must also complete and submit an application for admission to the College of Education and Counseling. Admission to Saint Martin's University does not secure



admission into an education program. For specific requirements, please contact the College of Education and Counseling office, 360-438-4333, for admission information or to schedule an interview. Information related to admission for the Residency Teacher Program can be found under the College of Education and Counseling section of this catalog.

**Engineering:** Mathematics (college prep) with Pre-Calculus is recommended to meet the prerequisites for the engineering program.

**Nursing:** First-year undergraduate direct entry applicants to the Bachelor of Science in Nursing (BSN) program must meet the general entrance requirements of the University as outlined earlier in “First-Year Student Admissions.” More information can be found on the first-year admissions website.

Running start student applicants are considered first year students with college credit. College level courses taken as a running start student that meet the nursing requirement minimums will be accepted towards the nursing degree. Running Start students with a pre-nursing Direct Transfer Agreement must be a Saint Martin’s student for a full academic year before progressing to the upper division nursing coursework. More information can be found on the Undergraduate Nursing webpage.

Transfer student applicants to the upper division of the BSN and LPN-BSN program must complete the Saint Martin’s University admissions application located on the website and meet the transfer admission requirements of the university as outlined in the undergraduate catalog. This also includes the requirements set forth by the Saint Martin’s University Nursing department as listed below. Applicants will be reviewed one time per year and will be considered for both the fall, and in the case for the traditional BSN program, spring semester cohorts.

*Applicants seeking direct entry to the BSN program are required to have the following:*

- 3 years of high school or higher science courses, including one year of laboratory science with grades of “B” (3.0) or higher
- Mathematics including college preparatory algebra with grades of “B” (3.0) or higher.
- Acceptance for transfer students into the upper division program for the BSN is dependent on the following:
- A cumulative GPA of 3.0 or above. Transfer student GPA is computed from all college-level coursework taken.
- A minimum of 3.0 GPA in all required prerequisite science courses.
- Completion of all nursing prerequisite courses before starting at Saint Martin’s University. Prerequisite courses may be taken at any accredited college or university and students may submit an application before prerequisites have been completed.
- Students may repeat one pre-requisite science course one time if they receive a grade of lower than a B-.
- Satisfactory completion of all clinical entry requirements, including background clearance, drug screen and immunizations.
- Completed transfer applications to the BSN and LPN-BSN program are due February 1. Students will be notified of admission, wait list, or denial for the BSN program in March.

**Social Work:** Acceptance into the Bachelor of Science in Social Work (BSW) program requires a program-specific admission process. Please check the BSW section and webpage for more information.

## HIGH SCHOOL REQUIREMENTS

It is strongly recommended that high school applicants to Saint Martin’s complete an academic program that includes the following:

**English** — 4 years

At least three years of study should be from college preparatory composition and English literature. One year may be satisfied by courses in drama, public speaking, debate or journalism.

**Mathematics** —3 years

College preparatory algebra and geometry is encouraged. One additional year in advanced mathematics is recommended for students majoring in the sciences, engineering, or business.

**Science** — 3 years

College preparatory science, including one year of a laboratory science is encouraged. Three years of science with two years of laboratory science are recommended for students majoring in engineering, nursing, or the sciences.

**Social Science** — 2 years

This may be satisfied through history, psychology, political science, economics, sociology and/or cultural anthropology coursework.

### **World Language — 2 years**

Bachelor of Arts students must complete four semester hours (Core140) of one World Language. This may be satisfied through the study of Chinese, French, Japanese, Russian, or Spanish. Students with previous World Language experience may request course placement or proficiency testing. See the Core Requirements section for additional information.

### **Academic Electives — 3 years**

Additional courses in English, mathematics, laboratory science and world language will strengthen a student's application for admission. Honors, International Baccalaureate (IB) and College in the High School courses will add to the academic rigor of the student's high school curriculum.

Students who do not meet these academic requirements or fulfill recommended course patterns may still be offered admission but may be required to take remedial courses depending on their academic major.

High school students are encouraged to submit their application materials during the first semester of their senior year.

## **FIRST-YEAR APPLICATION REQUIREMENTS**

Saint Martin's University does not charge an application fee.

To apply for first-year admission, students must submit:

- Saint Martin's application or the Common Application
- Official high school transcript, GED, HSED certificate, or home school documentation
- Official transcripts from all colleges or universities attended as part of Running Start or other College in the High school programs (if applicable)
- Optional test scores from SAT or ACT. Saint Martin's University institutional codes, to have your exam scores reported to the Office of Admission are 4674 for the SAT and 4474 for the ACT.
- A letter of recommendation from a teacher or guidance counselor (one letter is required; applicants may send up to three letters)
- BSN applicants only: Nursing supplemental essay questions are required

## **HOME SCHOOL APPLICANTS**

We welcome home schooled students and are considered a tier one home school university. Home-schooled applicants will be evaluated on an individual basis. Applicants should supply as much information as possible about their home school experience. If not transcribed through a homeschool partnership, descriptions of all courses, with reading lists, may be required. If courses have been taken at a local high school or college, transcripts must be submitted. Students that are home schooled and have not had Running Start credit will be required to provide test scores.

## **UNIVERSITY CREDIT FOR HIGH SCHOOL STUDENTS/RUNNING START/AP/IB, CLEP**

High school students earning college credit will be considered first-year students for university admission purposes. College level credit will be evaluated in a manner consistent with standard transfer equivalency programs. Students must submit official college transcripts to receive credit for college courses completed while in high school.

### *Running Start*

Running Start students must follow first-year application procedures and meet first-year admission standards.

### *Seal of Biliteracy*

Students awarded a seal of biliteracy in high school will fulfill the COR140 requirement.

### *Advanced Placement (AP)*

Students participating in the College Board's Advanced Placement (AP) exams may receive lower-division English elective credit for exam scores of 4 or 5. COR120 cannot be fulfilled through AP credit.

<b>AP COURSE</b>	<b>AP SCORE</b>	<b>TRANSFER COURSE</b>	<b>CREDITS EARNED</b>
Art History	3 or better	COR 240A	3
Art: 2D	3 or better	COR 240A	3



Art: 3D	3 or better	COR 240A	3
Art: Drawing	3 or better	COR 240A	3
Biology	3 or better	BIO 141/BIO 141L	4
Calculus BC	4 or 5	MTH 171/MTH 172	8
Calculus BC	3	MTH 171	4
Calculus AB	4 or 5	MTH 171	4
Chemistry	3	CHM 141	4
Chemistry	3 and 1 yr AP Chem	CHM 141L	1
Chemistry	4 or 5	CHM 141/CHM 142	8
Chemistry	4 or 5 and 1 yr AP Chem	CHM 141L/CHM 142L	10
Chinese	3 or better	COR140C	4
Comp. Politics 3	or better	PLS 205 or COR 220S	3
Computer Science A	3 or better	CSC 180	3
Computer Science Principles	4 or 5	CSC 101	3
Eng. Lit/Comp	3 or better	ENG Elective LD	6
Enviro. Science	3 or better	ENV110	4
Euro History	4 or better	HIS Elective LD	3
French	3 or better	COR 140F	4
Geography	3 or better	GPH 210	3
German	3 or better	COR 140	4
Human Geography	3 or better	GPH210	3
Italian	3 or better	COR 140	4
Japanese	3 or better	COR 140	4
Latin	3 or better	COR 140	4
Macroecon.	3 or better	ECN 202 or COR 220E	3
Microecon.	3 or better	ECN 201	3
Music Theory	3 or better	MUS 108	3
Physics 1	3 or better	PHY 141	4
Physics 2	3 or better	PHY 142	4
Physics C: Elec	3 or better	PHY 172	4
Physics C: Mechanics	3 or better	PHY 171	4
Psychology	4 or better	PSY 101 or COR 220P	4
Seminar	3 or better	ENG101	3
Spanish Lang.	3 or better	COR 140S	4
Spanish Lit.	3 or better	COR 140S	4
Statistics	3 or better	MTH 201	3
US History	4 or 5	COR 250U	3
US Politics	3 or better	PLS 150 or COR 250P	3
World History	4 or 5	HIS 121 or HIS 122	3

### *International Baccalaureate (IB)*

Saint Martin's University awards University course credit for IB exams on which students achieve a score of 5 or higher, on both Standard Level and Higher Level exams.

Students who earn the IB Diploma will be awarded up to 30 credits of university-level work at Saint Martin's University.

The IB Diploma can meet the following core requirements if the diploma student achieves a score of 5 or higher on the individual exams for each respective area:

- COR 140 World language (4 credits for Higher Level)
- COR 240 Fine arts (3 credits)
- COR 230 Natural science with lab (4 credits)
- COR 130 Math (3 credits)

- COR 220 or 250 (3-6 credits, depending on courses taken)

IB Diploma students will also earn additional credits, either as specific Saint Martin's University courses (see table right) or lower division elective credits, depending on the total diploma score.

- 24 points = 24 total credits
- 25 points = 25 total credits
- 26 points = 26 total credits
- 27 points = 27 total credits
- 28 points = 28 total credits
- 29 points = 29 total credits
- 30 points or more = 30 total credits

Students who complete IB coursework but not the diploma will also receive university credit for IB exams, both Standard Level (SL) and Higher Level (HL), on which they earn a 5 or higher. Specific Saint Martin's University courses correspond to the IB exams, as shown in the Table below. Other IB exams will be considered on a case-by-case basis.

IB EXAM	SAINT MARTIN'S UNIVERSITY COURSE	CREDITS
Art (visual)	COR 240A	3
Biology	COR 230B	4
Chemistry—SL	CHM 141/141L	5
Chemistry—HL	CHM 141/141L AND CHM 142/142L	10
Classical languages—HL	COR 140	4
Computer science	CSC 101	3
Dance	COR 240	3
Economics	COR 220E	3
Film	COR 240	3
French language & lit—HL	COR 140F	4
German language & lit—HL	COR 140	4
Geography	COR 250P	3
*Mathematics	COR 130	3
Music	COR 240M	3
Physics	COR 230P	4
Psychology	PSY 101	3
Spanish language & lit—HL	COR 140S	4
Sports, exercise and health science	COR 230	4
Theater	COR 240T	3

*\*Students needing a specific math course for the major will need to take the math placement test and be placed into the appropriate course.*

### *College-Level Examination Program (CLEP)*

Saint Martin's University awards university course credit for CLEP exams as follows.

	CLEP EXAM	CLEP SCORE	TRANSFER COURSE	CREDITS EARNED
French (Level 1&2)		50+	COR 140F	4
German (Level 1&2)		50+	COR 140	4
Spanish (Level 1&2)		50+	COR 140S	4
Principles of Microeconomics		50+	ECN 201	3
Principles of Macroeconomics		50+	ECN 202 or COR 220E	3
Financial Accounting		50+	ACC 201	3
Introductory Business Law		50+	BA 225	3
Introductory Sociology		50+	SOC 101	3

Calculus	65+	MTH 171	4
Chemistry	50+	CHM 141 (no lab)	4
Natural Sciences	50+	GENEDNS + 2 Elective Credits	6
College Algebra	50+	MTH 101	3
Precalculus	50+	MTH 121	3
Precalculus	65+	MTH 122	3
History of the US I	50	COR 250U	3
History of the US II	50	COR 250U	3
American Government	50	COR 250P	3
Introductory Psychology	50	PSY 101 or COR 220P	3
Introductory Sociology	50	SOC 101 or COR 220S	3
American Literature	50	Elective Credit	3
Analyzing and Interpreting Literature	50	Elective Credit	3
College Composition	65	ENG 101	* 3
College Composition Modular	65	ENG 101	* 3
English Literature	50	Elective Credit	3
Humanities	50	Elective Credit	** 3

\* *Will not count for COR 120*

\*\* *Will not count for COR 210*

## PROVISIONAL ENROLLMENT PROGRAM (PREP)

Saint Martin's Provisional Enrollment Program (PrEP) is designed to help students to thrive in both our community and beyond. PrEP is intended for students whose academic preparation is below our normal admission criteria but that we believe have the grit and determination to be successful with support. Saint Martin's PrEP assists students who are poised to be successful in college and offers additional focused academic advising, mentoring, and support to help make the transition from high school a successful one. A limited number of students will be accepted into the PrEP program each year. For additional information please contact the Office of Admissions.

## Transfer Student Admission

A transfer student is someone who has completed one or more college credits following high school graduation. High school students who complete college courses in the summer between their high school graduation and fall semester at Saint Martin's are still considered a first year student and should apply as such.

If an applicant has completed 20 or fewer transferable semester credits or 30 or fewer transferable quarter credits (generally one year) of college or university at the time of their application, they are considered transfer students and should apply using the transfer application but will be required to submit additional materials. We recognize some applicants who fit this profile may have been out of high school for several years. Admissions will tailor the application and review process to each individual student. Of note, transfer applicants with 20 or fewer semester credits (or 30 or fewer quarter credits) accrued post-high school will be eligible for first-year scholarships.

Students transferring from other colleges or universities are considered for admission on the basis of academic achievement, life experience, professional objectives and community involvement.

Transfer applicants should submit the Saint Martin's Application or the Common Application online. Go to [www.stmartin.edu](http://www.stmartin.edu) for additional information.

Applications for admission are evaluated on an individual basis to determine admissibility, and transcripts are evaluated to determine transferability of credit. Applicants are encouraged to provide as much information as possible about their previous education, life experience and educational/professional objectives to inform an admissions decision.

Additional information regarding an applicant's qualification for admission may be requested by the Office of Admissions if deemed necessary.

Saint Martin's University participates in transfer agreements with 29 community colleges in the state of Washington. Community college graduates who have a Direct Transfer Associate (DTA) Degree completed after 1990 and are admitted to Saint Martin's will begin with junior standing. By obtaining a DTA degree, students will have satisfied Saint Martin's core requirements (Gen Ed) with the exception of COR 110 (Religious Studies) and CORE 340W (Ethics).

Transfer credits not included in a Direct Transfer Associate Degree, such as an AS-T, AS/MRP, or its equivalent, will be evaluated on a course-by-course basis, and credits will be applied to academic major requirements according to established guidelines and policies. Saint Martin's University does not transfer in grades below a "C-". There is no expiration on undergraduate transfer credits deemed equivalent to the university's core requirements. Community college graduates who have a Direct Transfer Associate of Science Degree completed before 1990 may be admitted to Saint Martin's but still may be required to take several core courses as determined by the university's registrar following an official transcript evaluation.

## ASSOCIATE DEGREES FROM OUTSIDE WASHINGTON

Saint Martin's University also recognizes Associate of Arts degrees from regionally-accredited institutions in the following states, and will treat these degrees as equivalent to the Washington Associate degree, provided they are completed prior to matriculation at Saint Martin's University:

- **Arizona:** Associate of Arts with the Arizona General Education Curriculum (AGEC) - A track;
- **California:** Associate of Arts with the Intersegmental General Education Transfer Curriculum (IGETC) track;
- **Oregon:** Associate of Arts Oregon Transfer Degree (AA/OT).

Students with Associate of Arts degrees from other regionally accredited institutions may request, at the time of admission, to have their degrees evaluated for the same recognition.

Students who have earned a bachelor's degree from an accredited college or university will have satisfied Saint Martin's core requirements (Gen Ed) with the exception of COR 110 (Religious Studies) and CORE 340W (Ethics).

A maximum of 90 semester hours (135 quarter hours) from regionally accredited four-year institutions will be accepted toward fulfillment of requirements for a baccalaureate degree. Transfer credits from a two-year regionally accredited college may not exceed 60 semester hours (90 quarter hours). No more than 30 semester hours (45 quarter hours) earned by extension or extended learning programs will be accepted. Credits earned more than seven years ago will be reviewed to determine transferability. The only potential exception is transfer credit deemed equivalent to the university's core requirements, which do not have an expiration or time limit for transfer.

## REVERSE TRANSFER

Students who have been admitted to Saint Martin's University without a DTA associate degree, and who have at least 60 transferrable quarter credits, or 40 transferable semester credits, from a Washington community or technical college, may be eligible to earn a DTA associate degree from their transfer institution. This is accomplished by transferring Saint Martin's University credits back to the community or technical college, which may then apply the credits towards its own associate degree requirements.

To activate this policy, students must alert the Office of the Registrar that they wish to have their courses reverse transferred and are responsible for ensuring that the receiving institution awards credit and the DTA associate degree. Students must then provide the Saint Martin's University registrar with an official transcript posting the DTA associate degree prior to their final semester or term before graduation.

## TRANSFER APPLICATION REQUIREMENTS

Saint Martin's University does not charge an application fee. To apply for transfer admission, students must submit:

- An application, Saint Martin's application preferred
- Official transcripts from all colleges and universities attended. Saint Martin's University will only accept transfer coursework from regionally accredited colleges and universities See list under the International Undergraduate Admissions section for additional policies regarding transcripts.
- Official high school transcript, GED certificate or home school documentation, if applicable (applicant has earned 20 or fewer semester credits post-high school)
- Test scores from the SAT or the ACT, if applicable (applicant has earned 20 or fewer semester credits post high school). These test scores can be sent as a screenshot as long as the student's name and test date is visible.

- For those who have prior military credits: All scores from U.S. Armed Forces Institution Examinations (USAFI) and/or (DANTES) and/or College Examination Program (CLEP). Other documentation such as DD Form 214, DD Form 295, AARTS transcripts, CCAF transcripts, and DLI transcripts.
- A letter of recommendation and/or essay from the student if requested by the student's admission counselor to provide more background about the student's work ethic and how it applies to a college and/or classroom setting.

The transfer admission deadlines are as follows:

- Fall application deadline: July 25; Enrollment deposit deadline: August 10
- Spring application deadline: December 10; Enrollment deposit deadline: December 20
- Summer application deadline: April 15; Enrollment deposit deadline: May 1

## INTERNATIONAL UNDERGRADUATE ADMISSION

Saint Martin's University welcomes applications from international students to study here. To apply for undergraduate admission, all international students must submit the following items:

- Saint Martin's Application (found on the Saint Martin's webpage) or the Common Application
- Official secondary transcripts
  - International secondary transcripts will be evaluated to determine US equivalency and GPA.
- If applicable, official transcripts from all colleges and universities attended.
  - If transferring credits, international transcripts from colleges and universities will be evaluated by an external evaluation agency for eligibility.
  - Such a requirement would not hinder admission to the university but would give the applicant ample time to get the evaluation completed before a degree audit for conferral is complete (and have the courses added to the transcript). Find approved evaluators here: [www.naces.org/members](http://www.naces.org/members).
- English proficiency score (see Evidence of English proficiency section below)
- Copy of passport photo page
- If applicable, copy of visa if studying in the United States

## EVIDENCE OF ENGLISH PROFICIENCY

We offer options for you to confirm your English language skills are strong enough for you to begin your studies at Saint Martin's University.

English proficiency may be confirmed in one of the following options: (\*)

- Your Predicted IB Higher-Level English A result is 5 or higher.
- You received a grade of "B" or higher on your English O-Level exam (GCSE, IGCSE, SPM, etc.). • You studied for a minimum of one academic year at an accredited U.S. secondary school in which English is the primary language of instruction and your cumulative GPA was 3.0 or higher on a 4.0 scale
- You studied at a U.S. college or university for a minimum of one academic year, earned a minimum of 24 college-level semester credits (or 36 quarter credits) and have completed the equivalent of ENG 101 or ENG 102 with a grade of B or higher.
- You attended ELS Education Services, Inc. (Successful Completion of ELS level 112 Intensive Program — English for Academic Purposes)
- Approved English Proficiency Exam
- Your primary Method of Instruction (MOI) was in English; a letter from your school stating MOI is required
- **You are from one of the following countries where English is recognized as the official language**

Anguilla	Samoa (Western)
Antigua and Barbuda	Seychelles
Australia	Sierra Leone
Bahamas	Singapore
Barbados	Solomon Islands
Belize	South Africa
Bermuda	St. Kitts and Nevis
Botswana	St. Lucia
British Virgin Islands	St. Vincent & the Grenadines
Canada	Swaziland
Christmas Islands	Tanzania
Grand Cayman Islands	Trinidad & Tobago
Dominica	Turks & Caicos Island
Falkland Islands	Uganda

Fiji	United Kingdom
Gambia	Vanuatu
Ghana	Vatican City
Gibraltar	Zambia
Grenada	Zimbabwe
Guyana	
Ireland	
Jamaica	
Kenya	
Liberia	
Malawi	
Montserrat	
New Zealand	
Nigeria	
Philippines	

## EXAM OPTIONS

English proficiency may be met with the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS), Test of English for International Communication (TOEIC), Pearson Test of English (PTE), Global Test of English Communication (GTEC), Duolingo, Scholastic Aptitude Test (SAT), or American College Testing (ACT), Graduate Record Examination (GRE)-Graduate Admissions only.

	<b>TOEFL: PBT</b>	<b>TOEFL: IBT</b>	<b>IELTS:</b>	<b>TOEIC</b>	<b>PTE</b>	<b>GTEC CBT</b>	<b>SAT TOTAL</b>	<b>ACT COMPOSITE</b>	<b>DUOLINGO</b>
Full Graduate Admission	550	79	6.5	750	n/a	1181	n/a	n/a	100
Full Undergrad Admission	525	71	6.0	700	48	1126	1030	20	95
Conditional Admission: Concurrent status *	480-524	54-70	5.0-5.5	600-699	42-47	1001-1125	960-1020	18-19	90-95
Conditional Admission: Fulltime ESL	479	53	4.5	599	41	1000	950	17	85

\*Concurrent status not available for graduate students.

## VETERANS APPLICATIONS

### Yellow Ribbon Program

Saint Martin's University is an approved institution for the education and training of veterans. Saint Martin's is a Yellow Ribbon Program school and supporter of the Post 9/11 GI Bill®. The university does not cap the number of students who can participate in the Yellow Ribbon Program. Yellow Ribbon benefits replace other forms of Saint Martin's financial assistance such as merit scholarships and grants.

Saint Martin's is also a designated "Military Friendly School" and continues to be recognized every year for our service to the military community.

Students admitted to the University and eligible to receive VA benefits must contact their respective veteran's representative and submit the necessary paperwork for certification. The student must submit a copy of their Certificate of Eligibility sent by the VA and must also complete and submit the Saint Martin's Request for VA Certification electronic form (found on the Office of the Registrar's webpage) each session or semester to ensure continuous receipt of benefits prior to certification. Saint Martin's

University will not certify students in advance; students must be registered with advisor approval and only courses within the student's degree plan will be certified to the VA. Saint Martin's will not participate in accelerated pay if the student is using Chapter 33. The VA pays directly to the school. Tuition and fees will not be reported to the VA prior to bills being assessed, or before the add/drop period is over to ensure accuracy of costs. It is the student's responsibility to promptly notify the VA representative of any changes they make to their schedule including, withdrawals, adds, and drops. Failure to promptly report any changes to registration could lead to an overpayment and the student may be responsible for debt repayment.

## Veterans Administration/Vocational Rehabilitation

Applicants applying through Veterans Administration or Vocational Rehabilitation programs should schedule an appointment with an admission counselor through the Office of Admissions or any extended campus to complete all required academic degree plans and necessary paperwork. Applicants to the University should allow a minimum of two weeks from the time of their advising appointment for completion of transcript evaluation, academic degree program, financing documentation and additional information.

*GI Bill® is a registered trademark of the U.S. Department of Veteran Affairs (VA). More information about education benefits offered by VA is available at the official U.S. Government website at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill).*

## SAINT MARTIN'S UNIVERSITY AT JOINT BASE LEWIS MCCHORD (SAINT MARTIN'S-JBLM) ADMISSION

Saint Martin's University has extended campus locations at Joint Base Lewis-McChord. Saint Martin's-JBLM is for the primary benefit of non-traditional students, active-duty service members and their families; non-military-affiliated students may attend Saint Martin's-JBLM; however, military-affiliated students have priority registration. Classes are designed to meet the needs of working adults and offer a combination of traditional and hybrid classes in the evenings, weekends, and online. Information about the Saint Martin's-JBLM campus can be found at <https://www.stmartin.edu/directory/offices-departments-directory/saint-martins-jblm>.

Applicants should submit the Saint Martin's-JBLM Campus Application located at <https://www.stmartin.edu/admissions-financial-aid/saint-martins-jblm>, by online format for admission to the Saint Martin's-JBLM campus. Recent high school graduates are required to apply to, and if admitted, complete their degree program at the Lacey campus unless there are highly exceptional circumstances. The Lacey campus offers the full range of undergraduate degree programs as well as support services often necessary for student success for recent high school graduates starting college as first year or sophomore students. Questions about which campus is right for you should be directed to an admission counselor in the Office of Admissions.

### Application requirements for Saint Martin's- JBLM application:

- Completing the Saint Martin's-JBLM application for Admission online, at <https://www.stmartin.edu/admissions-financial-aid/saint-martins-jblm>.
- Official transcripts from all colleges, universities and military service schools attended
- Official high school transcript, GED certificate or home school documentation, if requested
- All scores from U.S. Armed Forces Institution Examinations (USAFI) and/or (DANTES) and/or College Examination Program (CLEP). In addition, for transfer credit assessment, active duty and retired personnel must submit the following forms or transcripts:
- A Joint Services Transcript (JST) - or - a Community College of the Air Force (CCAF) transcript.
- Defense Language Institute (DLI) transcripts for foreign language transfer credit assessment. Please note: Saint Martin's University will only accept up to 30 credit hours for professional military education and training as recommended by the American Council on Education.

*\*Saint Martin's does not allow the use of commissions, bonuses, or other incentive payment programs given to employees or contractors for the purpose of securing enrollments of Service members.*

## Military Student Readmissions

### I. Scope and Purpose

Saint Martin's University acknowledges that students may be temporarily unable to attend classes or be required to suspend their studies in order to perform military service. Saint Martin's encourages such students to resume their education once a military service obligation has ended and adopts this policy to ensure the timely readmission of such students. In accordance with federal regulations, 34 C.F.R. § 668.18 and the Department of Defense (DoD) Voluntary Education Partnership Memorandum of Understanding (MOU), the university will promptly readmit servicemembers who seek readmission to a program that was interrupted due to a uniformed service obligation.

## **II. Eligibility**

This policy shall apply to: (1) servicemembers who are unable to attend classes for more than 30 consecutive days; and (2) servicemembers who are unable to attend classes for less than 30 days when such an absence would result in a withdrawal from the university.

A student is eligible for readmission under this policy if, during an absence, the student performs uniformed service, voluntary or involuntary, in the Armed Forces, including the National Guard or Reserve, active duty, active duty for training or fulltime National Guard (under federal authority). The cumulative length of all absences for uniformed service (service time only) must not exceed five years.

## **III. Notification**

A student must provide oral or written notice of a uniformed service obligation to the Office of Military Advising as far in advance as possible, unless precluded by military necessity. Such notice does not need to indicate when the student will return to the university.

The student must also give oral or written notice of his/her intent to return to Saint Martin's University within three years after the completion of the period of service. Immediately upon the student's return to school, the student must provide notice that he/she may be entitled to the tuition and enrollment benefits outlined in this policy. The returning student may be required to provide supporting documentation. Notification under this section must be provided, by the student, to the Office of the Registrar and Saint Martin's JBLM Programs. registrar@stmartin.edu, jblm.admissions@stmartin.edu or 360-438-4356 or 253-964-4688.

## **IV. Tuition and Fees**

A returning student must be charged the same tuition and fees in effect during the last academic year the student attended, unless veterans' education benefits or other servicemember education benefits will pay the amount in excess. For subsequent academic years, the returning student may not be charged tuition and fees in excess of what other students in the program are charged.

## **V. Readmission Requirements**

A returning student will be permitted to reenroll in the next class(es) scheduled in the same academic program, unless the student requests a later date of reenrollment or agrees to a different program. Service members and reservists will be readmitted into the same program if they are temporarily unable to attend class or have to suspend their studies due to service requirements. If the exact program no longer exists, the student must be admitted to the program that is most similar, unless the student requests or agrees to admission to a different program. Returning students will be reenrolled with the same enrollment status, number of completed credit hours, and academic standing as the last academic year of attendance.

If the university determines that a returning student is not prepared to resume the program or is unable to complete the program, the university must make reasonable efforts to enable the student to resume or complete the program at no additional cost to the student. If such efforts are unsuccessful or place an undue hardship on the university, the university is not required to readmit the student.

In accordance with federal regulations, returning students who receive a dishonorable or bad conduct discharge from the Armed Forces (including the National Guard and Reserves) are not eligible for readmission under this policy. However, servicemembers who receive dishonorable or bad conduct discharge may remain eligible for readmission even though they will not be entitled to the benefits outlined in this policy.



# STEP-BY-STEP INSTRUCTIONS FOR MILITARY-AFFILIATED AND VETERAN STUDENTS TO APPLY TO SAINT MARTIN'S UNIVERSITY

Whether you're a military service member, veteran, or a spouse or dependent child, Saint Martin's University makes it easy to apply and get started.

## STEPS FOR SERVICE MEMBERS

### Step 1—Contact Your Military Education Office

- Before applying to Saint Martin's University, you must consult with your Educational Services Officer (ESO) or Counselor within your military service.

### Step 2—Choose a Degree Program

- To be eligible for military benefits, such as Tuition Assistance, you will need to select an academic program on the Saint Martin's University application.

### Step 3—Apply to Saint Martin's University

- Apply to SMU.
- Please note that Military Tuition Assistance enables eligible active duty Army, National Guard, and Army Reserve soldiers to request Tuition Assistance and apply to SMU; after creating your account, designate Saint Martin's University as your home college.

### Step 4—Submit School & Military Transcripts

- School Transcripts—You will need to submit transcripts from any institution of higher education that you attended before coming to Saint Martin's University.
- Military Transcripts—Learn how to get your service evaluated for SMU credit.
- SMU accepts the Joint Services Transcript and Community College of the Air Force transcripts as proof of high school graduation or equivalency.

### Step 5—Apply for Veterans Education Benefits (Optional)

- If you'd like to use veterans education benefits before you separate, you'll need to complete the U.S. Department of Veterans Affairs Education Benefits Application, which allows you to determine your level of education benefits.
- You should complete the SMU Request for Certification while the VA processes your application.
- Learn more about certification of veterans benefits.

## STEPS FOR VETERANS

### Step 1—Choose a Degree Program

- To be eligible for veterans benefits, you will need to select an academic program on the SMU application.

### Step 2—Complete the Veterans Online Application

- Visit the Department of Veterans Affairs website to apply for veterans education benefits.
- It can take four to six weeks for the VA to issue your Certificate of Eligibility.

### Step 3—Apply to SMU

- Apply to SMU

### Step 4—Secure Your Veterans Benefits

- If you'd like to use your veterans education benefits, you'll need to complete the U.S. Department of Veterans Affairs Education Benefits Application, which allows you to determine your level of education benefits.
- You should complete the SMU Request for Certification while the VA processes your application.
- Learn more about certification of veterans benefits.

### Step 5—Submit School & Military Transcripts

- School Transcripts—You will need to submit transcripts including high school transcripts as well as transcripts from any institution of higher education that you attended before coming to SMU.
- Military Transcripts—Learn how to get your service evaluated for SMU credit.

## STEPS FOR SPOUSES AND DEPENDENT CHILDREN

### Step 1—Choose a Degree Program

- To be eligible for transferred veterans benefits, you will need to select an academic program on the SMU application.

### Step 2—Apply to SMU

- Apply to SMU
- Spouses of military servicemembers may be eligible for financial assistance through Military Spouse Career Advancement Accounts, known as MyCAA, if the spouse meets the criteria established by MyCAA.

### Step 3— Secure Your Veterans Benefits

- If you'd like to use your veterans education benefits, you'll need to complete the U.S. Department of Veterans Affairs Education Benefits Application, which allows you to determine your level of education benefits.
- You should complete the SMU Request for Certification while the VA processes your application.
- Learn more about certification of veterans benefits.

### Step 4—Submit Your Transcripts

- School Transcripts—You will need to submit transcripts from any institution of higher education that you attended before coming to SMU

## Degree and program options offered through Saint Martin's-JBLM

The follow degree and program options are offered at the Saint Martin's-JBLM campus; however, it is important to check the availability of courses as some classes are not always offered each term:

### Bachelor of Arts Degree

- Accounting
- Business Administration with concentrations in accounting and management
- Criminology/Criminal Justice
- History
- Information Technology
- Political Science
- Psychology

### Certificate and Certification Programs

- Certificate in Computer Science

Certification (Note: A bachelor's degree is required prior to enrolling in this program)

## ADMISSIONS POLICY FOR APPLICANTS WITH CRIMINAL HISTORY

Saint Martin's University is committed to the safety and welfare of all members of the campus including its students, staff, faculty, and visitors. The University requires that all applicants for admissions disclose previous criminal history to Saint Martin's University as part of the admissions process.

This policy applies to all applicants for admission to Saint Martin's University.

*Consideration of disciplinary and criminal conviction in Saint Martin's University admission:*

Saint Martin's University considers multiple factors when reviewing applications for admission. This also applies whether an applicant has a school disciplinary record and/or criminal history. An applicant will not automatically or unreasonably be denied admission due to criminal history or disciplinary action. However, additional information may be requested to provide greater context to the nature and timing of violations prior to an admission decision being made.

All applicants seeking admission to Saint Martin's University are required to answer questions regarding a felony, misdemeanor, academic suspension, or expulsion.

- Have you ever been convicted of, pled guilty to, or pled no contest to a felony? (Y/N answer options)
- Have you ever been convicted of, pled guilty to, or pled no contest to a misdemeanor? (Y/N answer options)
- Have you ever been subject to disciplinary action, such as expulsion or suspension, from any academic institution (high school, college, etc.)? (Y/N answer options)

If the applicant answers "Yes" to the criminal history question, the applicant will be contacted by the Admissions Office. During the review process, the applicant will provide additional information and details regarding his or her felony and/or misdemeanor history. The applicant will be asked to provide explanation of each felony and/or misdemeanor, with the option to include official

documentation, letters of recommendation, a release to obtain related documentation and information, as well as additional information the applicant would like to be considered. The assigned admissions counselor will compile the information for the review.

The Admissions Review Committee will make the determination whether or not to admit the applicant, assuming all other application requirements are satisfied. The Admissions Review Committee is composed of the director of admissions and the director of public safety.

Admission may be denied to an applicant based on prior criminal convictions, including but not limited to: incidents where admission creates a risk to the safety or welfare of the University community, to specific individuals or to the public, or where admission poses a potential risk to property. After evaluating all information provided by the applicant as well as other information available to the review team, the admissions team will make a determination within a reasonable amount of time given the individual circumstances as to whether or not the applicant will be offered admission to the University. The applicant will be informed of the decision in writing. An applicant may appeal a decision made under this policy to the dean of enrollment who will make the determination for the University and give written notice to the applicant regarding the decision. The applicant's request for appeal must include specific grounds that justify the appeal. If the applicant wishes to appeal beyond the dean of enrollment, the president of the University will review the applicant's materials and the resulting decision will be final.

Saint Martin's University reserves the right to deny admission to any applicant or rescind admission to any applicant consistent with Saint Martin's University policies, including any applicant who provides false or misleading information to the University.

## **ACCEPTANCE OF AN UNDERGRADUATE OFFER OF ADMISSION**

Students will be notified of a decision regarding their application for admission as soon as a decision is available. Following a notification of admission, students who plan to enroll at Saint Martin's must submit an enrollment deposit of \$200. The enrollment deposit may be submitted online by logging into the student application portal. This deposit is credited to the student's account for the first semester of enrollment. Saint Martin's University recommends that the enrollment deposit be submitted by May 1 for fall semester enrollment and by December 20 for spring semester enrollment. The enrollment deposit is not refundable after these dates. Applicants are encouraged to contact the Office of Admissions for specific information regarding the submission of an enrollment deposit.

Saint Martin's has a two-year residency policy for first year students to live on campus unless they meet the waiver exceptions. Those living on campus are also required to submit a housing contract and \$200 housing deposit. Housing documents and the housing deposit may be submitted online on the Next Steps webpage. The housing deposit is refundable when the student moves off campus, provided the terms and conditions of the housing contract are met.

Residence hall assignments and pre-registration appointments are assigned after the enrollment deposit is received. Additional registration documents may also be required prior to enrollment. Admitted students are encouraged to work closely with their admission counselor or contact the Office of Admissions for specific information regarding next steps for admitted and/or deposited students.

## **DEFERRING ADMISSION**

Students may defer their offer of admission for one year. To be able to do the deferral a student must pay the \$200 admission deposit to hold their future spot. If more than one year goes by and the student does not enroll in classes, the student will be required to reapply for admission. If a student chooses a "gap year" and does not take any college classes they will come in at the same status. If a student enrolls in another college during the deferral year their admission status is considered invalid and they will be required to submit college transcripts for review and re-evaluation for admission. If the student completed more than 20 semester credits during the deferral year they would be considered a transfer student and would necessitate a change in student status.

## **APPLICATION FOR READMISSION**

Students who have attended Saint Martin's University but were not enrolled the previous semester and left in good standing (i.e., were not suspended) must submit an application for readmission to the Office of Admissions. Students previously enrolled through Saint Martin's University at JBLM (Saint Martin's-JBLM) should submit their application for readmission to the administrative office at the JBLM campus if they have been away two or more sessions (equal to one complete semester). Students who have attended another college or university during their absence must submit official transcripts from each institution. Students are eligible for readmission for up to seven years following their last enrolled academic term at Saint Martin's. If a student has not been enrolled for more than seven years at Saint Martin's, the student must reapply for admission; students are reminded that new degree requirements may apply. Coursework that is older than seven years will not typically transfer, with the exception of credits from courses deemed equivalent to the university's core requirements. Students will be required to complete degree requirements in accordance with the catalog at the time of their re-entry into the university, unless

the circumstances fall under the military deferral allowance. As with all applicants, the student's application will be evaluated holistically, taking into account academic, service, and leadership considerations.

## **DOMESTIC UNDERGRADUATE READMISSION**

The readmission deadlines are follows:

- Fall application deadline: July 25
- Spring application deadline: December 10
- Summer application deadline: April 15

If a merit scholarship award was awarded at the time of admissions the following will apply:

- A readmit applicant with less than 20 semester credits and their last enrolled academic term was over 5 years, can they be reevaluated for current first year merit scholarship
- A readmit applicant with more than 20 semester credits, and their last enrolled academic term was over 5 years can they be reevaluated for current transfer merit scholarship.
- A readmit applicant that has earned a bachelor's degree, and is pursuing a career or major change can be eligible for transfer merit scholarship evaluation in all cases listed here, students are strongly advised to contact the Financial Aid Office and request specific information as it pertains to reinstating a previous financial aid package or reapplying for financial aid.

## **Reinstatement from Suspension for Academics (after sitting out a minimum of one semester)**

If a student wishes to petition for reinstatement to the University, she or he may petition the provost/VPAA. This procedure is used after the student has been absent from the University for one or more semesters after academic suspension. The student must submit the petition for reinstatement, complete with explanation and plan to the Office of the Provost/VPAA by March 15 to be considered for fall reinstatement or October 15 to be considered for spring or summer reinstatement. The petition will be forwarded to the Academic Standards Committee, who will review and act on the petition. Students are notified of the decision within 3 weeks of the submission deadline. If approved for reinstatement, the student must complete an application for undergraduate re-admission and submit it to the Office of the Registrar with a copy of their reinstatement approval letter.

<https://admissions.stmartin.edu/register/readmit>

The petition for reinstatement must consist of the following:

- A written explanation that demonstrates the student's understanding of the reasons for her or his academic difficulties;
- A realistic plan for addressing these difficulties. This plan must be developed in consultation with the student's academic advisor and the Center for Student Success.

## **Reinstatement from Suspension for Conduct or Behavior**

Students who have been suspended from Saint Martin's University for conduct or behavior may seek reinstatement from the Office of the Dean of Students. Details regarding the procedure to appeal for reinstatement after conduct-related suspensions are available in the Office of the Dean of Students, Old Main 206 or call. 360- 438-4367. Students who have been permanently expelled from the University may not seek readmission and will not be readmitted. In all cases listed here, students are strongly advised to contact the Student Financial Service Center and request specific information as it pertains to reinstating a previous financial aid package or reapplying for financial aid.

## **CERTIFICATE PROGRAM ADMISSION**

Saint Martin's offers a limited number of post-secondary certificate programs. Completion of these programs results in a Saint Martin's issued certificate, not an associate or bachelor's degree. These are different from the teacher certification programs required by the Washington State Professional Educator Standards Board. Those applying for a certificate program, post-secondary level, should contact the Office of Admissions for direction to the correct application. Those applying must have an official high school diploma, GED, HSED certificate, or home school documentation and must have a minimum of a passing score to apply.

## **GRADUATE ADMISSION**

Information concerning admission to the university's individual graduate programs is contained in the Graduate Academic Catalog.

## **SUMMER SESSION ADMISSION**

Summer session courses offered at the Lacey campus will vary in length and beginning and end dates. Please see the academic calendar for specific session dates. The curriculum, which complements that of the regular academic year, provides opportunities

to make up academic deficiencies, accelerate progress toward graduation, and undertake a variety of personally enriching learning experiences. Students from any institution may apply, provided they meet the prerequisite and program participation requirements for the courses in which they wish to enroll. Those not matriculated at Saint Martin's University should contact their home institution about transferability of the credits.

During summer, the Office of International Programs and Development (OIPD) offers language instruction and cultural enrichment programs for students from many parts of the world, extending the hospitality and warm welcome for which Saint Martin's University and the Pacific Northwest are known. An attractive array of summer courses is offered on the main campus, online and at the Saint Martin's-JBLM campus.

## TEACHER CERTIFICATION PROGRAM ADMISSION

Saint Martin's University's education programs are approved by the Washington State Professional Educator Standards Board. Candidates completing the elementary, secondary, or special education options are eligible for certification by the state of Washington. Certification requirements are subject to change enacted by the state's Professional Educator Standards Board, which take precedence over requirements outlined in the University's catalog. More information about certification programs can be found under the College of Education and Counseling section of this catalog.

## 4+1 PROGRAM ADMISSION

### Eligibility to Apply Requirements

- Students must meet eligibility requirements. International students will not be required to prove English Language Proficiency a second time.
- Students must have completed a minimum of 60 credits, including credits earned from Advanced Placement, Running Start (Dual Credit), International Baccalaureate (IB), etc. in order to apply. Students must apply before the completion of the undergraduate degree.
- Transfer students must have completed a minimum of 60 credits—whether from the transfer institution alone or in combination with Saint Martin's credits.
- Students must meet all prerequisites prior and have approval by the program advisor to enrollment in graduate courses.
- Individual departments may impose additional admission requirements. Please visit the department's website for information on GPA requirements.

### Admission to the Program

- A graduate application and supporting materials must be submitted. Please visit the graduate website for information on application requirements.
- A program of study signed by the applicant, the undergraduate and graduate advisor, and the program director must be submitted.
- The program of study must be clearly indicated on the 4+1 application, and include the following:
- The courses (up to 12 credits of approved graduate coursework) that may be double counted for both the undergraduate and graduate degrees. These courses will be taken prior to completing the bachelor's degree.
- The courses that will be taken as a graduate student. These courses will be taken after completing the bachelor's degree.
- The anticipated graduation date for the master's degree.
- After review of the materials submitted, a letter of acceptance (or denial) to the master's program, conditional upon meeting the 4+1 requirements, is issued.
- Applications accepted for admission to the master's program will not be matriculated as graduate students until completion of the bachelor's degree.

### Requirements for Completion

- Students must complete and receive their conferred bachelor's degree prior to entering the master's program.
- Students in the 4+1 program may not elect to bypass the bachelor's degree.
- No more than twelve (12) credits of graduate coursework may be counted toward the requirements of both degrees. If a student will not meet undergraduate requirements to graduate until August, they can spread those courses out through the three semesters (Fall, Spring, and Summer) as long as they are of senior standing and are enrolled full time\*. An exception to the senior standing for graduate coursework applies ONLY to the 4+1 BA in Elementary Education/Masters in Special Education program. Please see program description for details.
- \*Students may be enrolled as part-time students during the summer semester due to limited course offerings.
- Students may not take more than six (6) credits of graduate work within their first semester of the 4+1 program.
- Students must be enrolled in BOTH undergraduate courses and graduate courses and be enrolled full-time (12 credits).

Students should be able to complete the master's degree within 12 months from the completion of the bachelor's degree.

- Please refer to the department's website for GPA requirements.
- Students in the 4+1 program must be enrolled in 12 undergraduate credits to qualify for the undergraduate flat rate tuition.
- Otherwise the tuition rate will be billed per credit, based on current undergraduate and graduate credit rates.
- Each semester the undergraduate student intends to take graduate level courses (prior to degree conferral), a 4+1 course registration form located in their application portal must be completed.

## **BENEDICTINE LEADERS PROGRAM**

The *Benedictine Leaders Program* (BLP) of Saint Martin's University is a credit-bearing leadership initiative that prepares students for leadership positions across the campus community and in the broader society. A partnership between Academics and Student Affairs, BLP is informed and influenced by our Benedictine, Catholic charism, with the motto: "We lead by the Rule." BLP centers its curriculum on leadership values, theories, and skills and emphasizes leadership development.

BLP opens a critical learning space for students to understand more deeply who they are as persons, including their gifts, talents, and values, and how these can meet the deep needs of a broken world. BLP utilizes the Benedictine tradition and the Catholic tradition as a framework for students to develop a way of thinking and doing leadership. The mission of BLP is to transform students into critically reflective and morally courageous leaders inspired to serve others and promote the common good.

The aim of BLP is to ensure that all students embody these ideas in their leadership philosophies, beliefs, and behaviors. Through BLP, students should demonstrate a distinctive character of and approach to leadership, which can be recognized and described by others, the university community, and the broader society.

Students will meet the following learning outcomes:

- Summarize the core themes of Faith, Reason, Service, and Community, explain the Benedictine values, and integrate the core themes and Benedictine values with their values.
- Define the key concepts in Servant Leadership and Ethical Leadership, compare and contrast different leadership theories, and connect leadership theories to the Benedictine values and core themes.
- Articulate their own leadership philosophies, apply their learning to leadership positions on campus, construct strategies to address social justice issues, and present their learning from their service experience to others.

## **Required Courses or Other Degree Requirements**

This program requires students to complete academic and nonacademic requirements. The academic requirements include:

- ED 230: Introduction to Benedictine Leaders Program (1 credit)
- ED 330: Theories of Benedictine Leaders Program (2 credits)
- ED 331: Benedictine Leaders Practicum (1 credit)

In addition, students must participate in the annual Leadership Summit (spring semester); document the required 30 service hours with ED331 with the Office of Campus Ministry/ Coordinator of Service and Justice; and submit a portfolio of completed projects for review.

### **Contact**

John P. Hopkins, Ph.D.  
Chief Diversity Officer  
Director of Diversity and Equity Center



# FINANCIAL AID

Saint Martin's University makes every effort to offer financial assistance through a variety of programs (federal, state, and institutional) to qualified students. In addition to providing funds on the basis of demonstrated financial need in the form of grants, work-study, and loans, the University may offer scholarships to recognize and reward talent, academic achievement, and meritorious performance. The first step in the financial aid process is to apply for aid.

## Applying for aid

Students must complete one of two applications for financial aid.

The Free Application for Federal Student Aid (FAFSA) is required to apply for federal financial aid at Saint Martin's University. Only students who are eligible for federal aid should complete this application. The FAFSA should be completed online at [www.studentaid.gov](http://www.studentaid.gov) as soon as possible after October 1 of each year. The Saint Martin's University FAFSA code is 003794. The priority deadline for filing your FAFSA is January 1 of each year. This applies to students in all programs.

The Washington Application for Student Financial Aid (WASFA) is for students who are not eligible for federal aid. The WASFA should be completed online at [wsac.wa.gov/wasfa](http://wsac.wa.gov/wasfa) as soon as possible after October 1 of each year. The priority deadline for filing the WASFA is January 1 of each year.

## Eligibility for financial aid

Students officially admitted and enrolled in a degree or certificate-granting program are eligible for financial aid, except WAVE2Tech. Students must meet federal and state requirements to be eligible for federal and state financial aid. A student receiving aid at the time of admission may expect to continue receiving assistance during subsequent years, provided:

- The student maintains Satisfactory Academic Progress, as defined in this catalog;
- The need for aid continues;
- The student's enrolled hours are required for degree completion;
- The student meets the specific requirements of the various scholarship/grant programs;
- The University continues receiving adequate funds; and
- The student files the proper applications.

Eligibility for aid is also based on full time enrollment status as defined below:

- Undergraduate students — 12+ credits
- Graduate students — 6 credits
- Saint Martin's-JBLM students — 6 credits per eight-week session (sessions 1 and 2 comprise fall semester, sessions 1 and 2 comprise spring semester; and summer session, for a total of 5 terms at Saint Martin's-JBLM) or 12 credits for each semester. Students enrolling less than full-time will have their financial aid adjusted to reflect the credits enrolled.
- 

Eligibility for aid is also dependent on the student's class standing (defined below):

- First year . . . . . 0-29 semester credit hours earned
- Sophomore/second year . . . . . 30-59 credits earned
- Junior/third year. . . . . 60-89 credits earned
- Senior/fourth year. . . . . 90 or more credits earned

**Satisfactory Academic Progress:** The Office of Financial Aid monitors Satisfactory Academic Progress (SAP) for all students receiving federal, state and/or institutional financial aid. **This process is separate from the academic progress that is monitored by the Academic Standards Committee.** All financial aid recipients must meet a quantitative measure (number of credits earned) and a qualitative measure (cumulative grade point average) each measurement period.

SAP is reviewed each semester for both financial aid and non-financial aid recipients. Students who fail to meet SAP standards for one semester will be placed on warning status. Extended campus students are reviewed on the same schedule, terms 1 and 2 comprising fall semester and terms 3 and 4 comprising spring semester. Students who fail to meet SAP standards for two or more semesters will be placed on must appeal status and will need to appeal to regain aid eligibility.

## Financial aid offer

Financial aid is a combination of federal, state and institutional funding intended to help students meet the costs of their educational expenses. Eligibility for the various forms of financial aid is determined based upon the results from the FAFSA or WASFA. If, based on the student's academic merit and financial need, they are eligible for additional funds at the time of packaging, Saint Martin's University will award Saint Martin's University institutional aid.

Continuing student award letters will be made available on student's Student Financial Aid Portal beginning in March. Award letters for continuing students will also be generated in order of the date the students' FAFSA application was received. Continuing students will receive an email to their Saint Martin's University email to alert them that their award is available for viewing on their Student Financial Aid Portal.

Special circumstances. Saint Martin's University accepts appeals of financial aid based on the family's special financial circumstances. Special circumstances may include (but are not limited to): job loss, change in marital status, private school expenses, etc. To request consideration for a special circumstance, students must submit a special circumstance appeal form, additional documentation may be requested.

Financial Aid forms are available online at: <https://www.stmartin.edu/admissions-aid/financial-aid/resources-and-forms>.

## UNDERGRADUATE STUDENTS

- At the completion of each semester, students must have attained a cumulative and term grade point average of 2.00 or higher.
- Students must complete, with a passing grade, at least 67 percent of all courses attempted. All credit-bearing courses taken are counted. Attempted credits include grades of F (fail), W (withdrawn), I (incomplete) and XF (unofficial withdrawal). The completion percentage is calculated by dividing earned credits by attempted credits. Students may review their transcript through Self-Service (transcripts).

### TOTAL NUMBER OF ATTEMPTED CREDITS

6 credits  
7 credits  
8 credits  
9 credits  
10 credits  
11 credits  
12 credits

### STUDENT PLACED ON WARNING STATUS IF TOTAL COMPLETED CREDITS

3–5 credits  
3–5 credits  
3–5 credits  
5–8 credits  
5–8 credits  
5–8 credits  
or more 6–11 credits

- An undergraduate student may not exceed 180 attempted credits
- Engineering students are allowed an extended maximum time frame of 192 attempted credit hours

**Washington College Grant:** Please be advised that the Washington College Grant has its own Satisfactory Academic Progress policy which will be reviewed at the beginning of each semester prior to disbursement.

- Washington College Grant recipients must have completed no more than 125% of the maximum length of their program credits (160 credits) in order to remain eligible for the grant.
- To meet minimum satisfactory progress standards, Washington College Grant recipients must complete at least one-half of the original amount of credits for which the aid was calculated and disbursed.

An otherwise eligible student may receive a Washington College Grant for a maximum of five years (ten full-time equivalent terms). The Washington Student Achievement Council (WSAC) monitors the number of terms each student receives the College Grant at each college or university the student has attended.

**Satisfactory Academic Progress Appeals:** Students who fail to maintain Satisfactory Academic Progress for two or more terms will be placed on suspended eligibility status and will be denied financial aid. Students may appeal this decision in writing, but all appeals must be received before the midpoint of the semester. Appeals are reviewed by the Satisfactory Academic Progress Appeals Committee based on extenuating circumstances presented by the student. Decisions by this committee are final. If an appeal is approved, the student will be placed on warning status and they will be eligible to receive financial aid.



Copies of the SAP policy and information on the appeals process are available from the Financial Aid Office and online at [stmartin.edu/documents/sap-policy-2020-2021](http://stmartin.edu/documents/sap-policy-2020-2021).

**Verification:** Verification refers to the process that confirms the accuracy of information a student (and a student's parent, when applicable) has submitted on his or her FAFSA. If selected for verification, students will be required to submit additional documentation to verify the accuracy of their aid eligibility. Financial Aid will be unable to finalize or disburse any financial aid funding until this process has been completed.

## Limits on financial aid

**Limit on Total Aid:** The total amount of aid from all sources cannot exceed the student's cost of attendance. This includes Saint Martin's, state and federal programs, and private or "outside" scholarships. In the rare case that a student reaches this limit, the university first reduces loans, then if necessary, any Saint Martin's funds. There are exceptions to this policy, as dictated by federal regulations for veterans and ROTC. Please contact the Financial Aid Office for complete details.

**Maximum timeframe to receive aid — institutional:** Undergraduate students at Saint Martin's University are eligible to receive institutional financial aid for eight full-time semesters (prorated for transfers students based on number of credits transferred into the institution). Students who need an extra semester to complete their academic program may appeal to the Financial Aid Office for a review of their circumstance.

## Withdrawal & return of Title IV funds policy

Financial aid (Federal/State/Institutional/Private) is awarded based on intent to attend the entire school term. Complete withdrawals from the university, will impact a student's eligibility for the amount of funds originally awarded. The amount of financial aid earned and what must be returned will be determined for complete withdrawals prior to completing 60% of the term. Students will be notified in writing if any federal aid must be returned and what their balance to the university will be. Unearned aid is based on a daily pro-rated scale. Once a student has completed more than 60% of the term, they are considered to have earned all of their federal aid.

**If you are considering a withdrawal from the university, please contact the Financial Aid Office prior to completing the withdrawal process.**

**Unofficial Withdrawal:** An unofficial withdrawal is when a student stops attending school and does not notify the school of his or her withdrawal. The following circumstances are classified as unofficial withdrawals:

- Student stopped attendance after initially participating in a course, and is issued an "XF" grade.
- The student did not begin the withdrawal process or otherwise notify the school of the intent to withdraw due to illness, accident, grievous personal loss, or other circumstances beyond the student's control.

In the event a student is considered to be an unofficial withdrawal, the student could be subject to a 50% or higher loss of aid eligibility that could result in an outstanding balance due.

## FEDERAL AID ADJUSTMENTS

The Financial Aid Office has 30 days in which to determine the amount of a student's federal aid was 'earned' and 'unearned' as defined in federal regulations, and then return aid in the following order:

- Federal Direct Graduate PLUS loan
- Federal Direct PLUS loan
- Federal Unsubsidized Direct Stafford Loan
- Federal Subsidized Direct Stafford Loan
- Perkins Loan
- Federal Pell Grant
- Federal SEOG Grant
- Federal TEACH Grant
- Federal Iraq and Afghanistan Service Grant
- Other Title IV Programs

*\*Work-study wages earned are not included in the return of federal financial aid calculations.*

## NON-FEDERAL AID ADJUSTMENTS

If the student received grant aid from the State of Washington during a term they withdrew, the funds are considered earned as long as the student attended at least one day of classes. State of Washington funds will be returned at 100% if it is found that a student did not attend any classes.

## INSTITUTIONAL AID ADJUSTMENTS

The Financial Aid Office will return institutionally-funded aid based on the amount of tuition costs refunded to the student.

### Types of financial aid

Eligibility for financial aid at Saint Martin's University is determined by a student's academic record, activities in high school or Catholic parish, personal background, financial aid eligibility (determined by the FAFSA application), or a combination of these factors. Available awards include:

## SAINT MARTIN'S SCHOLARSHIPS AND GRANTS

**Athletic Award:** Scholarship offered to recruited athletes and at the discretion of the coaches.

**Benedictine Institute Scholarship:** Up to 10 students are selected annually to explore the meaning and application of Benedictine values in the context of a 21st-century world. Benedictine Institute Scholars are awarded a \$10,000 annual scholarship that is renewable over four years, and are expected to participate in various activities throughout the year. No scholarship application is required; all first-year applicants to Saint Martin's are considered.

**Benefactors Scholarship:** Donor-sponsored scholarship for continuing students that demonstrate need.

**Catholic High School Scholarship:** Scholarship for students who graduated from a Catholic school.

**Family Discount:** A reduction in tuition for students with another family member simultaneously attending as a full-time, degree-seeking student.

**Gala:** Donor-sponsored scholarship for new students that demonstrate need.

**Legacy Scholarship:** Award given to a student with a parent, sibling, spouse or grandparent who graduated from Saint Martin's University, College or High School or are related to a Saint Martin's monastic member.

**Merit Scholarship:** Scholarship based on high school academic achievement, community service and leadership. The awards are entitled Chancellor, President, Dean and Faculty Scholarships, the University Grant, and Angus McDonald scholarship.

**Parish Youth Leadership Scholarship:** Scholarship for students who did not graduate from Catholic schools but were leaders in Catholic parish youth groups and were recommended by parish pastors or youth group advisors. Additional scholarship information can be found online at: <https://www.stmartin.edu/admissions-aid/scholarships>

## FEDERAL GRANTS

**Federal Pell Grant:** Need-based award, eligibility and amount determined by the federal government.

**Federal Supplemental Educational Opportunity Grant (SEOG):** A need-based grant, award amounts are determined by the total funds available.

**Federal TEACH Grant:** A grant awarded to students who agree to teach for four years as a highly-qualified teacher in a high-need field at a low-income school after completing their degree. If the four-year service requirement is not met, the funds must be repaid as an unsubsidized Federal Direct Loan.

## STATE GRANTS

**Washington College Grant (WCG):** A grant based on family financial eligibility as defined by state regulation.

**Washington State College Bound (CBS):** A grant based on family financial eligibility as defined by state regulation. Students must have applied in the 7th or 8th grade.

## STUDENT LOANS

**Federal Direct Student Loan – Subsidized:** Need-based loan borrowed by the student. Eligibility is based on financial need and requires the student to be enrolled at least half-time and maintain satisfactory academic progress. No repayment is required and no interest accrues while the student is enrolled at least half-time. There is a six-month grace period after the student ceases to be enrolled at least half-time, during which no payments are expected and interest will begin to accrue.

**Federal Direct Student Loan – Unsubsidized:** Unsubsidized loans are available to students regardless of financial need and accrue interest once disbursed. At least half-time enrollment is required. No payments are expected but interest will accrue while the student is enrolled.

### **Federal Work-Study (FWS)**

**Federal Work Study:** a need-based employment program, on or off campus. Federal Work- Study is first earned and then issued in a payroll check or direct deposit. The amount earned is not deducted from tuition.

### **Other means for paying education costs**

**Parent PLUS Loan:** A non-need-based loan parents may borrow for their child's education.

**Private or Alternative Loan:** A non-need-based loan borrowed from a private lender such as a bank or credit union.

# STUDENT FINANCIAL SERVICES

## FOR BILLING AND PAYMENT INFORMATION

Endorsing the Catholic Benedictine values of faith, reason, service, and community, Student Financial Services supports the mission of Saint Martin's University to empower students in their pursuit of learning and honors their sacredness as individuals as well as their families and our community in an efficient and caring professional manner. This service reflects the Benedictine traditions of hospitality, communication, and respect while maintaining a high level of accuracy and integrity.

Our purpose is to provide efficient and welcoming service to all of the Saint Martin's community, and empathetic and reverent counsel to our students and their families in regard to their financial education concerns, inquiries, or limitations.

## EXPENSES

All fees are subject to change with a 30-day notice. Undergraduate tuition rates — 2024-2025

- **Full-time student (12-18 semester credits):** \$22,450 per semester/\$44,900 for the year
- **Part-time and overload:** \$1,545 per semester credit for 1 to 11 credits, and per credit above 18
- Engineering, Business, Computer Science, and Nursing classes (undergraduate and graduate): \$90 tuition surcharge per semester credit
- **Audit (no credit):** \$730 per semester hour
- **FOCUS program:** \$80 application fee; \$150 per semester hour awarded, final tuition charges are based on the student's class schedule as recorded on the last day for adding or changing classes, which is an official date listed in the academic calendar. Any approved changes occurring after this date may cause additional adjustments to charges. The university may assess additional fees for testing, labs and other services.

*\*The tuition rates listed above refer to the Lacey campus in person and Online (WEB) classes with the Lacey campus are \$1,470 per credit and have a flat rate charge for 12-18 credits, the same as the Full-time rate listed above. Saint Martin's-JBLM rates vary and can be found on the Saint Martin's University website under Saint Martin's-JBLM.*

## Residence charges

### ***Baran Hall Year/Semester***

Triple room charges: (year \$4,810 /semester \$2,405)

Double room charges: (year \$5,620 / semester \$2,810)

Single room charges: (year \$6,430 / semester \$3,215)

### ***Spangler Hall Suites***

Double room charges: (year \$6,780/semester \$3,390)

Single room charges: (year \$7,730/semester \$3,865)

### ***Spangler Hall Apartments***

Single room charges: (year \$9,000 / semester \$4,500)

### ***Burton Hall Apartments***

Single room charges: (year \$8,630/semester \$4,315)

Double room charge: (year \$7,670/semester \$3,835)

### ***Parsons Hall***

Triple room charges: (year \$5,710/semester \$2,855)

Double room charges: (year \$6,716/semester \$3,358)

Single room charges: (year \$7,224/semester \$3,612)

Single, shared bath, room charges: (year \$7,730/semester \$3,865)

Single, private bath, room charges: (year \$8,450 /semester \$4,225)

Double, suite: (year \$6,300 /semester \$3,150)

### ***Board Charges***

Gold Plan (year \$8,080/semester \$4,040)

Silver Plan (year \$7,610/semester \$3,805)

Bronze Plan (year \$7,250/semester \$3,625)

Commuter (year \$2,680/semester \$1,340)

For other housing options, contact the Office of Housing and Residence Life, 360-412-6163.

**Residential programming fee:** \$25 per semester charged to all students residing on campus in university residence halls.

**New student damage deposit/room reservation:** \$200.00 Please see “Refund Policy” in this section of the academic catalog for a description of refund policies for room and board deposits as well as room damage deposits.

### **Fee schedule**

All fees listed are 2024-2025 rates.

### **STUDENT SERVICES FEES**

- Student Activity Fee (nonrefundable): \$160 per semester, Lacey campus undergraduates only
- Health Center Fee (nonrefundable): \$145 per semester, Lacey campus undergraduates only
- Student Health Insurance: All students enrolled halftime or more on the Lacey campus are required to be covered by health insurance. Students will be required to present evidence of current insurance by submitting an approved online waiver by the semester deadline or the student will be required to pay the charges for the mandatory health insurance coverage. Waivers are valid for the entire academic year if submitted and approved by the deadline for fall semester. Students are encouraged to check their Saint Martin’s University emails regularly for important announcements and deadline information. Costs are subject to change by the university’s insurance provider at the beginning of each academic year.

### **Estimated costs, based on 2023-2024 academic year**

Fall ..... \$1,390

Spring/Summer ..... \$2,525

Summer ..... \$1,181

### **REGISTRATION FEES**

- Enrollment deposit: \$200; nonrefundable after May 1 (summer/fall) and December 15 (spring)
- Late validation fee (nonrefundable): \$50 (charge effective after first day of class)
- Laboratory and special class fees (nonrefundable): Fee information is included on each semester’s schedule.
- Fees may be charged for specific laboratories.

### **SPECIAL FEES**

- Library, the Computer Resource Center and other University technology services.
- FOCUS program credits and credit by examination (nonrefundable): \$80 application fee; \$150 per credit.
- School of Engineering Program Fee (nonrefundable) \$35.00 per semester.
- Applied lessons in music: \$195 per credit.
- Engineering/Science Lab Fees: \$120
- Nursing Program Fee - \$539 per semester based on specific upper division course enrollment (see Nursing Dept. for details)
- Undergraduate Graduation Fee: A \$60.00 nonrefundable graduation fee is assessed each time a student applies for graduation.

## PAYMENT

**All fees are due and payable in full prior to the first day of the semester or term.**

All students, regardless of campus they are enrolled, must pay in full or have financial arrangements secured prior to the first day of the semester/session. This includes students who are receiving financial aid or sponsored assistance. Failure to complete this financial obligation will result in a late validation fee of \$50.

**Saint Martin's University accepts the following methods of payment in person or by mail:** cash, check, money order or traveler's check.

**The following methods of payment are accepted online through the University's online payment system:** VISA, MasterCard, Discover and American Express. A service fee of 2.85% per transaction for domestic card payments and a 4.25% per transaction fee for international card payments is assessed at the time of processing. ACH payments have a \$0.60 fee per transaction assessed. Credit card payments are not accepted in person, by mail, phone, email or fax. For further information, please contact the Student Financial Services Office, 360-688-2180.

## OTHER MEANS FOR PAYING EDUCATION COSTS

**Outside Scholarships:** Many scholarships are offered by businesses, foundations, and philanthropic organizations. Students are encouraged to apply for all scholarships that might apply to them, even if they are small. Students are required to report any outside scholarships received. Saint Martin's will not reduce university aid unless the amount puts the total aid award over the aid policy limit.

**Payment Plan:** Saint Martin's University offers students the option of utilizing a monthly payment plan. Payment plans need to be established prior to the start of the semester and are designed to be paid in monthly installments during the term. There is a small enrollment fee to participate in a payment plan, however there is no interest charged. For additional information, please see the Student Financial Services website.

**Third Party Sponsors:** If a student's account balance is to be paid by a corporate or foreign sponsor, government agency, scholarship foundation, trust account, or other outside source, the student must provide proof of incoming payment information to Student Financial Services in advance to avoid any financial holds.

## For more information

Please call Student Financial Services at 360-688-2180 or email [accounts@stmartin.edu](mailto:accounts@stmartin.edu). Office hours are Monday through Friday from 8 a.m. to 5 p.m. during the fall and spring semesters and may have adjusted summer hours. The office is closed on university observed holidays, and is located on Saint Martin's Lacey campus, 5000 Abbey Way SE, Lacey, Washington 98503.

## Property loss or damage

Saint Martin's University does not assume responsibility for loss of money, securities or personal property held by students. Damage of school property is charged to the student responsible or repaired at his or her expense.

## Refund policy

## GENERAL INFORMATION

Saint Martin's University measures its classes in semester credits. Most programs on the Lacey campus and specific Saint Martin's-JBLM programs are divided into two semesters of 16 weeks each. Some programs on the Lacey campus, online (WEB) classes, and most at Saint Martin's-JBLM offer two eight-week sessions per semester. Eight-week courses have a different refund schedule than those meeting 16 weeks, so be sure to review the proper schedule when considering changes to your schedule. Two six-week summer sessions also are offered on the Lacey campus, as are eight and twelve-week sessions, depending on the program. Refund procedures and calculations will vary by campus and by the semester and session in which the student is enrolled. Students using Military Assistance (TA not VA) funding will follow the eight-week tuition refund policy regardless of the sessions for which they are enrolled.

## ACTION REQUIRED BY STUDENT

Students expecting a refund from class withdrawal must comply with the published deadline dates, and must officially withdraw/drop their course(s). It is the student's responsibility to remove themselves from any course(s) they are not attending. Failure to complete the withdrawal/drop process will result in a grade for the course(s) and charges for enrollment.

Students enrolled through the Saint Martin's-JBLM campus must notify their respective campus administrative office; and those attending the Lacey campus would contact the Office the Registrar.

## OFFICIAL WITHDRAWAL—DATE DETERMINATION

Date of withdrawal or drop is determined by the date the written notification is received by the Office of the Registrar or, if enrolled through the Saint Martin's-JBLM campus, the date written notification is received by respective Saint Martin's-JBLM office staff.

***\*\*Failure to attend class does not constitute an official withdrawal.\*\****

## REFUND CALCULATIONS AND APPEALS

Refunds are based on total charges, not on amounts already paid. Please note that if the student is receiving financial aid, the Financial Aid Office will determine whether financial aid requires an adjustment. This is based on the Federal Return of Title IV Funds Policy. Federal and state awards may have to be repaid before the student is eligible for a refund. The student is responsible for any balance remaining due to a withdrawal or aid adjustment.

## NONREFUNDABLE PAYMENTS

Certain fee payments to the university are nonrefundable. The fee section of this catalog specifies those nonrefundable fees (including laboratory fees, student activity fees, health center fees, technology fees, etc.).

Student health insurance is also nonrefundable if the student withdraws after 31 days of the start of the semester, as the policy continues to provide coverage even though the student is no longer enrolled at the university.

Please see "Room and Board" section of this academic catalog for descriptions of applicable refund policy.

## Tuition refunds

### 16 Week Full Semester

(Military Tuition Assistance (TA) students: Please see 8-12 week refund schedule, below.)

Date of withdrawal	Percentage of tuition charges dropped
Prior to first day of term and from 1 to 10 calendar days.....	100
From 11 to 17 calendar days.....	75
From 18 to 24 calendar days.....	50
From 25 to 31 calendar days.....	25
After 31 calendar days.....	0

### 8 to 12 Week Sessions (Saint Martin's-JBLM and some Lacey programs)

(All Military Tuition Assistance (TA) students follow this policy)

Date of withdrawal	Percentage of tuition charges dropped
Prior to first day of term and from 1 to 8 calendar days.....	100
From 9 to 12 calendar days.....	50
From 13 to 16 calendar days .....	25
After 16 calendar days.....	0

## Six-Week Sessions (Generally summer sessions)

Date of withdrawal	Percentage of tuition charges dropped
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Prior to the first day and through the first day of the term .....	100
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Through 7 calendar days.....	50
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From 8 to 14 calendar days.....	25
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After 14 calendar days.....	0
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Refunds are paid within 30 days following the student's official date of withdrawal or grant of a leave of absence as documented by the University.

## Room and damage deposit

### DAMAGE DEPOSIT AND CANCELLATION FEE

A refundable \$200 damage deposit must be on file with the Office of Student Financial Services prior to the issuance of keys to the room. No portion of the \$200 deposit will be refunded if the application is canceled more than 30 days from the date it is submitted; after August 1, regardless of the date submitted; or if requested more than 30 days after officially checking out of the halls. Cancellations between 31-60 days after contract submission will result in forfeiture of the \$200 deposit and a \$300 cancellation fee. A student who withdraws from housing after fall add/drop but within the first 30 days of the semester will be charged a \$300 cancellation fee, forfeit the deposit, and be prorated for the number of days in residence. Students who withdraw from the university or leave housing after the 30th day of the semester receive no refund.

After taking occupancy, if the applicant stays the entire contract period and applies to return to the residence halls the following academic year, their damage deposit will automatically be carried over to the following academic year. Reservations not claimed by noon of the fourth day of classes may be terminated by the university. A resident who does not check out in accordance with the procedures described in the student handbook and Housing and Residence Life bulletins and correspondence will be subject to fines and/or forfeiture of all or part of the deposit.

## Board (meal) plans

All residents who do not live in apartment spaces and are ineligible to do so must purchase a traditional (bronze, silver, or gold) meal plan. Those who are eligible for apartments but choose to live in suites must have a meal plan, but may select a commuter plan. Meal plan options and prices are available at the Housing and Residence Life and Bon Appétit webpages. Board plans do not include meals during vacation periods (Christmas, spring, and summer breaks), but food service is available on a limited, cash basis during these times.

Residents who live in apartments on campus are not required to purchase a meal plan; however, all meal plan options are available to apartment residents. Meal plans may be selected and changed by submitting an online request before the add/drop date, but no changes will be made thereafter. Fall meal plan balances carry over to spring with the purchase of a traditional (bronze, silver, or gold) meal plan. At the end of the spring semester, all balances expire. If a student leaves housing or the university before the end of the semester, board charges are prorated based on the meal credits and flex cashed used (to and including the official withdrawal date) to total days covered by the student's board contract. Please refer to the Saint Martin's University dining services brochure or visit <http://saintmartin.cafebonappetit.com> for additional meal plan policy information.

## Room refunds

Room charges are prorated if a student officially withdraws from the university and checks out according to contract by the 30th day of the semester. Room charges are not refundable if a student is not leaving the university or if the student withdraws after the 30th day of the semester. Additionally, a \$300 cancellation fee is charged if the contract is terminated more than 30 days after the housing application is submitted. The room damage deposit may be refunded only after the online form is submitted to the Office of Housing and Residence Life.

The online form must be completed no later than 30 days after a student officially stops living in the residence hall.

The deposit is refundable if:

- The resident follows the check-out policy outlined in the student handbook.
- Room keys are properly checked in with the Office of Housing and Residence Life.
- No damages or excess cleaning charges are associated with the resident's room at check-out.
- The resident does not have an outstanding balance on their student account.
- The student fulfills the Housing Contract Terms of Residence and does not cancel their reservation more than 30 days from the date it is signed or after August 1.



## Enrollment & transfer between Saint Martin's University Lacey and Saint Martin's-JBLM campus

### INTRODUCTION

Most students applying to Saint Martin's University are admitted to the university's main campus in Lacey, which has a full array of degree programs in the humanities, social sciences, and sciences, as well as in professional disciplines such as business, computer science, engineering, counseling, nursing, RN to BSN, and education.

The university's nontraditional campus is Saint Martin's-JBLM whose mission and primary purpose is to provide educational opportunities to military personnel, their spouses and dependents, transitioning military, and veterans.

Currently, full Bachelor of Arts degrees are offered at Saint Martin's-JBLM in the following disciplines: Accounting, Business Administration, Computer Science, Criminology and Criminal Justice, Elementary Education, History, Information Technology, Political Science, Psychology, Secondary Education and Special Education. Degree requirements at Saint Martin's-JBLM include co-curricular components designed to meet the needs of non-traditional students with prior work experiences.

Saint Martin's-JBLM also offers a limited number of general education/core courses which students need to take in order to complete graduation requirements.

### TUITION AND FEES

Tuition and fees are currently based on the campus in which a course is taken; the university reserves the right to modify this fee structure in future years. Students should be aware that registering for classes at a separate campus may affect their enrollment status, financial aid, and fees charged.

### ONLINE LEARNING POLICY

Saint Martin's University teaches students in different modalities to reach the needs and different learning styles of the students. Online and blended online courses for our students extend the university's mission beyond campus borders, providing high-quality options that meet a variety of student needs while fostering strong student-faculty relationships and learning communities. The student's advisor will help the students find the modality that best suits the learning style and needs of the student. No matter the modality, the courses offer the same depth and breadth to all students.

### CLASS LOADS AND CREDIT HOURS

Six semester hours per eight-week session is considered to be full-time at the Saint Martin's-JBLM campus. The maximum student load at the Saint Martin's-JBLM campus is nine semester hours per eight-week session. No exceptions are made to this policy without prior approval from the dean for Saint Martin's-JBLM.

To be considered a full-time student for financial aid purposes, a student must be enrolled for a total of 12 credit hours (cumulative of all sessions) for fall semester, and a total of 12 credit hours (cumulative of all sessions) for spring semester. Credit hours for face-to-face courses are based on the hours a course meets in a given semester and/or session. The standard calculation method for face-to-face courses is based on a 16 week semester and requires an hour of class time (50 minute sessions) per week for each credit assigned to the course. As such, a 3.0 unit course would meet for 48 hours, a 2.0 unit course would meet for 32 hours, and a 1.0 unit course for 16 hours. Short term courses (6, 8, or 12 week) are still required to meet the minimum class time requirement for the credit assigned to the course, and will do so through longer individual meeting times (ex. 8 week course for 3.0 credits would meet for 6.0 hours a week to meet the 48 hour requirement). Two to three hours of outside preparation and/or study time are expected of the student for each lecture class period.

# STUDENT SUPPORT OFFICES

## CAMPUS LIFE

Campus Life's programs and activities contribute to the rich intellectual, moral, and social-emotional development of students. All students are encouraged to participate in out-of-class and community activities as part of their university experience. Saint Martin's intentional co-curricular programming provides students with myriad growth opportunities that enhance students' academic experiences, as well as enrich our university community and our Lacey and Olympia communities.

The Campus Life Office encompasses five distinct programs: The Associated Students of Saint Martin's University (ASSMU) and its 40+ associated clubs, the Campus Activities Board (CAB), the Trautman Union Building, Orientation Programming, and the Veterans' Center. Campus Life offers more than 100 events per year that range from cultural events, sporting events, lectures, dances, and annual campus traditions such as Homecoming.

The university recognizes and supports the vital contributions made possible by students' participation in student government, the Associated Students of Saint Martin's University (ASSMU). ASSMU represents the needs of the students to the faculty, administration and board of trustees.

All currently enrolled undergraduate and graduate students are members of ASSMU and may participate in the election of representatives and executive officers. Individual student clubs and organizations are officially recognized through ASSMU. These organizations are typically formed around recreational interests, cultural backgrounds, academic majors, social issues, or personal development activities.

## CAMPUS MINISTRY

The Office of Campus Ministry at Saint Martin's University is dedicated to promoting and teaching about our Catholic identity in the context of Benedictine spirituality and supports students as they grow in their faith and spirituality through programs and activities that are rooted in our core values of faith, reason, service and community.

Campus Ministry is greatly influenced by the centuries-old traditions, customs and spirit of Benedictine monasticism, especially the tradition of hospitality. Retreats, small faith sharing groups, educational programs, opportunities to participate and reflect on service and justice, liturgy and prayer services are among the many ways students can explore, strengthen, celebrate and encourage one another on their faith journeys. Campus Ministry also coordinates community service and justice advocacy opportunities for students as well as service immersion trips. Members of our community from all (or no) religious traditions or backgrounds are invited and encouraged to share in all that Campus Ministry does.

## CENTER FOR CAREER AND CALLING

The Center for Career and Calling (Old Main 257) helps students define their career goals and objectives as they relate to future employment or graduate school opportunities. Career planning begins when the student enters Saint Martin's and continues through graduation. The Center for Career and Calling services are available to all students and alumni at the university's Lacey campus and extended campuses. Those services and programs include an online database (Handshake) for internships and jobs; dedicated Internship Navigators in the Internship Hub (Harned Hall 113) for the College of Arts & Sciences, the College of Education, School of Business, and School of Engineering; support for writing resumes and cover letters; mock interviews; negotiating and other skill-building workshops; graduate school testing information; major and career exploration sessions for pre-major students; on-campus interviewing and recruiting; career guidance testing; job and internship fairs; peer advisors; social media; etiquette dinners; networking socials; and class presentations. We recently launched the virtual career center Saints Ready which has all of our resources in one place.

We access our network of thousands of Saint Martin's alumni to help students make connections for future employment and professional development and are implementing a new system, Saints Beyond (powered by PeopleGrove), to connect students to alumni.

The "Saints Promise" engages students in taking steps in career development each year with the promise of a successful outcome after graduation.

## CENTER FOR STUDENT SUCCESS

The Center for Student Success serves as a hub for academic support for all Saint Martin's students. Located on the lower level of the O'Grady Library building, the Center for Student Success is home to the following units:

- **Tutoring Center:** Peer subject tutors provide both individual and small group tutoring sessions in many subjects including science, technology, engineering, and math, as well as business, accounting, economics, psychology, and world languages.

- **Writing Center:** Writing tutors work closely with students to assist them in their academic, creative and professional writing.
- **Advising Center:** Professional advisors work with students on academic advising, connecting with campus support resources, transition and self-exploration guidance, personalized academic improvement plans, and support major change. The Advising Center staff also works closely with the university's Saints Care program.
- **Disability Support Services (DSS):** DSS staff support any student with a disability who is interested in using their accommodations. These students can connect with the DSS coordinator who will evaluate the documentation, determine appropriate accommodations, and serve as a learning resource and advocate with assisting students in meeting their academic goals.

## COUNSELING AND WELLNESS CENTER

The Counseling and Wellness Center (CWC) is committed to supporting the holistic and developmental needs of our diverse student population. CWC services enhance individual growth to cope with challenges students may experience during their college experience.

Students seek counseling services for a wide variety of reasons, including: depression, anxiety, stress, sleep issues, relationship concerns, grief and loss or other life transitions, academic challenges, identity development, eating and body image challenges, problems related to alcohol or drug use, sexual assault and trauma, as well as other concerns. We treat each student with sensitivity and compassion, providing strength-based counseling services, which value diversity and respect of each individual.

Our professional team of licensed counselors and graduate trainees provide the following services: brief solution-focused individual counseling, care coordination with community providers and campus services, referral coordination for those requiring specialized or longer-term treatment, risk assessment and crisis intervention, and care plan meetings to sustain student well-being and academic success. In additions, group counseling, wellness, and outreach programs offer creative ways to cultivate skills used for coping, stress management, interpersonal communication, healthy relationships, and adjustment to college. Free virtual therapy is also available through the CWC as well as TimelyCare ([timelycare.com/smusaints](https://timelycare.com/smusaints)). All services are confidential and provided at no additional cost to students enrolled at Saint Martin's University.

Integrating faith, reason, and service, we empower students to develop wellness, along with knowledge and skills necessary to make informed decisions that promote resilience, foster belonging, and enhance community in a multicultural world.

Please make an appointment with the CWC via email ([CounselingCWC@stmartin.edu](mailto:CounselingCWC@stmartin.edu)), phone (360-688-2016), or in person (Saint Raphael Center 8 a.m.-5 p.m., Monday through Friday) The CWC is closed over university holidays and semester breaks and has reduced hours during the summer sessions.

What to expect:

The CWC uses a flexible stepped-care approach to care.

Before meeting with one of our counselors, you will be asked to fill out a brief health history form. Then, one of our counselors will meet with you, discuss what brought you in, and work collaboratively to build a plan based on your individual needs and goals. Everyone is unique, so each care plan is different. Plans can include:

- A single meeting with a counselor
- Learning self-help skills and finding community through a workshop or group therapy
- Engaging in short term individual therapy
- Referrals to student affairs services and/or academic supports

Some services are outside our scope of practice. The CWC provides outpatient treatment for a range of psychological conditions; however, we cannot provide intensive or long-term care. If it is determined that we do not have the appropriate resources to meet your treatment needs, our treatment approaches are not proving effective, or we have reached capacity, we may refer you to appropriate community providers. Examples of issues where referral may be necessary include but are not limited to: a history of multiple hospitalizations, chronic suicidality and/or self-harming behaviors, history of repeated suicide attempts, the severity of alcohol or drug use that requires intensive outpatient or inpatient treatment, the severity of an eating disorder that requires intensive outpatient or inpatient treatment, evidence of progressive deterioration inability to function, need for formal psychological evaluation, and assessment of learning disability/ADHD or neurological testing. The CWC does not provide Court-mandated assessments or treatment or documentation for Emotional Support Animals.

## DISABILITY SUPPORT SERVICES

Saint Martin's University is committed to providing a campus environment that is accessible to all students. The Office of Disability Support Services handles coordination of services and academic accommodations for students with disabilities. Students wishing to request appropriate accommodations are responsible for initiating contact with the office. The office will assess the individual needs of each student, assist him or her in communicating those needs to faculty and staff and help the student obtain materials, services and the assistance necessary to successfully pursue their higher education. Students who need special housing accommodations on campus due to a disability also find assistance through the Office of Disability Support Services.

## DIVERSITY AND EQUITY CENTER

The Diversity and Equity Center (DEC) of Saint Martin's University is committed to fostering an inclusive, supportive, and equitable learning environment for students of the campus community. Inspired by our Catholic, Benedictine tradition, which honors the dignity of each person and strives for peace and justice in our world, the DEC seeks to build a campus community that engenders inclusive excellence, facilitates intercultural understanding, and promotes social justice. The DEC aspires to model transformative inclusion in our immediate and global communities. The DEC believes that learning to effectively navigate differences and new environments are essential parts of a Benedictine education. Our Benedictine values call us to integrate this priority into all aspects of life at the institution.

## INTERNATIONAL PROGRAMS AND DEVELOPMENT

The mission of the Office of International Programs and Development (OIPD) is to provide a supportive living and learning community for international students while facilitating a smooth transition from their home country into Saint Martin's University community. OIPD oversees and assists all international students whether they are newly accepted students or returning to Saint Martin's University to continue their degree program. The office provides immigration advising and support services to help international students enroll and succeed at Saint Martin's University.

In addition to assisting international students, OIPD fosters our international partnerships with global partner universities, offers opportunities for students to be paired with host families, and facilitates day trips to cultural points of interest in the Pacific Northwest. OIPD also administers the English as a Second Language (ESL) program and Study Abroad Programs.

## O'GRADY LIBRARY

The O'Grady Library supports student success by bringing together technology, resources, and librarians who provide one-on-one research assistance. Students also have access to a variety of learning spaces, including 8 study rooms that can be reserved online. Books, journals, reference materials, and videos are available both in the library and online on- or off campus. Students also can check out laptops and a variety of multimedia equipment supporting audio, video, and still media creation. Additionally, the Multimedia Lab has the full Adobe Creative suite for media editing.

The library extends its resources through participation in Summit the shared catalog of the Orbis Cascade Alliance, which makes available to Saint Martin's students more than nine million titles from 38 academic libraries in the Pacific Northwest, with courier delivery to the O'Grady Library.

## PUBLICATIONS

*The Belltower* is the periodic newspaper written and edited by Saint Martin's students. It serves the student community by communicating student, faculty, and staff news and views on issues on campus, in the community, and around the world. Insights and Annual Report, publications of the Office of Marketing and Communications, provide news about the university, Abbey and alumni to alumni, families of students, and friends of the university.

Other communications concerning the university and its students include periodic newsletters for parents and a variety of news and information that is carried on the university's website, [www.stmartin.edu](http://www.stmartin.edu).

## STUDENT AFFAIRS

The Office of Student Affairs supports the overall quality of campus life through programming based on Catholic Benedictine tradition, the hallmarks of which are hospitality, respect for the individual, commitment to service, and development of the whole person. The department supports the needs of a diverse student population.

Collaboration among students, faculty, and staff enhance each student's overall growth and development through coordinated programs, activities and services. Structured experiences help students develop and refine leadership skills, make responsible choices, celebrate common values, embrace diversity, respect the rights of others, resolve conflicts, explore and define personal goals, recognize civil and social responsibilities, and develop other characteristics expected of university graduates. These

experiences, and the services provided by the university, enrich Saint Martin's learning environment. They are key factors in preparing graduates to pursue their career choices and become educated citizens, involved community members and future leaders.

## **STUDENTS AND MILITARY SERVICE**

The U.S. Army Reserve Officer Training Corps (ROTC) Program is available in cooperation with Pacific Lutheran University and other area colleges; the U.S. Air Force ROTC is available in cooperation with the University of Washington. For information on the Army ROTC program send an email to [rotc@plu.edu](mailto:rotc@plu.edu) or call 253-535-8740. The Air Force ROTC program can be contacted at 206-543-2360 or [afrotc@uw.edu](mailto:afrotc@uw.edu) or [afrotc.uw.edu](mailto:afrotc.uw.edu).

## **STUDENT HEALTH CENTER**

Saint Martin's University Student Health Center, located in room 102 of Burton Hall, is dedicated to the wellness of Saint Martin's students. Primary care providers and nurses staff the Health Center. The Student Health Center assists students in developing a commitment to healthy lifestyles and becoming advocates for their own health care. Services include:

- Acute care for colds, flu and other medical concerns
- Testing for infectious diseases
- Lab draws and testing available
- Writing of prescriptions and medication management
- Management for chronic health problems, such as asthma, diabetes, high blood pressure and disordered eating management
- Depression and Anxiety medication management
- Referrals for services that extend beyond the scope of the center

All enrolled Lacey campus undergraduate students are assessed a Student Health Center fee and may use the services of the center at no additional charge. Graduate students may utilize the Student Health Center for a fee paid at the time of visit. The Student Health Center is open 10 a.m. to 4 p.m., Monday through Friday. The Health Center is closed on university holidays and office closures.

# ATHLETIC AND RECREATIONAL PROGRAMS

Saint Martin's University is a founding member of the NCAA Division II Great Northwest Athletic Conference. The University sponsors 15 athletic teams that participate in men's and women's basketball, golf, soccer, cross country, and outdoor and indoor track and field; women's volleyball and softball; and men's baseball.

The Hal and Inge Marcus Pavilion is the University's indoor athletics facility that seats 3,500. The facility hosts GNAC conference playoffs, and high school district and state tournaments. Saint Martin's outdoor track-and-field and soccer facilities were completed in the spring of 2009. Baseball and softball teams also compete on campus, while the men's and women's golf teams have an on-campus indoor practice facility, plus access to several local courses.

The University's athletic fields and courts, as well as nearby public golf courses, lakes, shores and mountains, offer opportunities for many sports and activities for student participation.

In the fall of 2009, Saint Martin's opened the 36,000-squarefoot Charneski Recreation Center. This facility includes three multi-purpose courts, a four-lane running track, a batting cage and a 9,000-square-foot fitness center equipped with weights, cardio equipment, a multi-purpose classroom and an aerobics dance studio. The Charneski Recreation Center also offers wellness classes throughout the year, along with yoga.

Students interested in intramural sports can participate at the team or individual level. Intramural Sports include flag football, volleyball, basketball, badminton, soccer, dodgeball, tennis and pickleball. Off-campus outdoor excursions are offered through the Saints Outdoor Adventure Program (SOAR) and include ski/snowboard trips, rock climbing and hiking throughout the Puget Sound region.

# CAMPUS DINING SERVICES

All food service at Saint Martin's University is managed by Bon Appétit Management Company, an award-winning company known for its standards of excellence and innovation in sustainable food service. Bon Appétit brings made-from scratch restaurant-style dining to Saint Martin's University.

Breaking bread together helps to create a sense of community and comfort. The Bon Appétit staff recognizes the important role they fill and take great care to honor their position on the Saint Martin's campus. Food is purchased with high ethical standards and environmental impact in mind; eggs are cage free, beef is range-fed, fish adhere to Seafood Watch guidelines, and produce is organic and grown locally whenever possible.

Bon Appétit encourages feedback and gladly works with individual students to meet special dietary needs. For more information on Bon Appétit's principles and standards, visit [www.bamco.com](http://www.bamco.com). To learn more about Bon Appétit's food service at Saint Martin's University, visit [www.cafebonappetit.com/saintmartin](http://www.cafebonappetit.com/saintmartin).

Visit the Monk's Bean Coffee Bar located in Harned Hall open until 6pm and the convenience store located in Parsons Hall open until 11pm.

## EVENT SERVICES

Saint Martin's University Event Services operates and manages the Norman Worthington Conference Center and the Hal and Inge Marcus Pavilion. These two facilities are available for use by students, faculty and staff for a variety of internal campus events. Available space includes conference rooms, classrooms, playing fields, basketball and volleyball courts, and locker rooms. The versatility of both facilities offers several options for equipment, technology and room layout.

As rental spaces, the Norman Worthington Conference Center and Marcus Pavilion are also available to the public for community meetings, conferences, banquets, receptions, graduations and other activities. For athletic events, the Hal and Inge Marcus Pavilion can provide seating for 3,100 guests. Event Services manages the scheduling of these facilities and offers a one-stop-shop conferencing and event experience that meets the needs of those using the space. On-campus catering services are provided exclusively by Bon Appétit Management Company, the University's food service provider.



# RESIDENCE LIFE

Serving students so that they may serve others, the Office of Housing and Residence Life at Saint Martin's University acts as a catalyst for the formation of a community in which members support and encourage one another by sharing their gifts and challenge each other to recognize and fulfill their full potential.

The residence halls are an integral part of the University community and complement its educational programs. The Office of Housing and Residence Life provides an environment that helps students learn and grow. The halls are maintained by professional and paraprofessional staff members specifically employed to assist students.

All undergraduate students are required to live in university residence halls while enrolled for classes at Saint Martin's University unless the student is married or a parent; has reached junior status (60 semester or 90 quarter credits, not including Running Start or AP credits) prior to registering for the current semester; will be 21 years of age or older on or before the last official day of registration for the semester; is residing at home within 30 miles of the university with parent(s) or legal guardian(s); is taking eight or fewer credits during the semester in question; has attained an associate degree or completed two full years of education at the college or university level (not including Running Start); or has lived in a university residence hall for four or more complete semesters.

Regardless of class standing, single undergraduate international students, including English-as-a-Second- Language (ESL) students, are required to live on-campus for a minimum of two consecutive semesters unless they are living with a prearranged host family for the duration of their stay; have received a letter of permission from their country's embassy; have attended a community college or university in the United States for at least one complete quarter or semester; or will be 23 years of age or older on or before the last official day of registration for the semester.

Procedures and policies for the residence halls are outlined in the student handbook and the housing contract. Residents are responsible for familiarizing themselves with this handbook and contract, and for complying with terms and conditions of each document.

Additional information about the University's residence halls is available from the Office of Admissions or the Office of Housing and Residence Life. Housing and Residence Life policies, procedures, forms, and facilities information is available at <https://www.stmartin.edu/student-life/housing>.

# STUDENT CONDUCT

Saint Martin's University believes in honoring the freedom of the individual and respecting the rights of the group. A Code of Student Conduct is necessary to ensure this is possible. As a Roman Catholic university, Saint Martin's not only expects students, staff, and faculty to follow appropriate civil laws, but also encourages each individual to participate in building a positive and welcoming community.

Students at Saint Martin's are expected to conduct themselves in a responsible manner that reflects favorably on themselves and the Saint Martin's community. University policies, guidelines, and expectations as they pertain to student membership in the university community are outlined in the Saint Martin's University student handbook available at

**<https://www.stmartin.edu/about/policies>**. While the University is not directly responsible for individual students' behavior, students will be held accountable for that which is detrimental to the educational objectives of the University or inconsistent with its values or mission through appropriate disciplinary action as outlined in the student handbook.

Academic policies and procedures are outlined in this undergraduate catalog. Policies may be amended from time to time, and students are responsible for familiarizing themselves with the most up-to-date regulations as outlined in the online version of the student handbook. The University reserves the right to suspend, expel or otherwise discipline a student whose conduct is inappropriate, disruptive, or dangerous to the University or members of the Saint Martin's community.

## **EQUAL OPPORTUNITY EMPLOYMENT**

The principles of the Catholic Benedictine tradition, equal employment opportunity, and nondiscrimination are fundamental to the mission, goals, and objectives of Saint Martin's University. The University does not discriminate in employment or in the delivery or administration of its educational programs, policies, scholarship and loan programs, athletic or other University programs on the basis of sex, sexual orientation, race, color, religion (except as a bona fide occupational qualification for certain select positions), marital status, national or ethnic origin, military or veteran status, age, or disability.

Students or employees with concerns or complaints about discrimination on the basis of sex in employment or an education program or activity, or any other inquiries related to the University's non-discrimination policy, may contact the Melanie Richardson, Dean of Students or Cynthia Johnson, Associate Vice President for Human Resources/Title IX Coordinator, 5000 Abbey Way SE, Lacey WA 98503, 360-688-2290. Consistent with the requirements of Title IX of the Education Amendments of 1972 and the regulations adopted under that law, the University has designated the above individual as the University's Title IX Officer, responsible for coordinating the University's Title IX compliance. Individuals may also contact the Office for Civil Rights, U.S. Department of Education, 915 2nd Avenue, Room 3310, Seattle, WA 98174- 1099, Telephone: 206-220-7900, TDD: 206-220-7907.

# STUDY ABROAD

## MISSION

The Office of Study Abroad is committed to developing students as global citizens through experiences overseas, whether by education abroad, cultural exchange, service-learning, and/or research projects in countries outside the U.S.

## VISION

The Office of Study Abroad strives to ensure that all students who want to study abroad are able to do so, regardless of financial need. Additionally, the Office of Study Abroad strives to ensure that the students who are studying abroad represent the diversity of Saint Martin's student population.

## STUDY ABROAD ADVISING

Visit our Study Abroad website and make an appointment with our Office of Study Abroad.

## FINANCIAL AID AND SCHOLARSHIPS FOR STUDY ABROAD

Please meet with the director of financial aid to discuss using your financial aid for study abroad. A comprehensive list of scholarships can be found on the study abroad webpage.

## ACADEMIC POLICIES AND CREDIT TRANSFER POLICIES

While abroad all students must maintain a full course load, equivalent to 12 or more Saint Martin's University credits each semester and in order for credits to transfer, students must earn a passing grade of at least a "C".

Prior to beginning the study abroad program, all participating students must choose the courses they wish to take while abroad. Additionally, students are required to select three to seven additional back up classes for approval. All selected courses and their Saint Martin's course equivalencies must be approved prior to beginning the study abroad program. Any courses taken during the study abroad program that were not pre-approved will only be eligible for credit transfer on a case-by-case basis.

Students must seek course approvals from all appropriate advisors, including their major- and/or minor-specific academic advisor(s), the designated advisor for approving core requirements, and language course approvals. Please visit the website of the Office of Study Abroad for exact dates and deadlines or if you have any further questions. Due to the fact that Saint Martin's Ambassadors Abroad opportunities vary each year, the deadlines for these programs will be announced at a later date via email to all staff, faculty, and students.

Study abroad applications and scholarship deadlines will be posted on the Study Abroad website. Please visit the website for the latest and most updated information.

## SAINT MARTIN'S SIGNATURE STUDY ABROAD PROGRAMS

### Saint Martin's Faculty Led Programs:

Programs students take a Saint Martin's University course and earn credit for it in the term it was offered, then participate in an international trip during break periods.

**Global Partner Schools:** These universities have partnerships with Saint Martin's University so that students can choose to study abroad at them for a short-term, semester, or year-long program. Students pay tuition to Saint Martin's University directly, and are able to use their institutional, state, and federal financial aid.

### Partner Universities:

#### Brazil

- Centro Federal de Educação (CEFET) Rio de Janeiro
- Universidade do Estado do Rio de Janeiro (UERJ) (known as Rio de Janeiro State University)
- Universidade de Tecnológica Federal do Paraná (UTFRP)

## **China**

- Shanghai Maritime University
- Shanghai University of Traditional Chinese Medicine

## **Denmark**

- University of Southern Denmark

## **Finland**

- University of Eastern Finland

## **Germany**

- Trier University
- University of Duisberg-Essen

## **India**

- Somaiya Vidyavihar University
- Woxsen University
- Christ University

## **Japan**

- Ashiya University
- Kobe International University
- Mukogawa Women's University
- Okazaki Womens University
- Reitaku University

## **Northern Ireland**

- Queen's University (associated with StudyUSA)
- Ulster University (associated with StudyUSA)

## **South Korea**

- Cheongju University
- Konkuk University Global Campus
- Sogang University

## **Taiwan**

- Chung Shan Medical University
- National Tainan Junior College of Nursing

## **Partners:**

Third-party providers partner with Saint Martin's so students can participate in programs not offered directly with the university. Third-party providers offer an array of study abroad options around the world ranging for two-to-four-week programs and as long as an entire academic year. Students pay a program fee in addition to: tuition, housing, and other fees. Students pay these costs to the third-party provider and are sometimes able to use their state and federal aid.

**Saint Martin's Ambassadors Abroad** Non-credit-bearing education abroad opportunities may be offered through the Office of International Programs and Development, and partner universities. These programs that usually take place during the summer ranging from one to two weeks depending on the program. Education abroad programs offered will vary from year to year.

### **Examples of past programs:**

JCET – Japan Cultural Exchange Tour  
PCET – Philippines Cultural Exchange Tour  
KCEP – Korea Cultural Exchange Program  
CCEP – China Cultural Exchange Program

### **Location:**

Japan  
Philippines  
Korea  
China

# CAMPUS FACILITIES

**SAINT MARTIN'S ABBEY:** The Abbey, home of the Benedictine monks, is across from Old Main, the University's oldest building.

**ABBEY CHURCH:** The Abbey Church is the spiritual center of Saint Martin's. A beautiful, modern structure adjacent to the Abbey, its surrounding gardens and serene atmosphere draw many people from on campus and the nearby community. The church is used for daily services as well as for small concerts and other activities. A bronze statue of the Benedictine Order's patron saint, Saint Benedict of Nursia, stands near the church entrance.

**CEBULA HALL:** Cebula Hall, completed in 2012 and opened to students in 2013, is a LEED-platinum state of the art building. It houses the Hal and Inge Marcus School of Engineering. Cebula Hall contains engineering classrooms and offices, an engineering computer center and engineering laboratories. Its name honors Father Richard Cebula, O.S.B. (1916-2004), who served as the engineering department chair for many years.

**CHARNESKI RECREATION CENTER:** Opened in the fall of 2009, this 36,000-square-foot facility houses three multi-purpose courts, a four-lane running track, a batting cage and a fitness center equipped with weights, cardio equipment, a multi-purpose classroom and an aerobics-dance studio.

**COMPUTER RESOURCE AND COPY CENTER:** To access University computer resources, a student must first complete a one-time computer/email account application. This includes the student agreeing to comply with the University's acceptable use policy. Students who violate that policy will quickly lose all access to University systems. Inappropriate uses such as pornography, copyright violations, or piracy will result in immediate loss of privileges.

A wide variety of computer resources are available to Saint Martin's students. These include:

- **General-purpose computers.** Computers are available in the Computer Resource Center in Old Main, O'Grady Library, Harned Hall, Trautman Student Union Building, Parsons Hall and Cebula Hall. These computers are licensed with a variety of up-to-date software, including Microsoft Office Professional, programming languages, library reference materials, statistical software and engineering applications.
- **Print, copy and scanning.** Several locations are available for students to scan materials to data formats, and students have easy access to laser printers. Per-page print and copy charges are modest and are partially subsidized by the University. In addition, students are given a \$10 credit toward their printing each semester. Copies can be made in the Computer Resource and Copy Center at \$.05 for black and white copies and \$.25 for color copies; see the staff for assistance. Black and white or color copies can also be made at the O'Grady Library and Harned Hall utilizing a card or coin vending unit attached to the copiers.
- **Email, Internet and research tools.** While on campus, students have easy access to the University's network and to the Internet. Email accounts and library database information also can be accessed off-campus via the Internet. The residence halls provide wired ethernet connections for each resident. Wireless Internet access is also provided in common areas and in many classrooms.

**ERNSDORFF CENTER:** The new science and mathematics building completed in April 2019, is a 31,873 sq. ft. standalone, pre-engineered metal building. The new building will include laboratories, classrooms, collaborative research spaces and offices. Mathematics, physics, biology and chemistry departments, all call this new building home. It is strategically located near Cebula Hall and adjacent to the Panowicz Foundry for Innovation and the E.L. Wiegand Laboratories.

Naming of the new building was in honor of Fr. Bede Ernsdorff, O.S.B. (1909 - 1982) and the naming of the Department of Natural Sciences was in honor of Fr. Placidus Reischman, O.S.B. (1926 - 2000). Fr. Bede served as the head of the Saint Martin's Chemistry Department from 1938 to 1982 and Fr. Placidus served as chair of the Saint Martin's Biology Department from 1959 to 1987.

**HARNED HALL:** Opened in 2008, Harned Hall is shared by students and faculty in every division. This technology-rich building features eight general classrooms, a computer classroom, a small computer lab, a tiered lecture hall, the Monk's Bean Coffee Shop, the Diversity Center, the Veteran's Center, and The Belltower. Wireless access is available throughout the building.

**HEIDER HALL:** (Formerly Abbot Raphael Hall): Opened in 1967, originally as the boys high school dorms. Heider Hall was closed as residence hall summer 1970, and was later leased to various Washington State agencies. In 2022 Heider Hall was gifted back to Saint Martin's University and now houses Saint Martin's Finance Department and Facilities.

**KREIELSHEIMER HALL:** Kreielsheimer Hall, the University's arts education building, contains classroom, rehearsal and shop space, as well as practice rooms for Saint Martin's music and theatre arts programs. The 5,000-square-foot building opened in 1998.

**LACEY MAKERSPACE:** The Lacey MakerSpace is a partnership between the University, the City of Lacey and the Thurston Economic Development Council. The Lacey MakerSpace, located on the Saint Martin's University campus at Zaverl Hall, is a hub for innovation and entrepreneurship that provides a place for community members and businesses to access knowledge and equipment; it features cutting-edge, industrial quality equipment and a space for people with similar interests to collaborate on ideas.

**LAMBERT LODGE:** Lambert Lodge, on the shores of Puget Sound, belongs to the Saint Martin's monastic community and is used as a recreational retreat. It is the site for occasional University activities and retreats.

**MARCUS PAVILION:** The Hal and Inge Marcus Pavilion, originally dedicated as "Saint Martin's Pavilion" in 1968, is the site for many University, alumni and community activities. Student activities there range from physical education classes and intramurals to team practices and weight-lifting. The facility also is the site for numerous sporting events, concerts, conferences and exhibitions, as well as commencement ceremonies for Saint Martin's and area high schools.

**O'GRADY LIBRARY:** The 43,000 square foot O'Grady Library is home to the library, the Center for Student Success, and the ITS Help Desk. Designed by internationally renowned architect, Michael Graves, and named in honor of Saint Martin alumnus and benefactor, Tom O'Grady, the building opened in 2001. **OLD MAIN:** Old Main, the University's primary academic building, contains most faculty and administrative offices, many classrooms and laboratories, the Computer Resource and Copy Center, the University bookstore, and the student and monastic dining rooms. The dining area, St. Gertrude Café, is managed by Bon Appétit Management Company, known for its standards of excellence and innovation in sustainable food service. Bon Appétit encourages feedback and gladly works with individual student to meet special dietary need. Breaking bread together helps to create a sense of community and comfort. Old Main's south wing, the University's oldest structure, was completed in 1913, and the west wing in 1923. It was seismically updated in 2000.

**PANOWICZ FOUNDRY:** The Panowicz Foundry for Innovation hosting the E. L. Wiegand Laboratories is a laboratory facility with over 17,000 square feet. It supports the mechanical engineering, civil engineering, and computer science undergraduate programs and the MSCS, MSCE, MEM, MSEV and MSME graduate programs. The building includes a fluids lab, a soils and materials lab, a robotics lab, two computer labs, and fabrication lab. There is also a senior project area for student capstone design. Spaces are provided for student clubs, especially the ASCE concrete canoe and steel bridge competition projects. Major pieces of equipment include three axes milling machines, CNC milling machine, laser printer, robotics fabrication materials, MTS 1000 kN Static Hydraulic test system, a Particle Image Velocimetry System, compression and compacting devices, a wind tunnel, and other apparatus. The Foundry also houses faculty offices and research space.

**RESIDENCE HALLS:** Saint Martin's has four residence halls offering a variety of housing arrangements to students living on campus. All halls are coeducational, and all rooms and apartments house same-gender roommates. The four halls have a variety of amenities that foster the sense of community for which Saint Martin's is noted. Halls are smoke-free and furnished, and all have laundry facilities. Rooms/apartments in all four residence halls are equipped for Internet and cable TV access; Spangler, Baran and Burton Halls are also equipped for phone access.

- **Baran Hall**, located in a forested setting, was renovated in 2011 and houses primarily second-year students. It offers spacious single and double rooms, and includes two computer labs, a prayer room, game room, and study lounges on each floor. The Great Room provides an ideal setting for social activities, and is the most frequently used site for Residence Life-sponsored events. Baran Hall also includes a community kitchen for student use and card-key security locks on the outer doors.
- **Burton Hall**, provides on-campus apartment-style living for juniors and seniors. The hall is comprised of furnished four-bedroom apartments housing approximately 90 students, includes a large community room for activities and gatherings, and is also home to the University Health Center on the first floor.
- **Parsons Hall**, Saint Martin's newest residence hall, provides traditional-style housing for first-year students with double rooms, community bathrooms, and suite-style housing for sophomores, juniors and seniors. Built in 2008, the hall features an espresso stand, convenience store, mail room, computer lab, fitness room, conference room, fireplace, community kitchen, and Housing and Residence Life offices.
- **Spangler Hall**, provides on-campus residential space for 142 students. Furnished suites are primarily for sophomores, and apartments are primarily for juniors and seniors. Hall amenities include a student lounge on each floor, a fitness room, a prayer room, a game room, a conference room, and card-key security locks on exterior doors. The hall also houses a mailroom and a kitchen/patio area for social gatherings. Spangler Hall has Housing and Residence Life offices where students can check out games, pool sticks, vacuum cleaners, etc. and find professional staff members to assist them as needed.

**SAINT RAPHAEL CENTER:** Originally built in 1924 to house the brothers of the monastery, the Saint Raphael Center is now home to the St. Martin's Abbey Guest House on the top level. The level just below the guest facilities is home for some abbey administration offices and the Saint Martin's University Counseling and Wellness Center.

**SAINT MARTIN'S-JBLM CAMPUS:** Saint Martin's University operates accelerated 8-week academic programs at nearby Joint Base Lewis-McChord. Saint Martin's-JBLM campus programs provide educational access at the undergraduate and graduate level to military personnel, their families, veterans, and, on a space-available basis, area residents. While Saint Martin's-JBLM campus

operates on different schedules from the University's Lacey campus, Saint Martin's facilities and resources are open to all students, regardless of where they are enrolled.

**TENNIS COURTS:** The tennis courts, completed in September of 2018, are located near Charneski Recreation Center and the Marcus Pavilion. The tennis courts represent the University's commitment to our students by providing recreational opportunities outside of academics for their growth and development. The Director of Recreation Services will oversee the use of the tennis courts and will serve as the point of contact for tennis lessons and intramural tennis club.

**TRAUTMAN STUDENT UNION BUILDING (TUB):** Dedicated in 1965, the Student Union Building is a center for student activities, student government and clubs. It offers meeting and activity space for students, a game room, and a relaxing environment for connecting with the community.

**TRACK AND FIELD FACILITY:** Saint Martin's track and field facility, dedicated in 2009, features an all-weather running track, an irrigated infield and a soccer field.

**NORMAN WORTHINGTON CONFERENCE CENTER:** Completed in 1992, the University's beautiful conference center adjoins the Hal and Inge Marcus Pavilion and is a popular venue for area events. In addition to housing a large conference room that can be divided into smaller areas, the Norman Worthington Conference Center features a sky lit lobby, offices and a kitchen. The University's primary location for meetings, conferences and social events, it is sometimes used for the performing arts.

**ZAVERL HALL:** built in 2006, houses the Lacey MakerSpace.



# DIRECTORY

## DEANS

Year following name indicates when dean joined Saint Martin's University.

**Aaron Coby, Ph.D. (2007)**

*Dean, College of Arts and Sciences*

B.S. (1995) Saint Xavier University; M.S.E.S. (2000) Indiana University; M.P.A. (2000) Indiana University; Ph.D. (2005) Indiana University.

**Roger Douglas, Ph.D.(2019)**

*Dean, International Programs and Development*

B.S. (1988) University of Kansas; M.Ed. (2000) College of New Jersey; Ed.D. (2005) Lehigh University.

**Chung-Shing Lee (2020)**

*Dean, School of Business and College of Education and Counseling*

B.A. National Taiwan University; M.A. (1985) University of Maryland; D.Sc. (1997) The George Washington University.

**David H. Olwell, Ph.D. (2015)**

*Dean, Hal & Inge Marcus School of Engineering*

B.S. (1980) U.S. Military Academy; M.S. (1989) University of Minnesota; Ph.D. (1996) University of Minnesota.

## FACULTY

Year following name indicates when faculty member joined Saint Martin's University.

**Shahlaa Al Wakeel, Ph.D. (2019)**

*Assistant Professor, Mechanical Engineering*

B.S. Technology University; M.S. (1996) Technology University; Ph.D. (2017) University of Colorado.

**Bonnie Amende, Ph.D. (2007)**

*Professor, Mathematics*

B.S. (1994) University of Wyoming; M.S. (1997) University of Utah; Ph.D. (2005) University of Oregon.

**Gina Armer, Ph.D. (2014)**

*MBA Director, Associate Professor, Business*

B.A. (1978) University of Puget Sound; M.B.A. (1988) Pacific Lutheran University; B.S. (2001) Central Washington University; Ph.D. (2009) University of Idaho, Moscow.

**Sailaja Arungundram Ph.D. (2022)**

MSc & BSc University of Madras, India; M.S. New Mexico State University; Ph.D. University of Georgia.

**Andrew Barenberg, Ph.D. (2017)**

*Associate Professor, Economics*

B.A. (2005) University of Missouri, Kansas City; M.A. (2008) University of Massachusetts, Amherst; Ph.D. (2016) University of Massachusetts, Amherst.

**Todd Barosky, Ph.D. (2012)**

*Associate Professor, English*

B.A. (2003) The College of the Holy Cross; Ph.D. (2010) The Graduate Center of the City University of New York.

**Shandeigh Berry, Ph.D. (2021)**

*Assistant Professor, Nursing*

B.S.N. (2015) Western Governor's University; M.S.N. (2016) Western Governor's University; Ph.D. (2020) Washington State University.

**Diane Bingaman (2010)**

*Chair Accounting and Finance, M.S.A. Program Director, Associate Professor, Accounting, Business*

B.S. (1983) University of Mary Hardin; M.Acc. (1999) Belmont University.

**Jeff Birkenstein, Ph.D. (2004)**

*Professor, English*

B.A. (1993) University of California, Los Angeles; M.A. (1996) California State University, Long Beach; M.A. (2002) University of Kentucky; Ph.D. (2003) University of Kentucky.

**Michele Bledsoe, Ph.D. (2023)**

*Assistant Professor, Education*

B.Ed. (1993) Gonzaga University; M.Ed.(1996) Eastern Washington University; Administrative Certification (2017) Washington State University; Ph.D. (2023) Northwest Nazarene University

**Kayla Blyman, Ph.D. (2020)**

*Associate Professor, Mathematics*

B.A. (2009) Messiah College, Grantham, Pennsylvania; M.A. (2011) University of Kentucky; Ph.D. (2017) University of Kentucky.

**Robert Bode, Ph.D. (2014)**

*Associate Professor, Biology*

B.S. (2005) Hope College; Ph.D. (2011) Cornell University

**Darrell Born (2003)**

*Associate Professor, Music*

B.M. (1997) Biola University; M.M. (1999) Wichita State University.

**Floraliza Bornasal, Ph.D. '09 (2015)**

*Chair, Civil Engineering, Associate Professor*

B.S. (2009) Saint Martin's University; M.S. (2012) Oregon State University; Ph.D. (2015) Oregon State University.

**Michele Burdette-Taylor, Ph.D.**

*Associate Professor, Nursing*

B.S. (1996) University of Illinois, Urbana- Champaign; M.A. (1999) American University; M.A. (2001) Fordham University; Ph.D. (2006) Fordham University.

**Suzanne Chaille (2018)**

*Associate Professor, Accounting*

B.S. (1991) California State University, Hayward; M.B.A. (1994) California State University, Hayward; M.Acc. & Fin. Mgmt. (2008) Keller Graduate School of Business

**Ernesto Chavez (2019)**

*Instructor, Arts & Sciences*

A.B. (1991) University of Michigan; J.D. (1995) Indiana University.

**Julia Chavez, Ph.D. (2011)**

*Associate Dean, College of Art's and Sciences, Professor, English*

B.A. (1992) DePauw University; J.D. (1995) Indiana University School of Law, Bloomington; M.A. (2001) University of Wisconsin, Madison; Ph.D. (2008) University of Wisconsin, Madison.

**Xuguang Chen, Ph.D. (2016)**

*MSCS Program Director, Associate Professor, Computer Science*

B.S. (1996) Liaoning University; M.A.S. (2004) University of Regina; Ph.D. (2014) University of Regina.

**Hei Lam Chio, Ph.D. (2023)**

*Assistant Professor, Criminal Justice*

B.A. (2015) University of California; M.S. (2016) University of Cincinnati; Ph.D. (2022) University of Cincinnati

**Jae Ho Chung, Ph.D. (2016)**

*MSCE Program Director, Associate Professor, Civil Engineering*

B.E. (2005) Kwangwoon University; M.S. (2010) Columbia University; Ph.D. (2015) University of Florida.

**Jackie Clark, Ph.D. (2018)**

*Associate Dean, College of Education and Counseling*

*Director, M.Ed. Higher Education and Student Affairs, Director, Ph.D. Leadership Studies, and Associate Professor*

B.A. (1993) Randolph-Macon Woman's College; M.A. (1995) Virginia Polytechnic Institute and State University; Ph.D. (2017) University of Georgia.

**Donald Conant, Ph.D. '02 (2012)**

*Chair, Business Administration and Economics, Professor, Business*

B.A. (1985) Northwest University B.A. (1992) The State University of Leiden; M.B.A. (2002) Saint Martin's University; Ph.D. (2007) Gonzaga University.

**Patrick Cooper, Ph.D. (2018)**

*Associate Professor, Religious Studies*

B.A. (2006) Shimer College; M.A. (2009) Catholic University of Louvain; M.A.S. (2010) Catholic University of Louvain; Ph.D. (2014) Catholic University of Louvain.

**Emily Coyle, Ph.D. (2016)**

*Associate Professor, Psychology*

B.S. (2010) Washington and Lee University; M.S. (2012) The Pennsylvania State University; Ph.D. (2015) The Pennsylvania State University.

**John Craighill (2014)**

*Instructor, Accounting*

B.A. (2001) The Evergreen State College; MPA (2005) The Evergreen State College

**Tessa Davis-Price, Ph.D. (2022)**

*Assistant Professor, Counseling*

B.A. (2007) The College of Idaho; M.A. (2010) Gonzaga University; Ph.D. (2020) Idaho State University

**Jeremy Delamarter, Ed.D. (2022)**

*Chair, Education, Associate Professor*

B.A. (2005) Seattle Pacific University; MIT (2007) Seattle Pacific University; Ed.D. (2011) Seattle Pacific University

**Br. Luke Devine, O.S.B., Ph.D. '01 (2015)**

*Associate Professor, Religious Studies*

B.A. (2001) Saint Martin's University; M. Theological Studies (2008) Boston College of Theology & Ministry; Ph.D. (2016) Graduate Theological Union.

**Taylor D. Dodson, Ph.D. (2024)**

*Assistant Professor, Biology*

B.S. (2017) Gardner-Webb University; Ph.D. (2022) University of Toledo

**James Doyle, DMA (2023)**

*Assistant Professor, Music*

B.M. (1998) University of Central Missouri; M.M. (2000) Louisiana State University; DMA (2016) University of Nevada, Las Vegas

**Shawn Duan, Ph.D. (2014)**

*Professor, Mechanical Engineering*

B.S. (1982), Kunming University of Science and Technology; M.S. (1988) Tianjin University; Ph.D. (1999) Rensselaer Polytechnic Institute.

**Radana Dvorak Ph.D. (2022)**

*Chair, Computer Science, Associate Professor Computer Science*

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