

UNIVERSITY OF MARY HARDIN-BAYLOR
2006-2007
GRADUATE CATALOG



A Texas Baptist Institution

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Welcome from the President

Welcome to the University of Mary Hardin-Baylor! We at the university are pleased that you have selected UMHB to further your education. We are committed to providing you with every opportunity to acquire a quality education within a Christian environment.

Our goal is to provide students with numerous opportunities to increase their knowledge, expertise, and skills - vital elements necessary in a competitive and rapidly changing world. The entire scope of academic courses, activities, traditions, and the unique atmosphere of the university were planned to enhance your life and the lives of those within your sphere of influence both now and in the future.

There is no doubt in my mind that UMHB graduates are exceptionally qualified and well suited to assume leadership positions in our great nation and beyond. May God richly bless you during this time of continued education and preparation.

Cordially,

Jerry G. Bawcom, Ph.D.
President



Welcome from the Provost

I commend you on selecting the University of Mary Hardin-Baylor for your graduate degree. Since 1983, the University has been providing distinctive approaches to career preparation through graduate study in business, education, psychology, and other fields. In keeping with our mission, these programs are grounded in a strong commitment to personal attention by faculty who uphold the Christian scholar ideal.

Our degree programs are designed to accommodate either part-time or full-time attendance. Graduate study at UMHB is based on a partnership among the faculty, students, administration, and friends of the university to provide exemplary opportunities for professional development. In addition to highly qualified faculty and challenging curricula, your experience with your colleagues' formal and experiential backgrounds will enhance immeasurably your overall course of study.

While each graduate program has a designated director who can best address your specific needs, please do not hesitate to contact my office as you may need. You have my very best wish for continued success in all of your personal and professional endeavors.

Sincerely,

A handwritten signature in black ink that reads "P. Graham Hatcher". The signature is written in a cursive, flowing style.

P. Graham Hatcher, Ph.D

Provost and Vice President for Academic Affairs



INFORMATION AND INQUIRIES

The University of Mary Hardin-Baylor welcomes those who are seeking information. This catalog has been prepared to answer most questions concerning the University and its services. Other inquiries should be addressed to the Graduate Admissions officer at 1-800-727-UMHB, Ext. 4520, who will route inquiries to the proper individual.

Office	Telephone Number	E-mail
Dean, Graduate Programs and Research	(254) 295-4023	ddavis@umhb.edu
Graduate Programs in Business	(254) 295-4644	collegeofbusiness@umhb.edu
Graduate Programs in Education	(254) 295-4572	collegeofeducation@umhb.edu
Graduate Programs in Psychology and Counseling	(254) 295-4555	psychology@umhb.edu
Graduate Programs in Christian Studies	(254) 295-5075	collegeofchristianstudies@umhb.edu
Admissions	(254) 295-4520	admissions@umhb.edu
Career Services	(254) 295-4691	careerservices@umhb.edu
Financial Aid Office	(254) 295-4517	financialaid@umhb.edu
Registrar's Office	(254) 295-4509	registrar@umhb.edu
University Library	(254) 295-4637	library@umhb.edu
UMHB Bookstore	(254) 295-4628	bookstore@umhb.edu

ACCREDITATION

University of Mary Hardin-Baylor programs are accredited by the following agencies: Commission on Colleges of the Southern Association of Colleges and Schools to award baccalaureate and master's degrees.

Selected academic programs are accredited by the following agencies:

The Texas Education Agency (TEA)
Board of Certification for the Athletic Trainer
The Board of Nurse Examiners for the State of Texas
Commission for Accreditation of Athletic Training Education
Council on Social Work Education
Council for Accreditation of Counseling and Related Educational Programs,
Community Counseling
Commission on Collegiate Nursing Education
National Association of Schools of Music

The University is affiliated with or a member of the following agencies:

American Association of Colleges of Nursing
The American Association of Colleges for Teacher Education
American Association of University Women
American Choral Directors Association
American College of Musicians
American Counseling Association (ACA)
The Association to Advance Collegiate Schools of Business
The Association of American Colleges and Universities
The Association of College and Research Libraries
International Association of Baptist Colleges and Universities
Baptist General Convention of Texas (BGCT)
Central Texas Music Teachers Association
Committee for Accreditation of Allied Health Education Programs
Hillcrest Baptist Medical Center School of Medical Technology
The Independent Colleges and Universities of Texas
Kindermusik International
Kodaly Educator of Texas
Music Teachers National Association
The National Conference of Church Related Schools
National Federation of Music Clubs
National Guild of Piano Teachers
Organization of American Kodaly Educators
Scott & White Program in Clinical Laboratory Science
Southwestern Business Deans' Association
State Board for Educator Certification (SBEC)
The Texas Association of Music Schools
Texas Choral Directors Association
Texas Music Educators Association
Texas Music Teachers Association

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UNIVERSITY CALENDAR 2006-2007

This calendar may change as the University needs change. Individuals should refer each semester/session to the calendar published on the on the UMHB website at <http://campus.umhb.edu> The calendar published on the website will take precedence over the calendar in this catalog.

Fall 2006

August 15	Faculty Workshop
August 16	College/Department Workshop
August 19	University Housing Opens
August 21-22	Advising
August 21-22	Registration (Day & Evening)
August 23	Campus Classes Begin
September 4	Labor Day Holiday
September 22	Convocation
October 16-17	Fall Break (Students)
November 1-7	Evening Finals (11 week classes)
November 22-24	Thanksgiving Holidays
November 29-December 4	Evening Finals (14 week classes)
December 7-12	Day Finals
December 16	Commencement (UMHB)
December 20-January 2	Christmas Holidays

Spring 2007

January 6	University Housing Opens
January 8-9	Advising
January 8-9	Registration (Day and Evening)
January 10	Campus Classes Begin
January 15	Martin Luther King Day Holiday
March 12-16	Spring Break
March 28-April 3	Evening Finals (11 week classes)
March 29	Awards Night
April 6	Good Friday Holiday
April 18-23	Evening Finals (14 week classes)
April 28-May 3	Day Finals
May 5	Commencement (Expo Center)

May Mini-Mester 2007

May 7	Registration
May 7-25	Class Days
May 28	Memorial Day Holiday

Summer I 2007

June 1	Advising & Registration (Day and Evening)
June 4	Campus Classes Begin (Day and Evening)
June 29	Campus Classes End (Day)
See Summer 2007 Schedule	Campus Classes End (Evening)

<http://www.umhb.edu/registrar/> or <http://campusweb.umhb.edu/>

Summer II 2007

June 1 Advising & Registration (Day and Evening)
July 4 Independence Day Holiday
July 9 Additional Registration
July 9 Campus Classes Begin (Day and Evening)
August 3 Campus Classes End (Day)
August 4 Summer Commencement (UMHB)
See Summer 2007 Schedule Campus Classes End (Evening)
<http://www.umhb.edu/registrar/> or <http://campusweb.umhb.edu/>

Fall 2007

(Tentative Schedule)

August 18 University Housing Opens
August 20-21 Advising
August 20-21 Registration (Day & Evening)
August 22 Campus Classes Begin
September 3 Labor Day Holiday
November 21-23 Thanksgiving Holidays
December 15
Commencement (UMHB)



THE UNIVERSITY

The University of Mary Hardin-Baylor was chartered in 1845 by the Republic of Texas as the female division of Baylor University. The school moved from Independence to Belton in 1886. In 1925, the name was changed from Baylor Female College to Baylor College for Women. In 1934, it was renamed Mary Hardin-Baylor College in honor of Mrs. Mary Hardin of Burkburnett who, with her husband John G. Hardin, made substantial gifts to the school. In 1978, Mary Hardin-Baylor College became the University of Mary Hardin-Baylor.

For many years, the college included an academy for women. As public schools increased in number, the college stressed liberal arts education. Former students include a woman governor, the second woman to be a member of a president's cabinet, and the mother of a president of the United States.

Mary Hardin-Baylor was accredited on a national basis in 1926. In 1968, Mary Hardin-Baylor began offering degrees to men and in 1971 became fully coeducational.

Presidents have included Dr. Horace Clark, Col. W. W. Fontaine, Dr. William Royall, Rev. John Hill Luther, Dr. P. H. Eager, Dr. E. H. Wells, Dr. W. A. Wilson, Dr. E. G. Townsend (acting president), Dr. J. C. Hardy, Dr. Gordon S. Singleton, Dr. Albert C. Gettys (acting president), Dr. Arthur K. Tyson, Leonard L. Holloway, Dr. William G. Tanner, Dr. Bobby E. Parker, and Dr. Jerry G. Bawcom, who became president in 1991.

Mission Statement

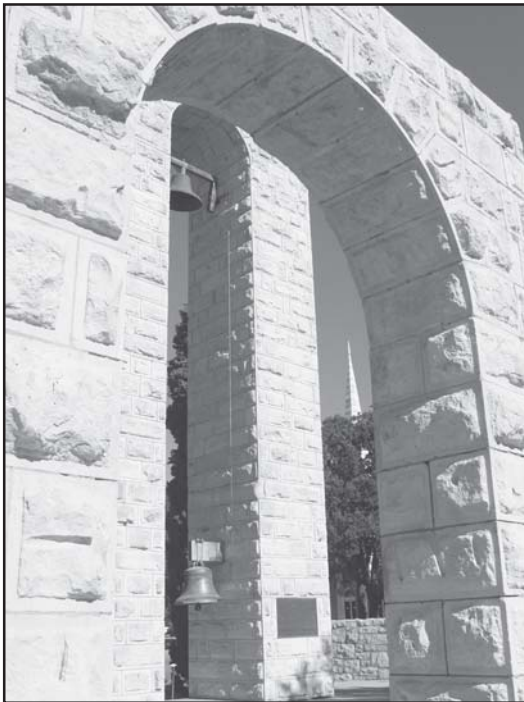
The University of Mary Hardin-Baylor is a Christ-centered institution of higher learning operating in affiliation with the Baptist General Convention of Texas. Christian principles and beliefs form the basis of the educational environment of the university. The University seeks to provide a quality higher education for qualified students from diverse geographic, ethnic, socioeconomic, and religious backgrounds as they prepare for careers and community service. The faculty, staff, and administration plan, execute, and evaluate the undergraduate program, the graduate program, and all the attendant support services of the University. Through commitment to Christian principles, quality administrative practices, academic excellence, and academic freedom, the University dedicates itself to effective teaching in a Christian environment.

Goals

1. Maintain a highly competent faculty, staff, and administration.
2. Recruit and retain a qualified and diverse student body.
3. Provide undergraduate curricula, which enable both traditional and non-traditional students to develop their potentials.
4. Offer graduate curricula which enable students to increase competencies in their fields of specialization.
5. Offer quality academic advising, career counseling, and personal counseling services.
6. Provide appropriate physical facilities, equipment, and educational support services for students, faculty, staff, and administration.
7. Maintain economic stability essential to the University's successful operation.
8. Develop and maintain effective relationships with the University's key constituents.
9. Assist students in preparation for their roles in a rapidly changing world.
10. Encourage an appreciation for cultural diversity.

Location

The University of Mary Hardin-Baylor is located in the “heart of Texas,” only 55 miles from the State capital of Austin and 135 miles from the Dallas-Fort Worth metroplex on Interstate 35. The campus is nestled in the natural beauty of Central Texas’ rolling plains and wooded hills and captures the spirit of scholarly pursuit within its historic buildings and spacious, well-maintained campus. The Belton-Temple-Killeen area is home to many corporations, hospitals and medical complexes, industries, and service agencies where students may find employment or internship opportunities. Two large shopping malls are only minutes from campus as is the quaint artisan village of Salado. Dining and entertainment, including the Bell County Expo Center, are only minutes from campus. Recreational opportunities are easily found at Belton Lake and Stillhouse Hollow Lake as well as several 18-hole golf courses within the area.



ADMISSIONS

Applying for Admission

An applicant must submit:

1. An application for admission with a \$35 non-refundable fee.
2. Official transcripts from each college previously attended sent directly from the granting institution to UMHB. Even though courses taken at one institution are noted on another college's transcript, applicants must submit transcripts from the institution at which the courses were taken. Transcript evaluations will be done after admission application to the University has been made and the admission fee has been paid.
3. Interview documentation or letters of recommendation from the program to which you are applying.

*Note: An official transcript is one that has been received directly from the issuing institution. It must bear the school seal, date, and an appropriate signature.

Admission Requirements

A student may be admitted to a UMHB Graduate Program in one of the following ways:

1. Regular Admission
2. Conditional Admission
3. Probationary Admission
4. Non-degree Admission
5. Readmission
6. Concurrent Enrollment

Regular Admission

An applicant must:

1. have completed a baccalaureate degree from a regionally accredited institution,
2. have official transcripts from each college attended on file in the UMHB Admissions Office,
3. have a cumulative and/or last 60 hours GPA of at least 2.50,
4. meet additional quantitative and qualitative standards of the program to which the applicant is requesting admission (i.e., GRE/GMAT scores)

Note: A GRE/GMAT score is valid for five years.

5. have recommendation and documentation of the applicant's eligibility from the specific graduate program for which application is being made on file in the University Admissions Office prior to registering for the first semester.

Conditional Admission

An applicant must meet the admission criteria for Regular Admission EXCEPT that documentation required by the individual program is incomplete. A student so admitted must have completed documentation on file in the department and in the University Admission Office by the date agreed upon as shown on the Conditional Admission's form. Students failing to complete the documentation requirement will not be allowed to register for the next semester, and transcripts will be placed on hold.

Probationary Admission

After official transcripts and program documentation are received, an applicant not meeting the University standards may be admitted if he/she shows evidence of an ability to successfully participate in graduate study as determined by the graduate program to which he/she is applying. Students admitted on probation must have a strong departmental/program recommendation. A probationary status student may take no more than nine hours of graduate work during any semester of attendance until the probationary status has been removed. Students enrolled in graduate programs consisting of 2-hour courses

may only enroll in eight hours of graduate work during this time. If grades of “B” or better are earned for the nine hours, the probationary status will be removed. Failure to make those grades will result in academic dismissal from the graduate program.

Non-Degree Admission

A non-degree student may be permitted to take up to six hours of graduate credit with the recommendation of the appropriate department. Such students must provide official transcripts from the institution(s) granting their bachelor’s degree(s) or later degree(s). If students admitted on non-degree status wish to continue beyond the six hours, they must apply for admission as a student seeking a degree or certification and must meet all requirements for graduate admission.

Students who have completed a master’s degree and who wish to take courses to meet qualifications for State licensures or certifications may also be permitted to take courses as non-degree students. These non-degree students may take more than six hours if a deficiency plan, signed by the specific program director, has been completed and is on file in the Admission’s Office.

Non-degree students **are not eligible** for institutional financial aid.

Readmission

A former student who has not been enrolled at UMHB for two consecutive semesters must apply for readmission to the University and to the graduate program they wish to pursue. Resubmission of application fee and transcript(s) is not required.

Concurrent Enrollment

A senior undergraduate who has an overall GPA of 3.00 or higher and who lacks twelve or fewer hours toward graduation may enroll for six or fewer graduate hours with the approval of the advisor, the appropriate undergraduate department chair person, and the graduate program director. At no time may an undergraduate student be enrolled in graduate classes without also being enrolled in undergraduate classes. Petition for any exceptions must be made through the University Graduate Council.

Registration

To be allowed to register for classes, a student **MUST**:

1. show proof of University admission and Graduate Program admission,
2. obtain an advising slip from his/her program advisor.

Denial of Admission

The admission requirements as stated above notwithstanding, each graduate program reserves the right to deny entrance to anyone whose admission, in the opinion of the graduate program faculty committee, would not serve the best interests of the applicant, the graduate program to which they are applying, the University, and/or the professional community.

Admission of International Students

Note: All forms must be completed in English.

All monies must be in U.S. dollars.

All International Students applying for Admission to the University of Mary Hardin-Baylor must:

1. Submit completed Application form. All items must be completed.
2. Submit a fully completed Report of Medical History/Evaluation form. All tests and immunizations must be taken. All items on the form must be completed and attested to by a physician. If any item is not complete, the form will be rejected.

3. Submit a notarized Affidavit of Educational Support (I-134) showing the availability of funds to finance student's education and transportation both to school and back to student's home country. Documentation is required. All money amounts must be stated in U.S. dollars.
4. Submit proof of health/accident insurance. The following information (provided in English) is required: company name, policy number, beginning and ending dates of policy, and means by which company can be contacted in or from the United States.
5. Submit official transcripts or diplomas from all schools, colleges, and universities previously attended. If the student has attended United States colleges/universities, the official transcripts must be mailed directly to the Admissions Office. All transcripts, certificates, or diplomas from institutions outside the United States must be sent to an approved evaluation service for a course by course evaluation before registration. A copy of the results should be sent directly to University of Mary Hardin-Baylor from the evaluation service.
6. Submit the following fees (in U.S. dollars):
\$135 Application Fee (Not refundable.)
\$1000 Enrollment Deposit. This money will be kept on the student's account and credited to the student at the beginning of the third semester of study. If the student withdraws from the university, it will be refunded to the student after all school expenses are met.

When all of the above items have been received from the student, action will be taken by the Office of International Student Services. An I-20 form cannot be issued until the student has been accepted by the University.

The University reserves the right to change prices.

General Academic Requirements

Students who are seeking a master's degree, licensure, or certification in an approved program offered by Mary Hardin-Baylor will be considered for admission. Students will be allowed to continue in enrollment only if they maintain good academic progress.

I-20

This U.S. Immigration Student Eligibility form will be issued only after all conditions of the application process have been met. Mary Hardin-Baylor is an academic school, and no I-20 will be issued to any student for the sole purpose of aiding the student in avoiding military service in his/her home country. Only students serious about an education will be admitted.

Transportation

The major international airport serving Central Texas is the Dallas/Fort Worth International Airport. Commuter flights are available from this international airport to the local airports in Killeen (30 miles from campus) and Austin (50 miles from campus). Cab transportation may be obtained at the airports. Bus transportation to Belton is another option.

Money

Students are encouraged to carry travelers checks or cashiers checks. Money may be deposited in a local bank. Advanced fees, tuition, and room and board must be paid in U.S. dollars or negotiable instruments.

Payment of Accounts

The advance deposit serves as payment for the first semester a student enrolls. All international students must preregister for any succeeding semester, and their account must be paid in full by the close of business on the Friday after the normal registration period. Failure of the student to pay will result in the student not being allowed to register. If this should happen, both the U.S. Immigration Service and the consulate of the student's home country will be notified.

English Competency

International students applying to the Graduate Program are not eligible for ESOL (English for Speakers of Other Languages) classes. Students are required to submit a TOEFL score of at least 550 (paper test) or 225 (computer test).

Mail all Correspondence to:

University of Mary Hardin-Baylor
Director of International Student Services
UMHB Box 8367
900 College Street
Belton, Texas 76513
USA



FINANCIAL AID

The University of Mary Hardin-Baylor makes available a broad range of financial assistance to worthy and qualified students. Most financial aid is awarded in accordance with demonstrated need for assistance, as determined by use of the Free Application For Federal Student Aid (FAFSA). Certain University scholarships are awarded upon the basis of excellence in academics or proficiency in a particular field of study or activity.

All financial aid is granted for no more than a nine month academic period. Financial aid is renewable each year, **upon reapplication**, if the student is in **good academic standing**. Possible changes in the amount of aid for each succeeding year may occur because of changes in funding levels and applicants' financial data.

Application Procedures

Students applying for financial aid must complete the following steps:

1. **Process a Free Application For Federal Student Aid (FAFSA)**

This is a needs analysis form that determines the family's ability to contribute to the student's education. The completed form can be filed electronically via the internet at www.fafsa.ed.gov

2. **Submit the following paperwork:** UMHB Application for Financial Aid and parent's and/or student's income tax return(s) as requested. The UMHB Application for Financial Aid may also be found via the internet at www.umhb.edu.

3. **Follow up with the UMHB Financial Aid Office** as other forms and documentation may be required of the student in order to verify information given on the Free Application For Federal Student Aid.

***Note: No student's financial aid application will be processed until all required documentation is submitted.**

All correspondence to the Financial Aid Office should be addressed:

University of Mary Hardin-Baylor
Financial Aid Office
UMHB Box 8080
900 College Street
Belton, TX 76513

How Awards Are Made

The Free Application For Federal Student Aid uses a federal formula to determine an amount which the family and/or the student is expected to pay toward the student's expenses. This amount is reported to the Financial Aid Office. The family contribution is then deducted from the student's budget which estimates all reasonable and moderate expenses for the period of enrollment.

Once the maximum amount of aid eligibility has been determined, the Financial Aid Office prepares a financial aid package. The Financial Aid Administrator will award in this "package" a combination of grants, scholarships, loans and/or work to help meet the student's financial need.

The completed financial aid package is submitted to the student for acceptance in an AWARD LETTER. The student may accept the package in part or in whole. If certain programs are rejected, they will not necessarily be replaced with aid dollars from other programs. **The AWARD LETTER must be returned to the Financial Aid Office by the date shown in the letter or the offer becomes void.**

Leaving School

All students who are on financial aid must clear their records with the Financial Aid Office prior to withdrawing from school. Those financial aid recipients who plan to graduate or who plan not to return to Mary Hardin-Baylor the following regular semester must also clear their records with the Financial Aid Office. Failure to do so will mean that a hold will be placed on the student's diploma and/or transcripts.

Refund/Repayment Policy

A financial aid recipient withdrawing from the university and receiving a refund from the UMHB Cashier's Office in accordance with the policy listed under the Financial Information section in this catalog may be required to repay institutional aid to UMHB with the refund. The percentage of institutional aid repaid to UMHB will be based upon the percentage of refund received by the student. (*i.e.* Students receiving 80% tuition refund will repay 80% of the institutional aid.)

State and federal financial aid will be returned in accordance with governmental regulations upon a student's withdrawal. State financial aid will be returned to the state in a declining percentage through the first four weeks of a semester.

Title IV Funds (Federal financial aid) must be returned through 60% of the semester. (*i.e.* A student withdrawing at the midpoint of a semester must return 50% of Title IV funds received.)

The return of Title IV funds by UMHB due to the withdrawal of student before completing 60% of a semester will result in an amount being owed to UMHB by the student. UMHB will make an adjusted refund to students withdrawing during their first semester of attendance to compensate for the mandated return of Title IV funds by refunding the lesser of the amount due UMHB or the amount of Title IV funds returned less funds disbursed to student.

Satisfactory Academic Progress and Financial Aid

The Graduate School requires that students receiving financial aid make satisfactory academic progress toward a well-defined educational objective. Satisfactory progress toward the student's educational objective will be measured in two ways: Qualitatively (grade point average) and quantitatively (number of hours completed). Progress must be evident in both areas.

Minimum Qualitative Measures

A student failing to achieve a 3.0 GPA for hours attempted (each semester and overall) is automatically placed on financial aid probation for the ensuing semester.

Minimum Quantitative Measures

In addition to the measures above, a student will be placed on financial aid probation for failing to successfully complete the number of hours for which he/she was awarded financial aid for that period of enrollment (full-time = 9+ hours per semester; ½ time = 6-8 hours per semester). Should a student drop hours during the first eight class days that affects his/her enrollment status, his/her financial aid will be adjusted accordingly. If, after that point in time, an enrollment status decreases (dropping hours or a withdrawal), the student shall be placed on financial aid probation for the upcoming semester. If a student receives an "incomplete" in any class, the student shall be placed on financial aid probation pending a grade determination and notification to the Financial Aid Office.

Additional Elements

In most cases, if a student fails to make satisfactory progress during a given semester, his/her aid will be placed on financial aid probation for the next semester in attendance. While on financial aid probation, the student can continue to receive financial aid in the upcoming semester but must **successfully complete** the next 9 hours of enrollment at UMHB with a 3.0 grade point average. If the student achieves this, his/her financial aid

probation will be removed. If a student fails to meet the requirements to clear the financial aid probation, the student's aid will be terminated and the student will be placed on financial aid suspension.

Once on financial aid suspension, the student can have his/her aid reinstated only after the student has **successfully completed** 9 semester hours with a 3.0 grade point average and re-established his/her satisfactory progress or the student has laid out one full regular semester as required by the Registrar's Office. At that time, the student must provide the Financial Aid Office with documentation reflecting this and request that the financial aid suspension be officially lifted.

A student may appeal the financial aid suspension by submitting a request to the Director of Financial Aid detailing why he/she did not meet the minimum financial aid requirements and why his/her aid should not be terminated. This request must be made within two weeks after having been placed on financial aid suspension. At that time, the Director of Financial Aid will review the documentation and will notify the individual of the decision. A student wishing to appeal the decision of the Financial Aid Director may do so in writing to the Financial Aid Committee.

Aid Programs by Category

Federal Programs

A. Federal Stafford Student Loan

This is a federally insured loan. Graduate students may borrow \$8,500 per academic year. No interest is charged on the loan until the student falls below half-time status. Students must fill out a loan application obtained from the Financial Aid Office and select a lender. In most instances, the lending institution will electronically forward the funds to the student's UMHB account.

B. Federal Unsubsidized Stafford Student Loan

Same terms and conditions as Stafford loans, except that the borrower is responsible for interest that accrues during deferment periods (including in-school) and during the six-month grace period. In most instances, the lending institution will electronically forward the funds to the student's UMHB account.

C. Federal College Work Study

This college work program (need based) allows a student to work on campus at the prevailing minimum wage. Students on Federal College Work Study are also eligible to apply for community service positions within the Belton area. Work awards are calculated on 15 hours per week for each 15-week semester. The maximum work award will be indicated on the student's award letter. A Work Permit will be issued once a student has been selected for a position. Time sheets are submitted weekly to the Business Office by the student's supervisor. Checks are issued bi-monthly through the Cashier's Office and must be used to pay any outstanding balance on the student's account. If the student does not have an outstanding balance, the check will be issued directly to the student.

State Programs

A. Tuition Equalization Grant (TEG)

This is a need-based grant which requires that recipients be Texas residents enrolled full-time (9) hours. The only Texas students precluded from receiving this grant are those who are enrolled in a religious degree program. Application for this grant is made through the Financial Aid Office. Funds are awarded on a first come first served basis. The Grant maximum is currently \$3444 per academic year. Upon enrollment verification, the state treasury electronically forwards the funds in the student's name to the UMHB Cashier's Office for disbursement.

B. Hinson-Hazlewood Loan

This is a student loan with limited funding similar to the Federal Stafford and Unsubsidized Stafford Student Loan programs. The lender is the state of Texas, and funds are electronically disbursed by the Texas Higher Education Coordinating Board. Application for this loan is made through the Financial Aid Office.

Institutional Programs

A. Endowed Scholarships

These are funds made available to students by the institution through endowment programs and special gifts to the University. Most endowed scholarships are need-based. However, some are based on particular criteria.

B. Institutional Scholarships

These funds are made available to students by the institution. Scholarships are awarded based on academic skills and/or merit.

C. Work Duty

This college work program allows a student to work on campus at the prevailing minimum wage. Work awards are calculated on 15 hours per week for each 15-week semester. The maximum work award will be indicated on the student's award letter. This program is similar to the Work Study program except that students are hired because of special skills instead of demonstrated financial need. A Work Permit will be issued once a student has been selected for a position. Time sheets are submitted weekly to the Business Office by the student's supervisor. Checks are issued bi-monthly through the Cashier's Office and must be used to pay any outstanding balance on the student's account. If the student does not have an outstanding balance, the check will be issued directly to the student.

Program Scholarships

Annual Fund Scholarship — Accounting: Students majoring in accounting will be assessed for this scholarship. Recipients are selected through the UMHB Financial Aid Office.

Master of Education Scholarship: This scholarship is available to current teachers working toward a masters in Education. The award is \$30 per semester hour.

Psychology Endowed Scholarship: This fund provides a \$1,000 annual award for a degree-seeking graduate student in psychology and/or counseling. The student must show need, outstanding professional potential, and be able to be on campus 15 hours per week.

General Scholarships

BGCT Ministerial Scholarship: Texas Baptist students committed to a preaching ministry are entitled to a \$75 per semester hour scholarship provided they meet eligibility requirements as set by the Baptist General Convention of Texas and UMHB. The determination of eligibility must be verified by the Director of In-Service Guidance. This scholarship works in conjunction with other tuition-based scholarships toward the tuition portion of a student's bill.

FINANCIAL INFORMATION

Fees

The following fees are established by the Board of Trustees of the University of Mary Hardin-Baylor. Fees are reviewed annually or as the need arises. A new fee schedule is normally established June 1st of each year.

Admission Fee

Applicants are required to pay a non-refundable application fee (\$35 U.S. Students/ \$135 International Students). This fee does not apply toward tuition and is paid only once. Transcript evaluations will be done after admission application to the University has been made and the admission fee has been paid.

Tuition

Graduate — \$495 per semester hour

Other Required Fees

General Service — \$35 per semester hour

Technology Fee — \$12 per hour

Transportation Fee — \$30 per semester

Replacement — \$10 (Identification Card, UMHB Vehicle Sticker)

Special Fees

Audit (lecture course only) — \$100 per semester hour

Conference or Independent Study Course — \$515 per semester hour

Graduation — \$75 graduate

(filing for degree late — additional \$10; refiling for degree — additional \$30)

Late Registration — \$50

Non-scheduled Exam — \$40

Removal of "I" (Incomplete) grade — \$25

Returned Check Fee — \$15

COURSE FEES

Business Courses

Accounting (BACC) \$8.00

Business Administration (BADM) 8.00

Computer Information

Systems (BCIS) 8.00

Economics (BECO) 8.00

Finance (BFIN) 8.00

Management (BMGT) 8.00

Marketing (BMKT) 8.00

Quantitative Business

Analysis (BQBA) 8.00

Business Systems (BSYS) 8.00

Biology (BIOL)

5420 \$40.00

5430 30.00

5440 40.00

5480 30.00

Chemistry (CHEM)

5430 \$40.00

5440 40.00

5450 40.00

5460 40.00

5480 40.00

6190-6490 40.00

6420 40.00

Marriage Family Christian Counseling (MFCC)

6097 \$60.00

6098 60.00

6306 50.00

6316 50.00

6318 50.00

6320 30.00

(MFCC) Continued

6395	50.00
6397	50.00
6398	50.00

Reading (READ)

5352	\$75.00
6358	75.00

Psychology/Counseling (PSCO)

6090	\$50.00
6097	60.00
6098	60.00
6302	75.00
6316	50.00
6318	50.00
6320	30.00
6324	80.00
6326	80.00
6395	50.00
6397	50.00
6398	50.00

Late Registration

A late registration fee of \$50 will be charged to students who fail to register at the time scheduled by the University.

Drop/Add

A fee of \$5 per course/per change will be charged any time a course is dropped or added. For example, a student adding two courses and dropping one would be charged \$15 in drop/add fees.

Payment of Accounts

Tuition, fees, and room and board charges for each academic period are due at the time of registration. Students receiving any type of financial aid (scholarships, grants, loans, campus employment, etc.) must secure written confirmation of all such financial assistance from the Financial Aid Office and present it to the Cashier’s Office at the time of registration. Registration is not complete until all financial arrangements are made with the Cashier’s Office.

We accept credit card payments (VISA, Discover, MasterCard) when the card is presented in person over the counter in the Cashier’s Office. Credit card payments can also be made via the Internet. There is a convenience fee of \$2.50 per \$100 charged when on-line payments are made. We do not accept credit card payments over the telephone because of security reasons.

Students should also have funds for the purchase of books and other supplies as these expenses are not charged on the registration bill. Credit cards may be presented for payment in the UMHB Bookstore.

Exclusive arrangements have been made with Tuition Management Systems for families who need to make monthly payments. The monthly budget program is not a loan and carries no interest. A participation fee of \$50 enables the payer to make nine (9) equal payments to cover assessed annual school costs. The first payment is due August 1, but the program may be entered into later by including all previously due payments with the application fee. For those students who will be attending only one semester, a four (4) payment plan is available for \$35. Life insurance which covers the unpaid contract amount may be purchased at an additional cost.

The amount to be financed is determined by subtracting all financial aid (including campus work and PLUS loans) from the total of tuition, fees, and room and board. Books and personal expenses may *not* be budgeted and must be paid for at the time they are incurred. Students may call Tuition Management Systems toll free at 1-800-722-4867 to

assist them in calculating their monthly payment requirement. If a student is dropped from the monthly budget plan due to nonpayment, the balance owed on the student's account will become due immediately and a \$40 fee will be charged to the student's account by the University.

The monthly budget plan is not available to international students.

UMHB will not grant transfers to another institution until all accounts and loans have been settled. The University also reserves the right to withhold a student's grades, diploma, and/or transcript for failure to make complete payment of a student account or proper payment on a student loan. UMHB may additionally withdraw a student for failure by the student to demonstrate proper responsibility in the handling of financial matters as related to the University.

Additional charges (or credits) made to correct errors or omissions are payable upon receipt of statement.

For any check not honored by a bank, a returned check fee of \$15 will be charged.

Refund Policy

Registration in the University is considered a contract binding the student for charges for the entire academic period. However, a student finding it necessary to withdraw from UMHB may secure an honorable dismissal through the Registrar's Office. This official withdrawal must be accomplished before any consideration can be given by the Business Office to granting refunds.

A student who must drop a course because of excessive absences, poor work, or similar causes, who withdraws without notice, or who is expelled or asked to withdraw is not entitled to a refund. Failure to attend class or simply notifying an individual instructor will not be regarded as an official withdrawal.

Tuition — Tuition refunds, when approved, will be granted according to the following schedule:

Fall or Spring semester:

- 100% refund of tuition prior to expiration of 4th class day, scheduled from first day of classes
- 80% refund of tuition prior to expiration of first 2 weeks (14 calendar days), scheduled from first day of classes
- 60% refund of tuition prior to expiration of first 3 weeks (21 calendar days), scheduled from first day of classes
- 40% refund of tuition prior to expiration of first 4 weeks (28 calendar days), scheduled from first day of classes
- No tuition refunds will be made after the end of the 28th calendar day, counted from the first day of classes. Refunds for courses other than regular day classes will be prorated.

Summer terms:

- 100% refund of tuition prior to expiration of first 2 class days (scheduled from first day of classes)
- 80% refund of tuition prior to expiration of first 4 class days (scheduled from first day of classes)
- 60% refund of tuition prior to expiration of first 8 class days (scheduled from first day of classes)
- 40% refund of tuition prior to expiration of first 10 class days (scheduled from first day of classes)
- No tuition refunds will be made after the end of the 10th class day counted from the first day of classes. Refunds for courses other than regular day classes will be prorated.

Fees — No refund will be made on special service fees.

ACADEMIC STANDARDS

Unit of Credit

The semester hour is the unit of credit. It is defined as a class meeting the equivalent of a minimum of 12.5 clock hours per term (laboratory hours equated).

Course Numbers

The first digit in the numbering system denotes the course level (5 & 6 - Graduate). The second digit denotes the number of semester hours the course carries. The third and fourth digits are departmental numbers.

Student Load

Full-time Load:

Fall/Spring Semester9 hours minimum

Summer Session9 hours minimum

Graduate programs consisting of 2-hour courses, eight (8) hours is considered full time for fall and spring.

Overload: 12 hours or more

Academic Progress Requirements

A grade point average (GPA) of 3.00 or above, **semester and cumulative**, is required of all graduate students enrolled at the University of Mary Hardin-Baylor. Students with a semester or cumulative GPA of less than 3.00 will be placed on probation. Two consecutive terms of enrollment on probation will result in suspension from the program. A student who has been dismissed may apply for readmission to the University and/or to the program of interest. Resubmission of application fee, GRE/GMAT score report, and transcript(s) is not required. Students may be readmitted sooner than one calendar year after dismissal, only with approval of the department and University Graduate Council.. **(NOTE: The U.S. Department of Veterans' Affairs will not allow the use of VA benefits for more than two semesters by students on probation.)**

Grading System

Grade	Range	Interpretation of Grades
A	91-100	Excellent
B	81-90	Average
C	71-80	Below Average
F	70 and below	Failing
I*		Incomplete
W*		Withdrawal
WP*		Withdrawal—Passing
WQ**		Withdrawal—Failing
S*		Satisfactory
U*		Unsatisfactory
P*		Pass
NG*		No Grade Submitted
AU*		Audit

*Not counted in computing GPA

**Counted in computing GPA for the semester in which the course was taken AND for computing overall GPA.

Incomplete

An “I” (Incomplete) indicates **inability** of a student to complete some vital requirement of a course (e.g. final exam, major report, term paper, etc.) **due to conditions beyond the student’s control**. It is not the intent of the “I” grade to give a student an unfair time advantage over other students who complete their work in a timely manner. As such, an “I” grade will be approved only when exceptional circumstances, clearly beyond the student’s control, are substantiated (e.g. protracted illness, injury, or other acute personal emergency).

Once an “I” grade is assigned, it is the responsibility of the student to take the initiative to complete the work within thirty (30) calendar days after the start of the next semester (including full summer term). If more than thirty days are required, an extension request is to be submitted by the student through the instructor and Program Director to the Dean. Approved extensions will be filed with the Registrar. An extension longer than the end of the next semester (including full summer term) will not be approved. **The “I” will be automatically changed to an “F” if the course is not satisfactorily completed within this time frame.** A \$25 fee is charged to remove an “I” grade.

Grade Reports

Grades are posted to the intranet site. <http://campus.umhb.edu>

Academic Advisement

Each student is assigned an academic advisor. The advisor assists students in arranging their schedule of classes and in making progress toward their chosen degree. **Prior to registering each semester, all students must obtain an advisor’s approval of their proposed schedules.**

Audit Registration

A student may register for most courses by audit. However, laboratory courses and workshops may be audited only by approval of the instructor. An audit course may not be changed to a credit course after the last day of registration for that particular course.

Repeating a Course

A student may repeat a course for the purpose of raising a grade. The most recent grade will be used to compute the grade point average. All courses and grades will remain on the transcript. The semester hours and grade points for the first time the course was taken will not count toward graduation requirements.

Dropping or Adding Courses

All dropping, adding, and changing courses must be arranged by the student through the Registrar’s Office in order to be considered official. A student wishing to drop or add a course must first obtain a Schedule Change form from the student’s academic advisor, then go, in person, to the Registrar’s Office and follow the prescribed procedure. Students receiving VA benefits must also provide information on schedule changes to the UMHB VA office.

Courses may be dropped as follows. **Students should refer to the Schedule of Classes published each semester/session for the exact dates of each drop period as these dates will vary:**

- **The Drop/Add Period:** If a course is dropped before or during the Drop/Add Period, no grade or record of the class will appear on the student’s transcript.
- **The “W” Period:** If a course is dropped during the “W” Period, the class is recorded on the student’s transcript with a grade of “W”.
- **The “WP/WQ” Period:** If a course is dropped during the “WP/WQ” Period, the class is recorded on the student’s transcript with a grade of “WP” or “WQ” as reported by the instructor.
- **No course may be dropped after the end of the “WP/WQ” Period.**

Credit courses may not be changed to audit status after the “W” Period. An audit course may not be changed to a credit course/audit after the last day of registration for that particular course.

Any student who stops attending a class but fails to officially drop the course through the Registrar’s office will be given a failing grade in the class.

Withdrawal from the University

Students who must withdraw from the University before the expiration of the semester or session for which they are enrolled must contact the Registrar’s Office to begin the official withdrawal procedure. Students are required to complete the official Withdrawal Form and secure the approval of the Business Officer.

A student who is forced to leave because of illness or injury will be given three weeks within which to withdraw officially.

Students who stop attending classes but fail to withdraw officially will be given failing grades in all courses.

Transcript of University Credits

A transcript of university credits is an official copy of a student’s permanent record, bearing the University seal and the signature of the Registrar. Copies of students’ transcripts are available upon written request to the Registrar’s Office.

Requests should include the student name (or name attended under), social security number/UMHB identification number, and complete address of where the transcript is to be sent. Requests can be sent to:

University of Mary Hardin-Baylor
Office of the Registrar
UMHB Box 8425
900 College Street
Belton, TX 76513

Transcripts will not be released if the student owes money to the University. This includes, but is not limited to, money owed to the library, bookstore, health center, business office, telephone services provided by UMHB which are billed by a third party, or any other department or agency considered a part of the University. Student loans on a current basis are an exception to this policy.

Veterans

The University of Mary Hardin-Baylor is fully approved to offer instruction to students attending college under the provisions of the United States Code, Title 38, Chapter 30, 31, 32, and 35.

The University contact for individuals planning to use VA benefits is the Veterans’ Advisor in the Registrar’s Office.

An individual planning to attend UMHB using Veterans Administration benefits must comply with the following procedures:

1. Complete all requirements for admission to the University as a degree seeking student or as a transient student with an approved formal degree plan from another university.
2. Have an evaluation of service schools/experiences completed by the Registrar to determine how much military credit will be awarded.
3. Determine, in coordination with an assigned academic advisor, those courses to be taken each semester to meet the requirements of a UMHB degree plan.
4. Request (prior to the start of each semester) that the Veterans Administration be advised that he/she is continuing his/her studies and desires to use his/her VA benefits. Forms for this purpose may be obtained from the Veterans’ Advisor in the Registrar’s Office.
5. Maintain satisfactory academic progress. The provisions found under the headings of “Scholastic Probation” and “Academic Suspension” in this catalog will apply.

GRADUATE STUDENT SERVICES AND FACILITIES

As part of the fees students pay when registering for graduate courses at UMHB, many resources, services, and facilities are available. We invite you to participate in and take advantage of these opportunities.

The Meadows Center For Academic Excellence

The Meadows Center for Academic Excellence is designed to support students in their pursuit of academic success. The center is located on the third floor of the Maybe Student Center and provides the following services:

Mabee Computer Lab

The Mabee Computer lab is located in the Meadows Center for Academic Excellence on the third floor of Mabee Student Center, Suite 310. The computers are equipped with the following services and programs: Microsoft Office (Word, Excel, and Power Point); e-mail, Internet, and ntranet access; CD-ROM drives; and laser printers. The lab is open Monday - Thursday 8:00 a.m. - 10:00 p.m. and Friday 8:00 a.m. - 5:00 p.m.

Computers for student use are also available in the Library, Parker 114, and Davidson 116, and 122.

Resource Library

College success, note taking, listening, test taking, stress management, time management, and other such topics are addressed through a number of different resources.

The Robert and Linda Black Center For Counseling, Testing, and Career Services

Counseling

Clinical counseling services are available to students who find themselves in need of assistance with a wide variety of difficulties ranging from decision-making to personal awareness and understanding. Diagnostic testing/evaluation, crisis counseling, stress management, and a range of other emotional issues are addressed, as appropriate, on an individual and support group basis. Counseling services are offered on a short-term basis by appointment only. When appropriate, referrals are made to mental health providers in the local area. Students receive professional counseling in a caring environment. Confidentiality is maintained in accordance with Texas State law (22 TAC Chapter 681, Chapter 611) and disclosure of information cannot be made without an individual's written consent. Students are responsible for fees accrued from local service providers. There are no fees for counseling services rendered to UMHB students at the Center.

Students with Special Needs

The University representative responsible for establishing official documentation of student disabilities and facilitating corresponding accommodation requests is the Director of Counseling and Testing. Students desiring accommodation(s) for a disabling condition are responsible for providing acceptable documentation to this individual. Acceptable documentation must have been produced within the last three years by a licensed professional qualified to make the respective diagnosis. Any documentation submitted to the University for consideration must be provided in a timely manner prior to the period of stated need.

University of Mary Hardin-Baylor
Accommodation & Student Assistance Program
Director of Counseling & Testing
UMHB Box 8437
900 College Street
Belton, Texas 7651
Office: (254) 295-4696
Fax: (254) 295-4196
Email: nwilliams@umhb.edu

University Career Services

The mission of University Career Services is to assist undergraduate, graduate students, and alumni in the development of career decision-making and job search skills that result in enhanced opportunities and successes. Career planning is an ongoing process while pursuing graduate school programs

Services: Complimentary services include: Assessments; Career Coaching; Career Fairs; Career Focus Days; Crusader Successes; Career Choices & Job Postings Publications; Careers & Caffeine; Professional Programs; Dinner Etiquette; Majors & Minors; Internship Searches; Job Listings; Interview Techniques; Resume Clinics; Research Tips; and Top 20 Best Career Internet Sites. Graduate students registering with University Career Services are provided an action plan with specific tasks for career strategy. Career Services also assist graduate students with exploring careers and job searches.

Job Postings: In addition, the University Career Services Center maintains part-time and full-time job postings, including public school teaching positions, health care, and ministry opportunities.

Career Events: Campus job fair events and Company Showcase Days are hosted as well as a calendar listing of area career-related activities.

Interview: Mock interview appointments are available for students and graduates to prepare for that important job interview. The University Career Services Center offers a resource area for general career planning and is partnered with several national career search internet organizations that serve college graduates.

The University Career Services Center is in the Robert & Linda Black Center located in the Mabee Student Center, Room 230. Hours are Monday – Friday 8:00 a.m. - 5:00 p.m., walk-ins welcome and appointments are available. In addition, current students may have access to the Career Center services 24 hours a day on the intranet and internet.

University of Mary Hardin-Baylor
University Career Services
UMHB Box 8415
900 College Street
Belton, TX 76513
(254) 295-4696
careerservices@umhb.edu

Townsend Memorial Library

The University library contains resources to support research in disciplines leading to degrees and collateral material for breadth of comprehension. The library acquires materials in greater depth in those disciplines for which graduate work is offered. Graduate faculty and librarians select materials specifically to support the curriculum. Monographs, full-text journals, databases, and cataloged web sites provide infrastructure to graduate research.

Library services are directed to increasing the successful delivery of pertinent information. Librarians teach skills to allow the student to determine the extent of information needed from the wide array available. Effectively and critically surveying a subject to identify needed information and evaluating its validity and authority are research techniques taught in classroom and personal instruction that contribute to information literacy and lifelong learning. If books or journal articles needed for research are unavailable at Townsend Memorial Library, graduate students may borrow materials from other libraries either through interlibrary loan or by means of a TexShare card.

Townsend Memorial Library currently provides 30 public access computers containing the Microsoft Office Suite for word processing as well as searching capabilities for the online catalog, databases, and internet.

The library contains total volume holdings of over 248,000 items, including books, journal subscriptions, audiovisual materials, and electronic books. More than 100 subscription periodical databases are available from the statewide consortium, TexShare. About 27,000 electronic book titles are provided by NetLibrary and are searchable through the library's online catalog.

Current UMHB students, faculty, and staff who have a valid library account may access library resources electronically from off-campus locations. Additional information about the library may be found at <http://umhblib.umhb.edu> or by calling (254)295-4637 or (877)316-3313 (toll-free).

Library hours are Monday-Thursday 7:30 a.m.-12:00 a.m.; Friday 7:30 a.m.-5:30 p.m.; Saturday 10:00 a.m.-5:00 p.m.; and Sunday 2:00 p.m.-10:00 p.m.

University Health Center

The UMHB Health Center is available during regular working hours on a walk-in basis. The Health Center is located in the Frazier Memorial Building (SDO Building). Healthcare is free to enrolled students. Graduate students are to have current immunizations according to the State of Texas for their age. Students must have a current Tetanus vaccination (due every 10 years) and it is recommended that you have two (2) MMRs (measles, mumps and rubella) vaccinations. The State and the University also recommend that you have the Hepatitis B series. If you have been outside the US in the last year it is recommended that you have a TB skin test. These vaccinations/skin tests may be given at the Health Center for a nominal charge or you may go to your local provider or the Bell County Health Department.

UMHB Community Life Center

Realizing the importance of giving back to the community and promoting our student's involvement in that process, the UMHB Community Life Center provides affordable counseling to those in need of services in Bell County. The Center offers counseling psychoeducational services to children, adolescents, adults, families, and groups. Counseling is provided for marital and family stress, pre-marital/relationship concerns, substance abuse and, social, emotional, and behavioral problems.

In addition to serving the community, the UMHB Community Life Center provides training for graduate psychology and counseling interns to develop knowledge and skills in areas of community counseling, mental health counseling, marriage and family therapy, and research.

Address: 717 College Street
Belton, TX 76513
Contact: Dr. Ty Leonard
Phone: (254) 295-5531
Hours: Monday thru Thursday
2:00-9:00 p.m.
Eligibility: All
Fee: Sliding scale, based on income
Service Area: Bell County

Mayborn Campus Center

This 122,000 square foot facility provides offices for coaches and the Exercise and Sport Science faculty, classrooms, a fitness center, a natatorium, an indoor jogging track, a 2500 seat multi-purpose special events center, and the Mabee-Farris recreation gymnasium.

Dining Services

The student dining facility is located in Hardy Hall.

The Crusader Café (Sub) is located in The Mabee Student Center

Fall hours 7:00 A.M. – 10:00 A.M., 10:30 A.M. – 8:00 P.M.

Spring hours 7:00 A.M. - 10:00 A.M., 10:30 A.M. – 8:00 P.M

Summer hours 7:00 A.M. – 2:00 P.M.

Academic Advising

All new graduate students are advised by the program chairperson for their respective degrees. A degree plan will be filled at that time. Thereafter, students are assigned to a graduate faculty member within the department for semester-to-semester advising.



EXPECTATIONS AND ETHICS

Christian Citizenship

UMHB accepts students of all faiths or persuasions, but attendance at the University should be understood by all as a statement of agreement to live in accordance with the regulations governing the campus community. The spirit of this Christian behavior is demonstrated in speech, dress, attitudes, integrity, honesty in academic and personal activities, and respect for the property and rights of others as well as respect for the officials of the University. This applies both to on-campus and off-campus life.

Class Attendance

Students are expected to attend all classes regularly and are held responsible for all course work and assignments. Attendance policies which are consistent with the school and/or departmental policies are described by the respective instructor in each class's syllabus. Please note that chronic absences will result in disciplinary action to include dismissal from the university.

Student Responsibility

All students are responsible for knowledge of and adherence to regulations governing admissions, advising, registration, drop/add, withdrawal, and financial settlement. Students are also expected to be familiar with the specific academic and attendance requirements of the degree/certification that they plan to pursue.

Student Conduct

Graduate students are expected to model the highest standards of ethical, intellectual, and academic integrity. Honesty and integrity are expected in all learning endeavors, and failure to exhibit this personal character will result in course failure, dismissal from the program, and/or dismissal from the University. The University reserves the right to withhold a degree from a student whose conduct it regards as unacceptable.

Students must also:

1. Demonstrate a professional orientation, to include but not necessarily limited to, appropriate interpersonal interaction, class attendance and punctuality, professional presentation of self, maturity of cognitive processes, emotional maturity and stability, commitment to graduate study, and ethical behavior.
2. Demonstrate academic honesty, including providing one's "fair share" of input for all group work; preparing for every class; refraining from cheating on exams or consulting with others during exams; and unauthorized collaboration, falsification, and multiple submissions of material for credit without permission.
3. Give appropriate credit to ideas that are not their own through correct citation of quotes and paraphrases. All acts of plagiarism are considered serious offenses and may result in failure of the course assignment.
4. Use their own intellect to complete assignments and not use work found on the Internet, work obtained from ghostwriters, or work previously submitted.
5. Refrain from giving, receiving, or obtaining information about examinations unless authorized by their instructors.
6. Refrain from using any materials during examinations that have not been approved by their instructors.

DEGREES

The University of Mary Hardin-Baylor offers the following graduate degrees:

MASTER OF ARTS (M.A.)

Psychology and Counseling

- Community Counseling
- Licensed Professional Counselor
- Licensed Psychological Associate
- Marriage & Family Christian Counseling
- School Counseling and Psychology
- Licensed Specialist in School Psychology
- Public School Counselor
- Academic Specialization Program

Religion (Program content under review; new students will be accepted for 2007)

MASTER OF BUSINESS ADMINISTRATION (M.B.A.)

- Accounting
- Management
- Sport Management

MASTER OF EDUCATION (M.Ed.)

- Educational Administration
- Educational Psychology
- Reading Education
- General Studies

MASTER OF SCIENCE INFORMATION SYSTEMS (M.S.I.S)

- Information Systems



REQUIREMENTS

Requirements for graduate degrees are listed on the following pages under the appropriate degree titles. In so far as possible, the University will not change degree requirements as detailed in this catalog. However, students should be aware that requirements of organizations outside of the University, such as those governing State licensures, certifications, and graduate program accreditations sometimes change, thus necessitating a change in UMHB degree requirements.

General Requirements for All Graduate Degrees

To receive any graduate degree from the University of Mary Hardin-Baylor, a student must:

- (a) Earn a minimum of 36 semester hours (total varies with specific degree requirements) of credit which meet the requirements of the degree and area of specialization in which the student is enrolled with a grade point average of at least 3.00 on all work including transfer credit.
- (b) Complete at least half of the course work in 6000-level classes. No course at the 5000-level may be applied to a graduate degree if the course content substantially repeats the content of a course taken for undergraduate credit.
- (c) Complete a degree plan. When the student is two semesters from graduating, the degree plan must be “formalized,” signed by the student’s Program Director, and forwarded to the Registrar’s Office. A “formalized” degree plan should be on file in the Registrar’s Office by October 1 for May graduates, March 1 for August graduates, and June 1 for December graduates.

The Department Chairperson and/or Program Director must approve substitutions and/or waivers affecting the degree plan and/or the Program Director at the time the degree plan is “formalized.”

Once the degree plan has been reviewed and approved by the Registrar, a letter will be sent to the student (copy to the student’s advisor) listing those courses the student needs to complete to graduate. If the student desires to make an appointment with the Registrar to discuss the degree plan, the student is welcome to do so. The student cannot make formal application for the degree, however, without the Registrar’s approval.

While following a degree plan should be a joint effort between a student and the advisor, meeting the requirements for a particular degree is ultimately the responsibility of the student.

- (d) Make formal application for degree and pay graduation fee by February 28 for May graduates, June 30 for August graduates, and September 30 for December graduates. (The graduation fee covers the cost of the student’s diploma and commencement regalia.) Students filing for graduation after their respective deadline will be charged a late fee.

Applications for past graduation dates will not be accepted, even though all degree requirements may have been completed during previous semesters.

- (e) Participate in commencement exercises. Commencement regalia and invitations may be obtained from the UMHB Bookstore.

Because commencement exercises are a meaningful experience in the academic life of a student, all students are encouraged to participate when possible. However, a student may be excused from commencement exercises and be permitted to graduate in absentia with approval from the Registrar.

A student desiring to graduate in absentia should submit a written request to the Registrar not less than two weeks prior to the commencement exercise. A letter of approval will be sent to the student.

The diplomas of students graduating in absentia will be mailed after the commencement exercise provided the students submit written requests, current mailing addresses, and postage fees.

Transfer Credit

A maximum of six semester hours of graduate credit may be accepted in transfer provided that those graduate courses were completed no more than five years before admission to UMHB, are from a regionally accredited institution, received a grade of at least a "B," and consisted of subject matter equivalent to UMHB course(s) applicable to the student's program of study. UMHB transfers both the hours and the grades of accepted courses. The accepted transfer course grades are incorporated into the student's cumulative GPA.

A student at the University of Mary Hardin-Baylor who wishes to enroll in course work at another institution and have those hours used in his or her degree at UMHB must secure written permission from his or her advisor and his or her graduate program director. The purpose of this permission is to ensure appropriate content, graduate classification of the course and overall suitability for the student's degree plan.

Graduation Under A Particular Catalog

To receive a graduate degree from the University of Mary Hardin-Baylor, a student must fulfill all requirements for that degree as set forth in a catalog under which the student is entitled to graduate. The student, however, has several choices: (1) graduate under the current catalog; (2) graduate under the catalog in force the year the student first registered (degree seeking status) at Mary Hardin-Baylor (within the five-year limitation); (3) graduate under the catalog for any subsequent year in which the student was registered at Mary Hardin-Baylor (within the five-year limitation); or (4) if first registration (degree seeking status) at Mary Hardin-Baylor was during a summer session, graduate under the catalog governing the preceding long session or the catalog for the next long session.

The University catalog is considered valid for five years from a student's initial enrollment with degree seeking status. For example, the catalog for school year 2006-2007 is valid for graduation purposes through August 2011 for a degree-seeking student enrolling in the fall of 2006. A student who fails to complete the required work for a degree in a five-year interval dating from the time the student first registered with degree seeking status must reorganize his or her degree plan to conform with the current catalog and obtain permission from the appropriate graduate program director and graduate council to continue in the graduate program under the new degree plan.

In so far as possible, the University will not change degree requirements as detailed in this catalog. However, students should be aware that requirements of organizations outside the University (such as the Texas Education Agency) sometimes change, thus necessitating a change in degree requirements. When such changes are made, the student may choose to meet **either** the requirements outlined in the catalog in force at the time of his/her first enrollment as a degree-seeking student at UMHB or the requirements as set forth in the catalog at the time of graduation.

Second Master's Degree

A student who has already earned a master's degree and wishes to pursue a second master's degree may transfer a maximum of six hours from the first degree to the second degree provided the courses for which the six hours were earned are applicable to the second master's degree program.

Grievance Procedure

A graduate student who has a complaint involving an academic matter, such as course grade, classroom testing procedures, or professor conduct, should follow these steps in resolving the matter. If the matter can be resolved at any step, it is not necessary to proceed to the next step.

1. Talk with the professor against whom the complaint is made.
2. Provide relevant information in writing to and discuss the concern with the director of the graduate program in which you are enrolled.
3. Meet with course professor and graduate program director together.
4. Provide relevant information in writing to and discuss concern with the Dean of the College through which your graduate program is administered (College of Business, College of Education, College of Humanities, and College of Science)
5. Provide relevant information in writing to and discuss concern with the University Graduate Council.
6. Provide relevant information in writing to and discuss concern with the University Provost/Vice President for Academic Affairs.



COLLEGE OF BUSINESS

James R King, Jr., Dean

**Chrisann Merriman, Director
Master of Business Administration Program**

**Patrick V. Jaska, Director
Master of Science in Information Systems Program**

Vision

The College of Business at the University of Mary Hardin-Baylor aspires to be recognized as the leading provider of business education in the region and one of the leading providers in the nation.

Mission

The Graduate Program in the College of Business support the missions of the College of Business and the Graduate School at UMHB through innovative methods, outstanding classroom teaching, and the integration of practical experiences in business- and systems-related graduate curricula. Particular emphasis is placed on the integration of Christian principles, leadership fundamentals, global concepts, and business management essentials throughout all curricula.

General Information

Objectives

The College of Business supports the objectives of the University of Mary Hardin-Baylor. The College of Business seeks to provide a broad education that prepares graduates to succeed in a global and competitive business world. Essential business concepts and skills needed by future leaders provide the foundation education into which Christian principles, leadership fundamentals, practical experiences, and global concepts are integrated. Special emphasis is given to excellent oral, written, and technology-based communication skills.

Course Prerequisites

Course prerequisites are governed by the catalog in effect at the time the course is offered.

Admission Requirements—MBA and MSIS

Admission to the graduate programs is granted to individuals who have an excellent probability of successful completion. See the Admissions section of this catalog for admission application procedures and costs. An interview with the Director or designated representative of the appropriate graduate program is required. Admission to the program is competitive to limit average class size to about 25 students.

Regular Admission

Regular admission requires **80 points or above** based on the following admission formula: GMAT points + G.P.A. points + work experience points + interview recommendation points. Applicants with 10 or more years of senior-level management experience are exempt from the GMAT and require a minimum of 50 points. Criteria point values are based on the following scales:

GMAT	400 – 449	40 points
	450 – 499	45 points
	500+	50 points
GPA	3.00 – 3.50	20 points
	3.51 – 3.75	25 points
	3.75 – 4.00	30 points
WORK EXPERIENCE	300 hours – 1 year	5 points
	1 – 3 years	10 points
	3 - 5 years	15 points
	5+ years	20 points
INTERVIEW RECOMMENDATION		0 – 15 points

Conditional Admission

Conditional admission may be granted to students that have not submitted official transcripts by the time admissions decisions are made if all other requirements have been met. See general Conditional Admissions statement on page 11.

Probationary Admission

The University Graduate Council may grant probationary admission to motivated and promising students who do not meet the standard of 80 points on the admission formula.

Transfer Students

Transfer students are eligible for admission to the graduate programs in the College of Business, but transfer credit is not guaranteed. Up to 6 graduate semester hours may be accepted for credit towards two courses in the degree programs. Transfer courses are courses that are taken outside of the College of Business and must be judged by the

College of Business Executive Committee as acceptable substitutes for courses in the graduate programs within the College of Business. Courses with a grade lower than a “B” will not be accepted in transfer. Transfer courses must have been completed within 5 years of admission to the graduate programs in the College of Business.

International Students

International students whose native language is not English are required to produce a satisfactory score on the Test of English as a Foreign Language (TOEFL) to show that they can adequately perform in a program which stresses oral and written communication.

Non-degree-seeking Students

Non-degree-seeking students may take classes in the College of Business graduate programs if room is available and if they are in good standing with the school they most recently attended. Students desiring to have UMHB classes accepted, as a part of a degree from another university, should obtain advance approval from that university. Non-degree seeking students are limited to six hours. See general Non-Degree Admissions statement on page 12.

For further information, please visit the following website: www.umhb.edu/mba

Concurrent Enrollment

A student who has 12 or fewer hours for the accounting undergraduate degree may be admitted to the program. The student must meet the requirements for regular admission to the program.

Denial of Admission

The admission requirements as stated above notwithstanding, the graduate programs of the College of Business reserves the right to deny entrance to anyone whose admission, in the opinion of the departmental graduate faculty, would not serve the best interests of the applicant, the graduate program, the College of Business, the University and/or the professional community.

Departmental Admission Appeals Process

A student who has been denied admission by the Graduate Program of the College of Business may appeal the decision through written request to the UMHB Graduate Council with copies of the written request sent to the Program Director of the respective graduate business program, Dean of the College of Business, Dean of the Graduate School and the University Provost.

Time Limitations

All requirements for the Master of Business Administration (M.B.A.) and/or the Masters of Science in Information Systems (M.S.I.S.) must be completed within a five-year period from the time of admission to the program.

MASTER OF BUSINESS ADMINISTRATION (M.B.A.)

Purpose of the Program

The Master of Business Administration degree (M.B.A.) is designed to prepare graduates for business leadership positions. The knowledge, practiced skills, and attitudes needed for success in management are taught. Improvements in oral and written communication are stressed in all classes. The program also offers three tracks: accounting, sport management, and management.

Length of Program

The program consists of 36 graduate semester hours. Classes are offered in the evening in two 8-week sessions each semester. A full-time student already in possession of an undergraduate business degree may complete the M.B.A. in 12 months. Many students complete their M.B.A. in 2 years by attending night classes on a part-time basis while continuing their full-time employment.

Prerequisites

Undergraduate prerequisite courses are finance (UMHB – BFIN 3311), management (UMHB – BMGT 3310), marketing (UMHB – BMKT 3311), macroeconomics (UMHB - BECO 2311), microeconomics (UMHB - BECO 2312), financial accounting (UMHB - BACC 2311), information systems (UMHB – BCIS 3312), business data analysis/statistics (UMHB - BQBA 2302 or BQBA 2399), and computer literacy (UMHB - BCIS 1301). The computer literacy requirement may be fulfilled by the exhibition of a working knowledge of PCs and of an ability to use technological solutions for personal productivity. Individual graduate course descriptions specify any prerequisite undergraduate and/or graduate course(s) that must be completed before that specific graduate course can be taken. Students lacking prerequisite courses should contact the program director to obtain information regarding options for taking specific courses.

Graduation Requirements

- A G.P.A. of 3.0 or higher for all M.B.A. courses must be earned. Any course with a “D” must be repeated.
- A business management professional report (practicum) (BADM 6090) must be satisfactorily completed. It is to be taken during the student’s final semester. Guidelines for the practicum are available from the Program Director.
- All M.B.A. courses and the business management professional report (practicum) must be successfully completed within 5 years of starting the M.B.A. program.

M.B.A. Core Courses

BADM 6090	Integrated Business Management Practicum
BADM 6210	Managerial Communication
BADM 6213	Negotiation
BADM 6212	Organizational Behavior & Change Management
BADM 6241	Values-Driven Leadership
BADM 6243	Business, Government, & Global Economies or International Trip
BADM 6250	Legal Environment of Business
*BACC 6221	Accounting for Managers
BECO 6231	Managerial Economics & Planning
BFIN 6262	Financial Management
BMGT 6261	Strategy & Managerial Decision-Making
BMKT 6241	Marketing Management
BQBA 6211	Quantitative Methods & Managerial Decision-Making

BSYS 6242 Info Systems & Technology

BSYS 6250 Logistics & Operations Mgt

* Accounting Track students must substitute a course from another track

M.B.A. Management Track Courses

BMGT 6232 Competition & the Entrepreneurial Manager

BMGT 6260 International Management

BMGT 6236 Innovation and the Manager

BMGT 6221 Human Resource Management

M.B.A. Accounting Track Courses

BACC 6231 Contemporary Accounting Issues

BACC 6243 Fraud Examination

BACC 6241 Advanced Accounting

BACC 6250 Advanced Financial Management

M.B.A. Sport Management Track Courses

EXSS 6240 Management and Leadership in Sport

EXSS 6230 Marketing in Sport

EXSS 6270 Socio-Cultural Context of Sport

EXSS 6275 Sport Law

Suggested Schedule Part-Time M.B.A. Student

First Year

Fall One

BQBA 6211

BACC 6221

Spring One

BMGT 6212

BSYS 6242

BADM 6250

Summer

BADM 6243 or
International Trip

Fall Two

BFIN 6262

BECO 6231

Spring Two

BADM 6241

BSYS 6250

Second Year

Fall One

BADM 6210

TRACK

Spring One

BMKT 6241

TRACK

Fall Two

BECO 6213

TRACK

Spring Two

BMGT 6261

TRACK

Final Semester

BADM 6090

Suggested Schedule Full-Time M.B.A. Student

Fall One

BQBA 6211
BACC 6221
BADM 6210
TRACK

Spring One

BMGT 6212
BSYS 6242
BMKT 6241
BADM 6250
TRACK

Summer

BADM 6243 or
BADM 6291
International Trip

Fall One

BFIN 6262
BADM 6213
BECO 6231
TRACK

Spring One

BADM 6241
BSYS 6250
BMGT 6361
TRACK

Final Semester

BADM 6090

COURSE DESCRIPTIONS

PROFESSIONAL BUSINESS (BXXX)

6191-6391 Special Topics

Organized classes to explore specialized problems in an area of business administration. May be repeated for credit when the topics vary.

ACCOUNTING (BACC)

6221 Accounting for Managers

A study of the financial framework for business, including financial statement analysis and selected managerial topics such as costing, budgeting, cost-volume-profit analysis, variance analysis, and relevant costs for decision making. Prerequisite: BACC 2311.

6231 Contemporary Accounting Issues

An in-depth study of changes and potential changes in financial and managerial accounting, auditing, and tax. Students will be required to identify current issues, research the issues, and report their findings, both orally and in writing. Prerequisite: minimum 24 hours in Accounting.

6241 Advanced Accounting

An in-depth study of the consolidation of financial statements, partnerships, and foreign currency transactions. Prerequisite: minimum 24 hours in Accounting.

6243 Fraud Examination

The course will cover reasons for fraud, types of fraud, warning signs, fraud detection, technological tools, investigative techniques and financial statement screening. Prerequisites: BACC 4332 and graduate status.

6250 Advanced Financial Management

An extension of the first graduate finance course covering lease financing, investment banking, hybrid financing, inventory and credit management, derivatives and risk management, mergers and divestitures, pension plan management, short-term financing, etc. Prerequisite: BFIN 6262

BUSINESS ADMINISTRATION (BADM)

5333 Advanced Effective

Organizational Leadership

“Advanced Effective Organizational Leadership” (AEOL) is designed to take the organization leader and future leader beyond the theory of managing resources. AEOL will examine the practical application of: (1) the characteristics of effective leaders, (2) the process involved in moving from manager to leader, and (3) leadership tools to help insure success in leading organizations.

6090 Integrated Business Management Practicum

An integrated management practicum which integrates knowledge and skills learned in the M.B.A. program. The practicum includes a professional report, practical research, or academic research under the guidance of a College of Business graduate faculty committee. For further information, students should consult the document “Guidelines for Graduate Master of Business Practicum.” It must be taken during the student’s final semester.

6210 Managerial Communication

Communication theory, presentation skills and written applications are surveyed. Particular attention is paid to communications as they apply to organizations.

6212 Organizational Behavior & Change Management

A study of management functions and human behavior in business organizations, including the change process.

6213 Negotiation

The purpose of this graduate level course is to understand the theory and processes of negotiation as it is practiced in a variety of settings. The course is designed to be relevant to the broad spectrum of negotiation problems that are faced by the manager and professional. The course will allow the participants to develop a broad array of negotiation skills experientially and to understand negotiations in useful ana-

lytical frameworks. Considerable emphasis will be placed on simulations, role playing and cases.

6235 Business Models I

An introduction to the business life cycle and the administrative, operations, and systems processes that support that life cycle. A heavy emphasis will be placed on those processes related to the planning functions within organizations.

6241 Values-Driven Leadership

Ethical issues of business decisions and actions will be examined from a Christian perspective. Theories of leadership and leadership behavior will be studied. Students’ leadership styles and skills will be assessed to aid their development.

6243 Business, Government, & Global Economies

A review of critical issues in global economies. Topics include the unique problems and opportunities facing multi-national firms, the various environments of international business, and the management of international operations.

6250 Legal Environment of Business

A study of: selected internal legal constraints imposed on businesses by contractual relationships, by statutes governing the sale and purchase of goods, and by rights and duties imposed in debtor-creditor relationships; selected external legal constraints imposed on businesses by actual and potential tort liabilities, and by government regulations; the various means and procedures for resolving legal disputes in business matters

6260 Business Models II

An advanced coverage of the business life cycle and the administrative, operations, and systems processes that support that life cycle. A heavy emphasis will be placed on those processes related to the control functions within organizations.

ECONOMICS (BECO)

6231 Managerial Economics & Planning

This course combines the analysis of the firm and the economic context within which it operates, to include economic forecasting and long-range planning. Prerequisites: BECO 2311 and BECO 2312.

FINANCE (BFIN)

6262 Financial Management

A study of corporate financial strategy and optimizing models for financial decision-making. Prerequisite: BACC 2311, BFIN 3311, BQBA 6211 and BACC6221 or consent of the instructor.

MANAGEMENT (BMGT)

6221 Human Resources

This course is about both the design and execution of human resource management strategies. It adopts the perspective of a general manager and addresses human resource topics (including reward systems, performance management, high-performance human resource systems, training and development, recruitment, retention, equal employment opportunity laws, work-force diversity, and union-management relationships) from a strategic perspective. Prerequisite: BMGT 3310.

6232 Competition & the Entrepreneurial Manager

This course will focus on the positioning and determining competitive advantage of the business. Skills and behaviors necessary to be a successful entrepreneur will be developed. Prerequisite: BMGT 3310.

6236 Innovation and the Manager

This course provides a set of integrated frameworks and tools to help a general manager more effectively design and manage the strategies, processes, and organizational structures required for innovation. The content includes both

conceptual frameworks that help managers understand the different sources of innovation, as well as practical insights on how to design processes to ensure effective execution. The course tackles issues at both a strategic level as well as decisions of a more tactical nature.

6260 International Management

Focuses on the management of the multinational corporation (MCN). The objectives are to discuss specific managerial challenges and opportunities faced by MNC's, to provide knowledge and conceptual frameworks necessary for understanding and managing MNC's, and to train and develop skills for effective global leadership. Prerequisite: BMGT 3310.

6261 Strategy & Managerial Decision-Making

Integration of various points of view in the development and implementation of business strategies and an exploration of the impacts of these strategies on upper-level-management decision-making. Prerequisite: BMGT 3310.

MARKETING (BMKT)

6241 Marketing Management

A seminar dealing with developments in marketing management, wholesaling, retailing, and the functional areas of marketing. Prerequisite: BMKT 3311.

QUANTITATIVE BUSINESS ANALYSIS (BQBA)

6211 Quantitative Methods & Managerial Decision-Making

An introduction to and application of the methods of formulating and analyzing business information using statistical techniques. Prerequisites: BQBA 2302 or BQBA 2399.

BUSINESS SYSTEMS (BSYS)

6242 Information Systems and Technology

A study of process management theory and the structure of various business processes to include planning, selection, design, control, and location.

6250 Logistics and Operations Management

A study of various aspects of supply chain management and business processes to include planning and scheduling, lean logistics, inventory management, and operational integration.

SPORT MANAGEMENT (EXSS)

6230 Marketing in Sport

A survey of marketing concepts through the utilization, application, and initiation of marketing research including promotion, public relations, and sponsorship campaigns designed for the sport industry. Emphasis on marketing plans, fundraising campaigns, corporate sponsorship proposals, assessment of promotional needs and limitations, and development of a comprehensive promotion plan.

6240 Management and Leadership in Sport

An analysis of planning, organizing, leading, and evaluating efforts resulting in the creation of a vision and the establishment of goals for professional and amateur sport organizations. Emphasis on effective management practices, policy development, negotiation, conflict resolution, strategic planning, leadership theory, decision-making, problem solving, and event management principles.

6270 Socio-Cultural Context of Sport

A philosophical examination of cultural influences affecting contemporary sport managers. Emphasis on historical influences, philosophical ethos, economical volatility, political pressures, the legal system, education, and ethical dilemmas revealed through sport and from sport participants.

6275 Sport Law

An examination of the potentially litigious sport activity settings and the applied legal concepts and aspects. Emphasis on tort law, risk management, product liability, constitutional law, contract law, administrative/statutory law, legal system, labor/antitrust law, crowd control, security, and legal research.

MASTER OF SCIENCE IN INFORMATION SYSTEMS (M.S.I.S.)

Purpose of the Program

The Master of Science in Information Systems (M.S.I.S.) degree is designed to provide a specialized graduate education for information systems professionals. The M.S. in Information Systems will provide knowledge needed to succeed in information systems management in industry and government in general and, more specifically, software development, implementation, and administration.

Length of Program

The program consists of 36 graduate semester hours. It may be completed in 24 months by a part-time student with an undergraduate information systems or related degree. Classes are offered in the evening in two 8-week sessions each semester. Most students complete their M.S.I.S. in 2 years by attending night classes on a part-time basis while continuing their full-time employment.

Prerequisites

Students seeking admission to this program will be required to have either an undergraduate degree in Information Systems or an undergraduate degree in another major with adequate relevant work experience. Individual graduate course descriptions specify any prerequisite undergraduate and/or graduate course(s) that must be completed before that specific graduate course can be taken.

Admissions

See page 35 (Admissions Requirements for MBA and MSIS)

Graduation Requirements

- A G.P.A. of 3.0 or higher for all M.S. courses must be earned. Any course with a “D” must be repeated.
- An integrated systems management practicum (BCIS 6290) must be satisfactorily completed during the student’s final semester.
- All M.S. courses and the integrated systems management practicum must be successfully completed within 5 years of starting the M.S. program.

M.S.I.S. Required Courses

BADM	6210	Managerial Communication
BADM	6212	Organizational Behavior & Change Management
BADM	6213	Negotiation
BADM	6235	Business Models I
BADM	6241	Values-Driven Leadership
BADM	6243	Business, Government, & Global Economies
BADM	6260	Business Models II
BCIS	6215	Decision Models & Systems
BCIS	6220	Database Development and Administration
BCIS	6225	Software Engineering
BCIS	6230	Emerging Information Technologies
BCIS	6235	Software Quality
BCIS	6240	Software Development Methodologies
BCIS	6245	Information & Knowledge Management
BCIS	6250	Technical Personnel Management

BCIS	6255	Software Project Management
BCIS	6265	Information Systems Management
BCIS	6290	Integrated Systems Management Practicum

Suggested Schedule Part-Time M.S.I.S. Student

First Year

Fall One
BCIS 6215
BADM 6210

Spring One
BADM 6212
BCIS 6235

Summer
BADM 6243
International Trip

Fall Two
BCIS 6225
BADM 6213

Spring Two
BADM 6241
BCIS 6250

Second Year

Fall One
BCIS 6230
BCIS 6255

Spring One
BCIS 6265
BCIS 6220

Fall Two
BADM 6235
BCIS 6240

Spring Two
BCIS 6245
BADM 6260

Final Semester

BCIS 6290

COURSE DESCRIPTIONS

COMPUTER INFORMATION SYSTEMS (BCIS)

6215 Decision Models & Systems

A survey of quantitative decision-modeling tools and techniques. Integration of decision-making models into decision support environments in information technology organizations is examined.

6220 Database Development and Administration

In-depth examination of database modeling, development, and administration. Database models are studied with emphasis placed on relational and object-oriented database models. The importance of database to business software application is covered.

6225 Software Engineering

A survey of software engineering theory, practice, techniques, methodologies, and tools. Issues and considerations as related to the development of business software applications are examined. Discussions with software engineering professionals are included.

6230 Emerging Information Technologies

Examination of advanced and emerging technologies that affect the information technology organization and software development. Topics include those related to advances in hardware, software, and networking. Heavy emphasis is placed on Internet-based technologies. Integration in local organizations is examined.

6235 Software Quality

A survey of topics related to the assurance of high quality in information systems software development, implementation, and maintenance. Included is coverage of the various software quality metrics and assurance techniques.

6240 Software Development Methodologies

A survey of software development methodologies, techniques, and tools. Methodologies include the systems development life cycle, prototyping, rapid application development, object-oriented development, client/server development, and others. Methodologies, techniques, and tools utilized in today's organizations are reviewed.

6245 Information & Knowledge Management

In-depth examination of database, information, and knowledge management. Information engineering, modeling, development, and administration will be examined. Database models are studied with emphasis placed upon relational and object-oriented database models. Importance to the development of business software applications is covered.

6250 Technical Personnel Management

A survey of the methods, techniques, practices, and tools utilized in recruiting, developing, training, and assessing information technology-related personnel. Includes an examination of technology-related and non-technology-related organizations' practices in technical personnel management.

6255 Software Project Management

An examination of the standards, methodologies, practices, and tools involved in the planning, ongoing management, and evaluation of software development and implementation projects.

6260 Information Technology & Change Management

A study of the effects on the organization of information-driven change and information technology-driven change. Includes discussions on how technology is changing organizations, how technology change can contribute to competitive advantage, and strategic implications of technology-driven change.

6265 Information Systems Management

A survey of the impact of an organization's purpose, culture, management, structure, personnel, technology, environment, and decision making on the acquisition, storage, dissemination, use, and disposition of information.

6290 Integrated Systems Business Practicum

An integrated systems management practicum which integrates knowledge and skills learned in the Master of Science in Information Systems program. The student must satisfactorily complete the practicum during the student's final semester. The practicum includes a professional report, practical research, or academic research under the guidance of a College of Business graduate faculty committee. For further information, students should consult the document "Guidelines for Graduate Master of Science in Information Systems Practicum."

COLLEGE OF CHRISTIAN STUDIES

Dr. William D. M. Carrell, Dean

Mission Statement

The Graduate Programs in Religion promote theological inquiry and reflection preparing students for effective Christian service and leadership. The programs involve students in intense study and research in four major theological disciplines: Biblical Studies, Theological/Philosophical Studies, Historical Studies, and Christian Ministry Studies. The program in Theological Studies allows students to concentrate in the theological disciplines in preparation for advanced study. The program in Christian Ministry allows students to enhance specific ministry skills for effective service in the church and ministry organizations.

MASTER OF ARTS IN RELIGION (M.A.)

Note: Program content under review; new students will be accepted for 2007.

Theological Studies Program

36-hour thesis program emphasizing focused study in one or more of the theological disciplines.

Christian Ministry Program

36-hour project program emphasizing theological reflection and practical implementation of ministry skills.

Description

Students complete a minimum of thirty-six (36) semester hours of graduate courses. Included in these hours are required and elective graduate religion courses and either a thesis (Theological Studies Program) or a professional project (Christian Ministry Program). Full-time students [students taking a minimum of nine (9) hours per semester and six (6) hours in the summer] may complete the program in three (3) to four (4) semesters. Students enrolled less than full-time may take up to five (5) years after enrollment to complete the degree. **All degree requirements must be completed within five (5) years of enrollment.** All courses are taught on the campus of the University of Mary Hardin-Baylor. Internships, by necessity, are offered at various, appropriate ministry settings off campus.

Programs of Study

Theological Studies Program

A faculty advisor works closely with each student to develop a program of study that meets the student's needs and interests. The graduate program consists of four elements: required graduate religion courses, additional concentration and elective courses, a comprehensive exam, and a thesis.

1. All students complete eighteen (18) hours in 6000-level courses. These courses must include:
 - Biblical Studies (RLBS) – 6 hours (at least one Old Testament and one New Testament course)
 - Theological/Philosophical Studies (RLTH/PHIL)- – 6 hours
 - Historical Studies (RLCH) – 3 hours
 - Ministry Studies (RLMN) – 3 hours
2. In consultation with their graduate advisor, students select an additional six (6) graduate hours for a concentration in either Biblical, Theological/Philosophical, or Historical studies.
3. In consultation with their graduate advisor, students select an additional six (6) hours of graduate elective courses.

Students may apply no more than twelve (12) hours of 5000-level courses toward the degree. Additional 5000-level courses may be taken for meeting prerequisite requirements. Students must attain a minimum grade of “C” in all courses that apply toward the degree.
4. At the conclusion of course work, students take a comprehensive examination (RELI 6090) over their course work.
5. A thesis (RELI 6125-6625) composes the final six (6) hours of the program.

Christian Ministry Program

A faculty advisor works closely with each student to develop a program of study that meets the student's needs and interests. The graduate program consists of four elements: required graduate religion courses, courses related to Christian ministry, a comprehensive exam, and a professional project.

1. All students complete eighteen (18) hours in 6000 level courses. These courses must include:
 - Biblical Studies (RLBS) – 6 hours (at least one Old Testament and one New Testament course)
 - Theological/Philosophical Studies (RLTH/PHIL)- – 6 hours
 - Historical Studies (RLCH) – 3 hours
 - Ministry Studies (RLMN) – 3 hours
2. In consultation with their graduate advisor, students select an additional twelve (12) graduate hours in courses relating to Christian ministry.

Students may apply no more than twelve (12) hours of 5000-level courses toward the degree. Additional 5000-level courses may be taken for meeting prerequisite requirements. Students must attain a minimum grade of “C” in all courses that apply toward the degree.
3. At the conclusion of course work, students take a comprehensive examination (RELI 6090) over their course work.
4. A professional project (RELI 6132-6632) composes the final six (6) hours of the program.

COURSE DESCRIPTIONS

GREEK (GREK)

5411 Intermediate Greek I

The course concentrates on translation of New Testament texts with analysis of grammar and syntax. Prerequisite: Demonstrated proficiency.

5412 Intermediate Greek II

The course concentrates on translation of New Testament texts with analysis of grammar and syntax. The course also includes an introduction to New Testament textual criticism. Prerequisite: GREK 5411.

6312 Seminar in New Testament Greek

The course concentrates on a study of Greek based upon the translation and exegesis of selected portions of the New Testament and other early Christian literature. Attention will be given to grammar, lexicography, and textual criticism. The course may be repeated when content differs. Prerequisite: GREK 5412 or permission of instructor.

HEBREW (HBRW)

5411 Intermediate Hebrew I

The course presents the student with a detailed analysis of biblical Hebrew. Appropriate sections of the Old Testament Scriptures are examined. Attention is given to the grammar, syntax, and text of a different culture written in a language from the ancient world. Prerequisite: Demonstrated proficiency.

5412 Intermediate Hebrew II

The course presents the student with a detailed analysis of biblical Hebrew. Appropriate sections of the Old Testament Scriptures are examined. Attention is given to the grammar, syntax, and text of a different culture written in a language from the ancient world. Prerequisite: HBRW 5411.

6311 Seminar in Hebrew

The course concentrates on a study of Hebrew based upon translation and exegesis of selected portions of the Hebrew Bible and other Semitic literature. Attention will be given to grammar, lexicography, and textual criticism. The course may be repeated when content differs. Prerequisite: HBRW 5412 or permission of instructor.

**MUSIC
(MUSI)**

5282 Church Music Administration I

This course examines the local church music ministry. Special emphasis upon the elementary level of the graded choir program. Some attention to the children's church music literature.

5283 Church Music Administration II

This course emphasizes the adult areas in church music. Some attention to practical church music literature for these age divisions.

5380 Music in Worship

This course provides an introductory study of the history and philosophy of church music from pre-Christian religions through the 20th century.

5381 Hymnology

This course examines the development of congregational singing and of literature of the Christian church.

**PHILOSOPHICAL STUDIES
(PHIL)**

5302 Apologetics

The course examines the reasoned defense of the Christian faith. Special emphasis will be placed upon the principles and history of Christian Apologetics, establishing historical Christianity within the framework of competing worldviews.

5320 Philosophy of Religion

The course provides an introduction to the traditional problems in the area of philosophy of religion including the nature of religion, the existence of God, faith and reason, the nature of religious language, evil and suffering, and the relation of philosophy to theology.

5391 Philosophical Studies

The course examines selected issues in philosophy. The course may be repeated when subject matter differs for a maximum of 9 hours.

6352 Seminar in Philosophy of Religion

The course examines selected issues in Philosophy of Religion. The course may be repeated when subject matter differs for a maximum of 9 hours.

**BIBLICAL STUDIES
(RLBS)**

5301 Biblical Backgrounds

The course examines the religious, cultural, and historical backgrounds of the Bible (OT and NT) with special reference to the major archaeological discoveries of the 19th and 20th centuries which have illuminated biblical interpretation and understanding.

5323 Old Testament Studies

The course provides advanced study of selected portions of the Old Testament. The course may be repeated when subject matter differs for a maximum of 9 hours.

5326 New Testament Studies

The course provides advanced study of selected portions of the New Testament. The course may be repeated when subject matter differs for a maximum of 9 hours.

**6301 Archaeology and the Ancient
Near East**

The course examines the ancient Near East, its history, culture, and religion as evidenced through archaeological excavation and the interpretation of archaeological data. The focus of the course will be upon the Biblical period.

6310 Hermeneutics

The course provides an introduction to the Christian conception of scripture from the closing of the Canon to the modern era. Topics to be considered include the relationship of scripture to Tradition, appropriation of Hebrew scripture, exegetical and hermeneutical theories, scripture and culture.

**6320 Seminar in Old Testament
Interpretation**

The course examines a designated book, group of books, or major theme from the Old Testament. The course may be repeated when subject matter differs for a maximum of 9 hours.

**6322 Contemporary Issues in Old
Testament Study**

The course examines a selected major issue in contemporary Old Testament scholarship. The course may be repeated when subject matter differs for a maximum of 9 hours.

**6340 Seminar in New Testament
Interpretation**

The course examines a designated book, group of books, or major theme from the New Testament. The course may be repeated when subject matter differs for a maximum of 9 hours.

**6342 Contemporary Issues in New
Testament Study**

The course examines a selected major issue in contemporary New Testament scholarship. The course may be repeated when subject matter differs for a maximum of 9 hours.

**HISTORICAL STUDIES
(RLCH)**

5310 History of the Baptists

The course examines the history of the Baptist denomination from its beginnings to the present noting particularly the development in England and America. The basic concepts of Baptist doctrine and polity will be viewed in their historical setting.

5312 Christian Missions

The course examines the spread of Christianity with an emphasis upon the modern missionary movement.

5315 Religions of the World

The course examines the most widely practiced religions in the modern world with emphasis upon their founders, major doctrines, and religious institutions. The course may be repeated when subject matter differs for a maximum of 6 hours.

5372 Studies in Church History

The course examines a selected period in the history of the church. The course may be repeated when subject matter differs for a maximum of 9 hours.

6317 Seminar in Church History

The course examines selected topics in the history of the church. The course may be repeated when the subject matter differs for a maximum of 9 hours.

6325 Seminar in Baptist Studies

The course examines selected issues in Baptist studies. This course may be repeated when the subject matter differs for a maximum of 9 hours.

MINISTRY STUDIES (RLMN)

5305 The Ministry of the Church

The course examines a selected area of ministry for the modern church. Students are required to participate in the area of ministry examined by the course. The course may be repeated when subject matter differs for a maximum of 9 hours.

5310 Sermon Preparation

The course provides an historical, theological, and practical study of the theory and methods of sermon preparation.

5330 Ministry to Youth

The course examines the philosophy and contemporary trends of youth ministry including issues faced by youth in modern society. Students are required to participate in a youth ministry setting. The course may be repeated when subject matter differs for a maximum of 6 hours.

5331 The Ministry of Pastoral Care

The course studies the biblical principles of pastoral leadership, counseling, and servant hood as a foundation for developing a model of contemporary pastoral ministry. The course may be repeated when subject matter differs for a maximum of 6 hours.

5652 Clinical Pastoral Education

In cooperation with Scott & White Memorial Hospital in Temple, UMHB offers ministerial students the opportunity to gain valuable practical experience by serving as a chaplain-intern. In this role, the student will be called upon to provide pastoral care to patients and their families. The CPE experience provides training in ministry-method and challenges the student to strive to grow significantly in self-understanding. The chaplain-intern receives support and guidance from a supervisor and peers while seeking to recognize personality issues, identify personal goals, and strive for vocational success. Prerequisite: Permission of the Chair of the Department of Religion required.

6331 Seminar in Christian Ministry

The course examines selected topics in Christian Ministry. The course may be repeated when subject matter differs for a maximum of 9 hours.

THEOLOGICAL STUDIES (RLTH)

5312 Christian Ethics

The course presents a study of the social and ethical principles of the Bible and their application to the Christian's daily life.

5317 Selected Themes in the History of Christian Doctrine

The course examines selected themes or doctrines in the history of the Christian church. The course may be repeated when subject matter differs for a maximum of 9 hours.

6312 Seminar in Christian Ethics

The course examines ethical problems in the contemporary society and the resources available in the Judeo-Christian traditions for analyzing these problems. Students work on a specific problem or problems and emphasis is placed on developing techniques and discovering the resources available for ethical analysis. The course may be repeated when subject matter differs for a maximum of 9 hours.

6316 Seminar in Systematic Theology

The course examines selected theologians. The course may be repeated when subject matter differs for a maximum of 9 hours.

RELIGION (RELI)

6090 Comprehensive Examination

Both Theological Studies and Christian Ministry program students must complete a comprehensive examination over their course work prior to beginning work on the thesis or professional project.

6125-6625 Research Thesis

As culmination of the Theological Studies program, students complete an extensive work of research in the field of their chosen concentration. Students work under the guidance of their graduate advisor. In addition, they select two other faculty readers, one from within the Department of Religion and one from the Department of English. Students must first present a research proposal to their graduate advisor. Upon approval of the graduate advisor, the proposal is then forwarded to the faculty of the Department of Religion for approval. Once approved, the student may then begin work on the thesis. For further information on the thesis, students should consult the document "Guidelines for Graduate Theses in the Department of Religion."

6132-6632 Professional Project

As culmination of the Christian Ministry program, students complete a professional project under the guidance of their faculty advisor and a skilled ministry supervisor. The project includes a written proposal, review of current literature, presentation of alternative approaches, explanation of approach taken, and discussion of results. Students must first present a project proposal to their graduate advisor. Upon approval of the graduate advisor, the proposal is then forwarded to the faculty of the Department of Religion for approval. Once approved, the student may then begin work on the project. For further information on the project, students should consult the document "Guidelines for Graduate Projects in the Department of Religion."



COLLEGE OF EDUCATION

Dr. Marlene Zipperlen, Dean

Dr. Shirley A. Dahl, Graduate Council Representative

Purpose

The University of Mary Hardin-Baylor offers the Master of Education (M.Ed.) degree with majors in Educational Administration, Educational Psychology, Reading Education, Exercise Sport Science (EXSS), and General Studies (fields of study: Educational Administration (EDAD), Early Childhood Education (EDEC), Special Education (EDSP), Reading (READ), Biology (BIOL), Chemistry(CHEM), English (ENGL) and Business Management (BMGT). Professional certification programs are available for Educational Diagnostician, Educational Administration (Principal), Educational Administration (Superintendent), Reading Supervisor, Master Reading Teacher, and Special Education.

Mission

The mission of the Graduate Programs in Education at the University of Mary Hardin-Baylor is to develop educational practitioners and service professionals who exemplify leadership in value-centered education, and to develop leaders for the successful operation of public and private schools in Texas, within a Christian framework, in the areas of school administration, educational psychology, reading, special education, English, biology, chemistry, exercise and sport science, and business management.

Vision

Within a Christian environment, the University of Mary Hardin-Baylor's Graduate Programs in Education in the College of Education strive to provide preparation and certification for highly qualified professional educators who are then able to transform lives and serve through excellence in academics, practical application, and professional collaboration.

GRADUATE PROGRAMS IN EDUCATION (M.Ed.)

Length of the Program

Required courses are scheduled for the convenience of employed individuals. By using a combination of summer and evening offerings, a typical student should be able to earn the Master of Education (M.Ed.) degree in a span of two years. A student has, however, up to five years after enrollment to complete all requirements for the degree.

Steps in Applying for Admission to the Program

A prospective student may apply for admission to the University by taking the steps outlined in the General Admissions section of this catalog. The student will also be required to complete a departmental application for graduate study and to schedule an interview with the Dean of the College of Education. The student should bring the completed departmental application to the interview with the Dean.

Admission Requirements

The basic requirement for admission to graduate studies in the College of Education is a Texas teaching certificate. Persons without Texas certification but planning to acquire such by taking appropriate coursework or by converting an out-of-state certificate to a Texas certificate may be permitted limited enrollment while obtaining such certification.

Nonetheless, under the programs for Educational Administration, Educational Psychology, and General Studies with a specialization in English programs, students can pursue the M.Ed. degree without having a Texas teaching certificate. Such students would be required to do leveling work of six semester hours in basic education courses (EDUC 3315 Students and Learning and EDUC 3316 Survey of Special Populations) and would need to sign a statement of understanding that the degree would not qualify them for a professional position in education unless and until they acquire a Texas teaching certificate and meet any other conditions the State might require. All other University admission requirements, such as minimum GPA and GRE score, would apply.

An applicant for enrollment in a M.Ed. program may be admitted in one of four categories:

1. Regular Admission

To be admitted to any of the programs leading to the Master of Education degree, an applicant must:

- Have completed a baccalaureate degree from a regionally accredited institution.
- Possess a valid teaching certificate if seeking additional certification or adding endorsements.
- Have an overall undergraduate GPA of at least 2.75 and a GRE score of at least 850;
OR
- Have an undergraduate GPA on the last 60 hours of at least 3.00.

2. Conditional Admission

An applicant may be conditionally admitted to enrollment in a M.Ed. program under the following circumstances:

- A senior undergraduate student who has at least a 3.00 cumulative GPA and who lacks nine or fewer semester hours toward graduation may, with the approval of the advisor, the appropriate department chair, and the Director of Graduate Programs, enroll for seven or fewer graduate credits in the last semester of undergraduate work.
- An applicant who does not possess a Texas teaching certificate or whose undergraduate credits do not include sufficient courses in a particular subject area necessary to the desired program may be admitted. A deficiency plan containing the needed undergraduate academic work will be prepared by the appropriate official for such a student. The student may concurrently enroll in graduate and undergraduate courses. Upon completion of the deficiency plan if the other admission criteria are satisfactorily met, the student's enrollment status becomes regular.
- An applicant may be admitted conditionally when he or she shows evidence of meeting the regular admission criteria but has incomplete documentation (official transcripts, official GRE score report, letters of reference). A student so admitted must eliminate that conditional status by date agreed upon as shown on the Conditional Admission form. Failure to comply will result in not being allowed to register the next semester as well as transcripts being placed on hold. Departmental recommendation is required for Conditional Admission and for being dropped from the program.

3. Probationary Admission

Probationary admission may be granted when a student meets only one of the regular admission criteria, but shows evidence of ability to participate successfully in graduate study. A student seeking probationary admission must have a strong departmental recommendation and the approval of the University Graduate Council. A student so admitted may take no more than nine (9) hours of graduate work. If grades of "B" or better are earned for those nine hours, the student's probationary status will be changed to regular status.

4. Special Admission

An applicant who wishes to complete a particular type of certification which does not require a full M.Ed. degree from UMHB, or an individual who wishes to take courses for self-improvement, or a transient student who wishes to take a course for transfer to another institution may be admitted under the following conditions:

- The student must be admitted to the University at the graduate level.
- The student must sign a statement to the effect that he/she does not wish to pursue a graduate degree at the University of Mary Hardin-Baylor.
- The student must have permission from the Dean of the College of Education.

Requirements

To receive a Master of Education degree, a student must meet the following requirements:

- The student must be admitted to degree candidacy.
- The student must earn 36 semester hours as prescribed in one of the following programs: Educational Administration, Educational Psychology, Reading Education, or General Studies. These courses must be completed with a GPA of at least 3.00 with no grade less than "C." A minimum of 18 semester hours must be taken at the 6000 level. A 5000-level course may not be repeated for graduate credit.
- The student must receive the recommendation of an advisor from the student's major department based upon satisfactory completion of a comprehensive exami-

nation. Satisfactory completion is defined as receiving a “pass” score on all questions required or chosen by the student.

Core Courses

All Master of Education (M.Ed.) degree programs offered by the University of Mary Hardin-Baylor must include the following three core courses:

- EDPS 6350 Psychology of Learning
- AND
- EDSP 6351 Minority Population Groups and the Exceptional Learner
- OR**
- EDUC 6351 The School in a Multicultural Society
- AND
- EDAD 6368 Applications of Educational Research
- OR**
- EDUC 6352 Research Techniques and Procedures

Admission to Candidacy for the Degree

A student whose enrollment status is Regular, who has completed at least 18 graduate semester hours with a cumulative GPA of 3.00 or higher, and who has filed a degree plan is eligible to apply for candidacy for the Master of Education degree. Application is made to the Dean of the College of Education.

Comprehensive Examination

After being admitted to candidacy and after earning at least 27 graduate semester hours (to include all core courses) with a cumulative GPA of 3.00 or higher, students are required to pass a comprehensive examination given in their major department. The exam is offered once each semester. For the semester the student wishes to take the comprehensive examination, the student should enroll in the non-fee course EDUC 6090 (or READ 6090) and should complete the application form obtained from the secretary of the Department of Education. The exam is usually conducted on a Saturday approximately in the middle of the semester.

The comprehensive examination may be written or oral or both. At this time, the exam consists of six written questions covering six of the courses taken by the student toward the degree program being sought. The six questions include one question each from the three core courses and one question each chosen by the student from those submitted by the professors of three remaining classes.

Retention and Dismissal

Each student admitted to the Master of Education (M.Ed.) program is expected to make satisfactory progress. A student’s progress is monitored at four consecutive stages. No student will be permitted to register for courses in subsequent stages unless all requirements for the preceding stage have been met:

No. of Semester Hrs.	Stage
0-18	Regular Admission
18-27	Admission to Candidacy
27-36	Comprehensive Examination
36 or more	Recommendation of Major Department for M.Ed.

Specific Program Requirements

Educational Administration

The Educational Administration programs at UMHB are designed to prepare practitioners to become leaders who lead by example, are driven by a vision of success, and are advocates in shared decision-making. Further, they must become both politically astute, managers of conflict, public servants charged to work with school boards, and are able to respond quickly to a wide-range of issues dealing with diversity, technology, finance, and continuous school improvement for every child.

To earn a **Master of Education degree with a major in Educational Administration:** a student must complete 36 semester hours as follows:

EDAD	6360	Administration Theory and Practice
EDAD	6362	School Law
EDAD	6363	School Business Management and Finance
EDAD	6364	The Administration of Special Programs
EDAD	6365	Pupil Personnel Management
EDAD	6366	The Role of the Principal
EDAD	6367	The School and Its Instructional Program
EDAD	6368	Applications of Educational Research
EDPS	6350	Psychology of Learning
EDUC	6350	Current Issues in American Education
EDUC	6351	The School in a Multicultural Society

(for elementary certificate holders)

READ	6301	Problems and Issues in Teaching Reading in the Elementary School
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OR

(for secondary certificate holders)

READ	6311	Problems and Issues in Teaching Reading in the Secondary School
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Professional Principal Certificate: A student must complete the 36 semester hours listed above, earn the M.Ed. degree, have a valid Texas teacher certificate, have two years of acceptable classroom teaching experience, complete EDAD 6391 Internship in Middle Management, and pass TExES Examination #68.

Superintendent Certificate: The professional certification program for the superintendent (TExES #64) is designed to be practitioner-friendly with versatility and flexibility in the summer institutes and during the fall and spring semesters. The program will operate under the cohort concept with smaller classes and one-on-one attention. The Program will consist of fifteen semester hours specifically designed to ensure that students will meet both the standards and competencies for superintendents in the state of Texas.

EDAD	6370	The Superintendent: Leadership Challenges
EDAD	6373	The Superintendent: Leadership in a Pluralistic Society
EDAD	6376	The Superintendent: The 21 st Century Curriculum
EDAD	6377	The Superintendent: School Reform for the 21 st Century
EDAD	6379	Superintendency Internship

Recruitment and Admission

For admission, an applicant must:

- have completed a master's degree from a regionally accredited institution,
- have official transcripts on file in the UMHB Admissions Office,
- have a valid Texas teaching certificate,
- have a valid Texas Principal's certificate, and
- meet all requirements for admission to graduate school for UMHB.

To be recommended for certification, the students must:

- complete all required hours through UMHB, and
- pass the TExES #64 test.

Educational Psychology

The Master of Education in Educational Psychology leads to professional certification as an educational diagnostician. Heavy emphasis is placed on assessment, determining appropriate educational placement, and individual education programs for students with disabilities. Certification requires passing the TExES examination #153 and two years of teaching experience.

To earn a **Master of Education degree with a major in Educational Psychology, including the Professional Educational Diagnostician Certificate**: a student must complete 36 semester hours as follows:

Core9 hours as follows

EDPS	6350	Psychology of Learning
EDSP	6351	Minority Population Groups and the Exceptional Learner
EDUC	6352	Research Techniques and Procedures
EDUC	6090	Comprehensive Examination

Education for Students with Disabilities6 hours from the following

EDSP	5332	Advanced Study in Mild Learning Disabilities
EDSP	5333	Advanced Study in Developmental Disabilities
EDSP	6320	Professional Roles and Responsibilities
EDSP	6339	Education for Disabled Youth
EDSP	6341	Trends and Issues for the Education of Exceptional Learners

Assessment and Evaluation9 hours as follows

EDEC	6329	Assessment in Early Childhood
EDSP	5334	Assessment in Special Education

OR

PSCO	6326	Psychological Assessment
PSCO	6324	Wechsler Intelligence Testing

Human Development and Disabilities3 hours from the following

EDEC	5320	Advanced Early Childhood Development
EDSP	5331	Development of Disabled Learners
PSCO	6310	Lifespan Development Seminar

Learning Theory3 hours from the following

EDSP	6338	Behavior Analysis
PSCO	6320	Theories of Counseling
PSCO	6380	Cognitive and Behavioral Counseling

Instructional Modification: Practical Application,

Remediation Techniques, and Materials6 hours from the following

EDSP	5338	Advanced Practical Experiences
EDSP	5339	Applied Intervention Designs and Strategies
EDSP	5363	Assistive Technology Resources and Services
EDSP	6340	Environments of Special Learners (Practicum)
EDSP	6381	Special Topics

The required TExES Examination is #153. **Two years of teaching experience are required.**

Professional Educational Diagnostician Certificate: a student must complete 33 semester hours as follows

Education for Students with Disabilities9 hours from the following

EDSP	5332	Advanced Study in Mild Learning Disabilities
EDSP	5333	Advanced Study in Developmental Disabilities
EDSP	6320	Professional Roles and Responsibilities
EDSP	6339	Education for Disabled Youth
EDSP	6341	Trends and Issues for the Education of Exceptional Learners
EDSP	6351	Minority Population Groups and the Exceptional Learner

Assessment and Evaluation9 hours as follows

EDEC	6329	Assessment in Early Childhood
EDSP	5334	Assessment in Special Education

OR

PSCO	6326	Psychological Assessment
PSCO	6324	Wechsler Intelligence Testing

Human Development and Disabilities3 hours from the following

EDEC	5320	Advanced Early Childhood Development
EDSP	5331	Development of Disabled Learners
PSCO	6310	Lifespan Development Seminar

Learning Theory6 hours from the following

EDPS	6350	Psychology of Learning
EDSP	6338	Behavior Analysis
PSCO	6320	Theories of Counseling
PSCO	6380	Cognitive and Behavioral Counseling

Instructional Modification: Practical Application,

Remediation Techniques, and Materials6 hours from the following

EDSP	5338	Advanced Practical Experiences
EDSP	5339	Applied Intervention Designs and Strategies
EDSP	5363	Assistive Technology Resources and Services
EDSP	6340	Environments of Special Learners
EDSP	6381	Special Topics

The required TExES Examination is #153. **Two years of teaching experience and a Master's Degree are required.**

Exercise and Sports Science (EXSS)

The graduate program in the Department of Exercise & Sport Science prepares students from diverse backgrounds for careers as Athletic & Fitness Administrators, Coaching and Sport Management Specialists. A twenty four hour core curriculum is required of all majors: nine hours in Education and fifteen hours in Exercise & Sport Science. Students then specialize with nine hours from one of two areas of interest (Sport Management or Coaching and Administration). Each student must successfully complete requirements for a culminating experience by taking an oral and written comprehensive examination. There is no foreign language requirement.

Core9 hours as follows

EDAD 6368

OR

EDUC 6352 Research

EDUC 6351 Multi-Cultural Society

EDSP 6350 Psychology of Learning

EXSS Core 15 hours as follows

EXSS 6380 Advanced Exercise Physiology

EXSS 6360 Advanced Statistics & Applied Research

EXSS 6350 Readings, Issues, Trends, Problems in EXSS (cross-listed with EDUC 6350)

EXSS 6330 Biomechanical Analysis

EXSS 6320 Performance Nutrition

EXSS 6090 Comprehensive Exam

EXSS Interest Area9 hours from one of the following two areas:

Coaching/Administration:

EXSS 6370 Sport Psychology

EXSS 6385 Advanced AT and Rehabilitation

EXSS 6240 Management and Leadership (cross-listed with EDAD 6360)

EXSS 6140 Leadership Lab (cross-listed with EDAD 6360)

Sport Management:

EXSS 6275 Sport Law

EXSS 6240 Management and Leadership (cross-listed with EDAD 6360)

EXSS 6140 Leadership Lab (cross-listed with EDAD 6360)

EXSS 6270 Socio-Cultural Context of Sport

EXSS 6230 Marketing in Sport

Elective 3 hours

Program Requirements:

1. Bachelor's degree in Exercise Science or related field and/or must include the following courses:
 - a. 3 hours—Kinesiology
 - b. 3 hours—Exercise Physiology
 - c. 4 hours—Anatomy and Physiology I
 - d. 4 hours—Anatomy and Physiology II
2. 3.0 GPA (last 60 hours of undergraduate degree)
3. GRE Score
4. Interview with EXSS Graduate Program Director

Reading Education

The Master's of Reading program prepares the professional for a wide array of all-level job responsibilities including: Reading Specialist, Master Reading Teacher, Reading Coach, Curriculum Specialist, Supervisor, Teacher and Lead Teacher.

To earn a **Master of Education degree with a major in Reading Education***, a student must complete 36 semester hours as follows:

EDSP	6350	Psychology of Learning
EDUC	6351	The School in a Multicultural Society
EDUC	6352	Research Techniques and Procedures
READ	5351	Advanced Children's Literature and Literacy
READ	5352	Advanced Diagnostic and Corrective Reading

OR

READ	6358	Advanced Assessment in Reading
READ	5355	Advanced Content Area Reading
READ	6353	Reading: A Linguistic Perspective
READ	6354	Clinical Practice in Reading Education
READ	6356	Organization and Leadership of Reading Programs
READ	6090	Comprehensive Examination

Three (3) semester hours of graduate electives in a related area:

READ	6181-6681*	Special Topics
READ	6190-6690*	Independent Study
READ	6191-6691*	Seminar
READ	6192-6692*	Independent Research

Six semester hours selected from one of the following two areas:

Secondary certificate holders - 6 hours

EDUC	5303	Curriculum and Instruction in the Elementary School
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OR

EDSP	5339	Applied Intervention Designs and Strategies
READ	6301	Problems and Issues in Teaching Reading in the Elementary School

Elementary certificate holders - 6 hours

EDUC	5314	Curriculum and Instruction in the Secondary School
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OR

EDSP	5339	Applied Intervention Designs and Strategies
READ	6311	Problems and Issues in Teaching Reading in the Secondary School

*In all graduate reading programs, students may not take a 5000-level course if they have already taken this course at the undergraduate level. Instead, the student may substitute, with the graduate program director's approval, one of the 6000-level electives (READ 6181-6681 Special Topics, READ 6190-6690 Independent Study, READ 6191-6691 Seminar, or READ 6192-6692 Independent Research).

Professional Reading Specialist Certificate (All-level) requires the student to complete the 36 semester hours listed above, earn the M.Ed. degree, have a valid Texas teacher certificate, have **two (2)** years of acceptable classroom teaching experience, and pass the **TEXES Examination #151**.

Certification as a Professional Reading Specialist (All-level) by a person who already has a Master's Degree and provisional certification may be obtained by completing 24 semester hours as follows:

EDUC	6351	The School in a Multicultural Society
READ	5352	Advanced Diagnostic and Corrective Reading
OR		
READ	6358	Advanced Assessment in Reading
READ	5355	Advanced Content Area Reading
READ	6353	Reading: A Linguistic Perspective
READ	6354	Clinical Practice in Reading Education
READ	6356	Organization and Leadership of Reading Programs

Six semester hours selected from one of the following two areas:

Secondary certificate holders - 6 hours

EDUC	5303	Curriculum and Instruction in the Elementary School
READ	6301	Problems and Issues in Teaching Reading in the Elementary School
READ	6181-6681*	Special Topics
READ	6190-6690*	Independent Study
READ	6191-6691*	Seminar
READ	6192-6692*	Independent Research

Elementary certificate holders - 6 hours

EDUC	5314	Curriculum and Instruction in the Secondary School
READ	6311	Problems and Issues in Teaching Reading in the Secondary School
READ	6181-6681*	Special Topics
READ	6190-6690*	Independent Study
READ	6191-6691*	Seminar
READ	6192-6692*	Independent Research

Master Reading Teacher (MRT) Certification

This is a graduate certification program, not a degree program, consisting of 12 semester hours of graduate reading classes as follows:

READ	5352	Advanced Diagnostic and Corrective Reading
OR		
READ	6358	Advanced Assessment in Reading
READ	6353	Reading: A Linguistic Perspective
READ	6354	Clinical Practice in Reading Education
READ	6356	Organization and Leadership of Reading Programs
READ	6181-6681*	Special Topics
READ	6190-6690*	Independent Study
READ	6191-6691*	Seminar
READ	6192-6692*	Independent Research

Master Reading Teacher (MRT) candidates must have the following:

- Valid Texas Teaching Certificate
- Copy of service record indicating three years (3) classroom teaching experience
- Application to the Education Department to be admitted to the MRT program
- Letter of recommendation from current employer (school district administration) or if not currently employed, from past employer(s)
- An interview with designated Education Department Graduate Faculty Member
- Graduate School application for M.Ed. program, or for MRT program, if not seeking a Master's Degree
- Successfully complete the Master Reading Teacher (MRT) test for certification, the student **must** have three (3) years of acceptable classroom teaching experience and **pass the TExMaT Examination #85 (www.texmat.nesinc.com)**

General Studies

The General Studies major is an interdisciplinary program intended to provide flexibility for students seeking to complete a master's degree. This area offers learners a great deal of flexibility in designing and personalizing their education since some individuals enter graduate school uncertain about their professional and occupational plans. They can choose this course of study as an opportunity to explore the curriculum and later decide to apply to a different specialization. This degree is not intended to prepare graduates for licensure as a professional counselor, administrator, psychologist, or reading specialist.

To earn a **Master of Education degree with a major in General Studies**, a student must complete 36 semester hours, to include the nine credit M.Ed. core and twenty-seven credits selected from at least two fields of study with no less than six semester hours in any field. A minimum of 18 semester hours must be completed at the 6000 level.

M.Ed. Core:

EDPS 6350 Psychology of Learning

AND

EDSP 6351 Minority Population Groups and the Exceptional Learner

OR

EDUC 6351 The School in a Multicultural Society

AND

EDAD 6368 Applications of Educational Research

OR

EDUC 6352 Research Techniques and Procedures

Fields of Study:

Educational Administration (EDAD)

Early Childhood Education (EDEC)

Special Education (EDSP)

Reading Education (READ)

*Graduate Business (Management—BMGT)

*Graduate Biology (BIOL)

*Graduate Chemistry (CHEM)

*Graduate English (ENGL)

***If the student has earned less than 24 undergraduate semester hours in this subject, departmental approval will be required before the student may take courses for graduate credit.**

Special Education

Students may earn **provisional certification in Special Education** by completing 24 semester hours in graduate special education (EDSP) courses. A minimum of 9 semester hours must be completed at the 6000 level. The required TExES Examination is #161.

Professional Certification

Students who wish to take graduate courses at the University of Mary Hardin-Baylor for the sole purpose of pursuing some professional certification will only be permitted to enroll for such purpose if they fulfill the following requirements:

1. make application for graduate admission to the University;
2. make application for admission to graduate studies in the Department of Education;
3. sign a form indicating desire to take courses without pursuing a degree;
4. schedule an appointment with the Dean of the School of Education;
5. have a GPA of at least 3.00 for all transfer work which will count toward the certificate being pursued;
6. meet all of the following conditions:
 - at least twelve semester hours toward the desired certificate must be taken at UMHB;
 - once started on a certification plan at UMHB, courses taken subsequently at another university must have prior written approval. Any such course must have a GPA of at least 3.00;
 - all coursework taken at UMHB after the commencement of the certification program must have a GPA of at least 3.00.

COURSE DESCRIPTIONS

EARLY CHILDHOOD EDUCATION (EDEC)

More Information is available from Dr. Marlene Zipperlen, College of Education, Dean, mzipperlen@umhb.edu, (254) 295-4572.

5320 Advanced Early Childhood Development

This course is designed to provide an in-depth study of the development of the young child. Course includes discussion of the historical roots of early childhood programs. Reevaluation of personal early childhood philosophy and knowledge of developmentally appropriate practices for young children plus a research project are required. Field experience is required.

6181-6381 Special Topics

A service course designed to permit the offering of topics of current interest and of special workshops. May also be used for individual study in which a minimum of 40 clock hours of directed study is required for each semester hour of credit. Topics and projects are selected on the basis of student interest and need.

6329 Assessment in Early Childhood

Course is designed to provide strategies in assessment. The following observation methods are used during lab experiences: time sampling, event sampling, specimen record, diary description, anecdotal record, frequency count, duration record, and checklists. Childhood screening instruments and record-keeping and program-reporting techniques are addressed. A field-based assessment project is required.

EDUCATIONAL ADMINISTRATION (EDAD)

More Information is available from Dr. Marlene Zipperlen, College of Education, Dean, mzipperlen@umhb.edu, (254) 295-4572.

6181-6381 Special Topics

A service course designed to permit the offering of topics of current interest and of special workshops. May also be used for individual study in which a minimum of 40 clock hours of directed study is required for each semester hour of credit. Topics and projects are selected on the basis of student interest and need.

6360 Administrative Theory and Practice

Analysis of administrative behavior and organizational patterns. The course includes study of conceptual models of decision-making, and examination of theory and practice as they relate to continuing problems of school administration.

6361 Instructional Leadership and Evaluation

This course provides training and certification in Instructional Leadership Development (ILD) as defined and applied by the State Board for Educator Certification and/or the Texas Education Agency. Students must successfully complete the state's certification requirements in ILD to receive credit for the course.

6362 School Law

Legal basis of education at national, state, and local levels. Major court decisions affecting organization and administration of public and private schools. Legal rights and responsibilities of school administrators and other school personnel.

6363 School Business Management and Finance

Study of roles, responsibilities, systems, and procedures in school business matters. Includes budgeting, accounting, data processing, purchasing, personnel, and management of facilities, equipment, and real property. Examination of federal, state, and local programs to finance education.

6364 The Administration of Special Programs

This is a seminar course designed to expose graduate students to administrative styles and techniques necessary to administer programs on the public/private school campus level for special population students. A background study of the American legal system will include the history of law regarding special student population programs, the federal law process, and case studies pertaining to special population students. The course provides training for graduate students who are earning graduate level

degrees and/or mid-management certification in the following special student population areas: special education, federal programs for at-risk students, migrant and immigrant education, bilingual and ESL, gifted and talented education, and vocational/technical education

6365 Pupil Personnel Management

This course is a seminar/survey course of the administrator's (mid-manager) function in the areas of student services, including principles, philosophy, and operational procedures; policies, schedules, and strategies to enhance effective learning; and placement, evaluation, promotion, retention, and termination. Students explore the mid-manager's administrative role, what does the principal need to know about and be proficient in: testing programs; student health programs; social work; student records and confidentiality rules; food service; school safety; transportation services; and attendance services. All of these services are considered to be "non-instructional." This course gives the student the opportunity to holistically study the role of the mid-manager in the real world.

6366 The Role of the Principal

Study of the roles and responsibilities in the administration of elementary, middle, and secondary schools, with focus on the principal's professional relations with teachers, parents, pupils, educational leaders within the district, and the board of education. Analysis of the role of the principal in curriculum development, organization, and evaluation; school organization; discipline; student behavior; community relations; the teaching/learning process; in-service training; and leadership in teacher growth and evaluation. Emphasis is on personal qualities of leadership conducive to good human relations.

6367 The School and Its Instructional Program

Factors influencing school curriculum in grades K-12 are studied. Included are components of curriculum; organization of curriculum; how curriculum is changed; how new curriculum is developed; and extra-curriculum in elementary and secondary schools.

6368 Applications of Educational Research

This course provides experiences essential for the development of basic understanding and knowledge of the place of research in the professional field. Analytical and objective research methods and techniques; reviews of current literature, problem solving, and the conduct and reporting of research projects are studied in detail.

6391 Internship in Middle Management

This is a practicum designed to provide field experience in school administration with emphasis on public relations, personnel administration, pupil behavior and discipline, curriculum development, instructional leadership, and facilities management. The intern is assigned to an administrator for a minimum of 90 clock hours in the field (**two semesters**). Field experience is supervised by a University professor and is accompanied by a weekly symposium. The intern is given experience in applying management fundamentals to an on-going school program. Each of the topics is developed by assignments, discussions, required readings, and a report. Prerequisite: Degree candidates must have at least 27 semester hours toward the M.Ed. in Educational Administration. Certification candidates must have at least 27 semester hours toward the Mid-Management Administrator certificate.

6370 The Superintendent: Leadership Challenges

Students will examine the role of the superintendent of schools as the chief educational officer of the local school district. The Superintendents of schools

in today's contemporary educational organizations have primary and ultimate responsibility in two areas, leadership and management. Districts require leaders with a vision of the future and the skills necessary for communicating the vision to others. This course gives participants the tools necessary to make effective decisions. Instructional Leadership Development training, (ILD)

6373 The Superintendent: Leadership in a Pluralistic Community

This course examines the leadership components, skills, and philosophies essential to district culture, communication, and community relations. The superintendent competencies of collaboration, communication, stewardship, and community mobilization are investigated, leading to the facilitation, articulation, and implementation of a shared vision of learning.

6376 The Superintendent: The 21st Century Curriculum

It is recognized that the superintendent is the chief curriculum officer of the school district. This course will feature a comprehensive review of the literature focusing on the relationship between staff development and student learning. Special emphasis will be placed on the process of curriculum auditing, planning, and policy development. Additional course components include instructional delivery, state and national accreditation standards, accountability issues, and student assessment.

6377 The Superintendent: School Reform for the 21st Century

To prepare the student for the superintendency, this course will feature a study of state accreditation standards, district program evaluation, and personnel evaluation. Special emphasis will be placed on writing and presenting the evaluation for the district stakeholders, characteristics of standardized tests, scoring, test data disaggregation, and test taking skills. Professional Development Appraisal System training, (PDAS).

6379 Superintendent Internship

High-quality clinical activities will prepare the aspiring administrator to be a change agent and instructional leader for schools of the future. This course provides supervised professional clinical activities (two semesters) in the area of the public school superintendency to promote theory-to-practice connections.

EXERCISE AND SPORT SCIENCE (EXSS)

More Information is available from Dr. Cliffa Foster, Exercise and Sport Science, Chairperson, cfoster@umhb.edu, (254) 295-4224.

6090 Comprehensive Examination.

This course will provide the EXSS major with focus and guidance to take the comprehensive exam in EXSS required for the Master's Degree.

6140 Leadership Lab

(Cross-listed with EDAD 6360)*

A practical application course to explore special topics associated with leadership and management. Out of class laboratory hours are required. *Must be taken simultaneously with EXSS 6240, Management and Leadership.

6230 Marketing in Sport

A survey of marketing concepts through the utilization, application, and initiation of marketing research including promotion, public relations, and sponsorship campaigns designed for the sport industry. Emphasis on marketing plans, fundraising campaigns, corporate sponsorship proposals, assessment of promotional needs and limitations, and development of a comprehensive promotion plan.

6240 Management and Leadership

(cross-listed with EDAD 6360)

An analysis of planning, organizing, leading, and evaluating efforts resulting in the creating of a vision and the establishment of goals for professional and amateur sport organizations. Em-

phasis on effective management practices, policy development, negotiation, conflict resolution, strategic planning, leadership theory, decision-making, problem solving, and even management principles.

6270 Socio-Cultural Context of Sport

A philosophical examination of cultural influences affecting contemporary sport managers. Emphasis on historical influences, philosophical ethos, economical volatility, political pressures, the legal system, education, and ethical dilemmas revealed through sport and from sport participants.

6275 Sport Law

An examination of the potentially litigious sport activity settings and the applied legal concepts and aspects. Emphasis on tort law, risk management, product liability, constitutional law, contract law, administrative/statutory law, legal system, labor/antitrust law, crowd control, security, and legal research.

6320 Performance Nutrition

Sport nutrition is an evolving, dynamic area of exercise and sport science. This course will focus on nutritional assessments, recommendations and evaluations as they relate to the athlete. The specific roles of the energy nutrients, vitamins and minerals will be studied. In addition, the course will include studies in thermoregulatory processes as they relate to water and electrolyte absorption. Laboratory applications will be a primary focus in the class. Prerequisites: EXSS 3395 or equivalent.

6330 Fundamentals of Biomechanical Analysis

This course is designed to develop observational and analytical skills as they relate to human movement. Emphasis is placed on developing a systematic approach to analysis. Students will use these skills to evaluate fundamental movement patterns.

**6350 Readings, Issues, Trends,
Problems in EXSS**

(cross-listed with EDUC 6350)

Designed to provide an opportunity for critical analysis and study of selected problems, trends, techniques, and issues in EXSS as presented in published items and research and related to programs including physical education, athletics, movement and sport sciences.

**6360 Advanced Statistics and Applied
Research**

This course is designed to develop statistical and research techniques involving descriptive, inferential, and non-parametric methods for research applications in the areas of Exercise and Sport Science, Sport Management, and Education. Emphasis is placed on applying correct statistical and research techniques with computer application. Prerequisites: EDAD 6368 or EDUC 6352.

6370 Sports Psychology

An in-depth study and application of the psychological principles relating to the coaching profession. Emphasis will be placed on principles which influence behavior, enhance skill acquisition and maximize sport performance of athletes and coaches involved in sport.

6380 Advanced Exercise Physiology

This course will focus on aerobic and anaerobic sport performance to include cardiovascular, respiratory and metabolic processes. The course will include broad testing methodologies in fitness, body composition, aerobic and anaerobic capacity, nutritional factors and thermoregulatory processes. Extensive use of laboratory application will be a primary focus in the class. Prerequisites: BIOL 2440 and EXSS 3395 or equivalent.

**6385 Advanced Athletic Training and
Rehabilitation**

Designed to provide advanced athletic training and rehabilitation knowledge in a didactic and practical setting for teachers and coaches related to injury prevention, athletic injury evaluation, emergency care, and rehabilitation aspects of sports medicine.

**EDUCATIONAL PSYCHOLOGY
(EDPS)**

More Information is available from Dr. Marlene Zipperlen, College of Education, Dean, mzipperlen@umhb.edu, (254) 295-4572.

6350 Psychology of Learning

A course stressing the major contributions of learning theorists to understanding behavior. Particular attention is paid to human learning and to the applicability of learning theory to the educational process. Students are required to design, conduct, report, and evaluate an experiment pertaining to a major theory of learning.

**PROFESSIONAL EDUCATION
(EDUC)**

More Information is available from Dr. Marlene Zipperlen, College of Education, Dean, mzipperlen@umhb.edu, (254) 295-4572.

**5303 Curriculum and Instruction in
the Elementary School**

This course will examine all aspects of the curriculum development process in regard to the elementary school. Historical perspectives, designs, models, influences of society/human development, teacher/administrator roles, evaluation, and innovations in this area will be explored. Application will be required in terms of graduate research, model teaching, curriculum writing, cooperative learning, and peer teaching.

**5314 Curriculum and Instruction in
the Secondary School**

This course will examine all aspects of the curriculum development process in regard to the secondary school. Historical perspectives, designs, models, influences of society/human development, teacher/administrator roles, evaluation, and innovations in this area will be explored. Application will be required in terms of graduate research, model teaching, curriculum writing, cooperative learning, and peer teaching.

5321 Student Teaching in Early Childhood Education

This course provides field-based student teaching experience in the early childhood classroom. The student teacher works with an experienced teacher in the school setting for five weeks. Pre-requisite: Approval of the Teacher Education committee.

5351 Classroom and Behavior Management Techniques

Examines strategies for maintaining a positive learning environment in the classroom. Emphasis will be placed on defining problem areas, procedures for modifying behaviors, and evaluation of teacher effectiveness.

6090 Comprehensive Examination

Candidates for any of the master's degrees in the College of Education must satisfactorily pass a comprehensive examination. A graduate student must be admitted to candidacy for a degree before s/he will be allowed to take the comprehensive examination. The policies and procedures for the comprehensive examinations are available in the College of Education secretary's office. Early in their degree program students should review the requirements for taking the examination. Students whose performance on the comprehensive examination is unsatisfactory may reschedule an examination at the next regular administration, or, at the discretion of the dean, at an earlier time. Five hours are allowed for the completion of the written portion of the exam. Unless departmental requirements are more limiting, students who attempt the comprehensive examination three times and are not successful, will be dropped from the graduate program.

6181-6381 Special Topics

A service course designed to permit the offering of topics of current interest and of special workshops. May also be used for individual study in which a minimum of 40 clock hours of directed study is required for each semester hour of credit. Topics and projects are selected on the basis of student interest and need.

6350 Current Issues in American Education

This course is designed to provide the student with updated background information on such current topics as: social change, accountability, changing staff roles, vocational life education, student privacy act, confidential information, new school architecture, drug and sex education in public schools, and others. These ever changing issues will be studied through research, presentations of research, and discussion in a "what works" context. Students will put current issues in American education in context for learning through establishing a relationship of each issue to politics, economics, media, cultural changes, demographic changes, environment, social injustice, racism, sexism, moral, spiritual, curriculum and societal demands. The curriculum of the course is presented through theoretical assumptions of human resources management, conflict theory, community relations and political force.

6351 The School in a Multicultural Society

In-depth study of the socialization patterns, cultural backgrounds, values, attitudes, behaviors, and learning problems of children and youth whose cultural and ethnic backgrounds are different from those of children and youth from the dominant culture. Emphasis on both theoretical constructs and practice in the development of leadership roles in the school and the community. (Same as EDSP 6351)

6352 Research Techniques and Procedures

This course provides experiences essential for the development of basic understanding and knowledge of the place of research in the professional field. Analytical and objective research methods and techniques; reviews of current literature, problem solving, and the conduct and reporting of research projects are studied in detail.

6353 Teaching Methodology for the Professional

Structured to meet the needs of those professionals who must design, organize, and present materials to various target populations. This course focuses on teaching methods, media, and evaluation of the learning process.

READING EDUCATION (READ)

More Information is available from Dr. Shirley Dahl, Reading, sdahl@umhb.edu, (254) 295-4185.

5351 Advanced Children's Literature and Literacy

This course will examine the genres of children's literature and explore ways of using that literature in literacy events. The course provides opportunities for extensive reading and analysis of a wide variety of literature and study of notable authors and illustrators. A required independent project will focus on some aspect of children's literature and literacy.

5352 Advanced Diagnostic and Corrective Reading

The focus of this course is upon the diagnosis and remediation of reading problems in ages preschool through adult. Students will learn to diagnose reading problems and provide appropriate instructional strategies for remediation. Students will write and submit a research paper. **A fee of \$75 is required.**

5355 Advanced Content Area Reading

This course includes advanced methods, materials, and strategies for the teaching of content reading skills emphasizing comprehension, vocabulary study, library and study skills, and readability. In addition, attention is given to the needs and development of mature content level readers, integrating literature into content unit study, and use of creative and critical thinking skills. A required independent project focuses on current issues in content area reading.

6090 Comprehensive Examination

This examination provides an opportunity for students to demonstrate their ability to integrate and apply the theory and skills acquired in their course work. It is given during the student's last semester of enrollment prior to graduation.

6181-6681 Special Topics

A service course designed to permit the offering of topics of current interest and of special workshops. May also be used for individual study in which a minimum of 40 clock hours of directed study is required for each semester hour of credit. Topics and projects are selected on the basis of student interest and need.

6190-6690 Independent Study

A service course designed for an individual based on student interest and need. A project must be developed and will be presented using a multi-media format. By prior approval only.

6191-6691 Seminar

A service course designed to permit the offering of topics of current interest. By prior approval only.

6192-6692 Independent Research

For the student desiring independent research experience. Research may be designed by the student and carried out on an approved topic of interest as part of an ongoing research project conducted by the faculty. By prior approval only.

6301 Problems and Issues in Teaching Reading in the Elementary School

Special problems encountered by teachers, researchers, parents, and pupils in teaching elementary children to read. Open to graduate students capable of developing the study independently under supervision of the instructor.

6311 Problems and Issues in Teaching Reading in the Secondary School

Special problems encountered by teachers, researchers, parents, and pupils in reading at the secondary level. Open to graduate students capable of developing the study independently under supervision of the instructor.

6353 Reading: A Linguistic Perspective

Application of modern linguistic approaches aimed at helping the student understand the reading process. Consideration is given to cognitive, linguistic, and social factors in reading. Attention is given to comprehension, memory, and oral reading behavior. A project related to the understanding of the linguistic elements of language learning is required.

6354 Clinical Practice in Reading Education

Designed to give the student clinical experience in the application of theoretical models in a laboratory setting. Supervised individual practice in diagnosis, remediation, and research will culminate in a project and multimedia presentation.

6356 Organization and Leadership of Reading Programs

This course is designed to acquaint the student with advantages and disadvantages of organizational plans in reading and with how to make instructional adjustments to meet individual and school needs. Topics for study will include the role of research in reading, promoting parent and community involvement, strategies for effective staff development, and program evaluation.

6358 Advanced Assessment in Reading

This course includes current issues in reading assessment, management of assessment, how to disaggregate and interpret data, understand state and national assessment reports and tools and their implication, and make appropriate choices for assessment tools in reading. Also included are strategies to report assessment data, how to positively use data to enhance the community, and how to build a

positive relationship when reading scores are down. A demonstration of proficiency with assessment tools is required. A research paper on current issues in reading assessment is required. Prerequisite: A course in diagnostic and prescriptive reading. A fee of \$75 is required.

SPECIAL EDUCATION (EDSP)

More Information is available from Dr. Sandra Wanner, Special Education, swanner@umhb.edu, (254) 295-4946.

** All written requirements for Special Education courses will follow the format found in the current edition of the Publication Manual of the American Psychological Association (APA).*

5331 Development of Disabled Learners

This course surveys the field of special education. Developmental and maturational sequences of disabled children and youth are examined along with the legal aspects of special education. A research project related to course content is required. *

5332 Advanced Study in Mild Learning Disabilities

This course provides for in-depth study of the etiology, learning characteristics, and factors affecting the learning process of learning disabled/learning delayed students from early childhood through adulthood. Research, educational strategies, social learning strategies, and appropriate classroom programming techniques are explored. A research project related to learning disabled/learning delayed students is required. *

5333 Advanced Study in Developmental Disabilities

This course provides an in-depth study of the characteristics, etiology, and psychological, sociological, and educational implications of developmental disabilities for mentally challenged individuals from birth through adulthood. Medical aspects, parental involvement, life skills, and transition programs are examined. A research project related to developmental disabilities is required. *

5334 Assessment in Special Education

This course provides an in-depth exploration of formal and informal means of assessing exceptional students. The supports needed for transitioning across educational environments and integration into various program placements are presented. Administration of instruments used for screening, diagnosis, programming, and evaluation in special education is required along with a research project related to assessment. *

5338 Advanced Practical Experiences

This practical application experiences course is designed to provide hands-on involvement with exceptional children and adults with developmental disabilities. Students are expected to work with program personnel and to be responsible for specific activities and projects throughout the experience. Enrollment is by permission of the instructor. *

5339 Applied Intervention Designs and Strategies

This course looks at current issues in curriculum design and appropriate modifications and accommodations for exceptional students as specified in individualized education program plans developed by ARD (IEP) teams. Emphasis is placed on the selection and use of strategies and techniques for teaching reading, language arts, mathematics, and other content areas. A research project related to interventions is required.

5363 Assistive Technology Resources and Services

This course examines technology software to organize information and schedules and a variety of assistive technology devices, services, and resources used to enable students to actively participate in educational activities and routines. Recommendations for the use of assistive technology for students with disabilities are discussed. A research project related to assistive technology resources and services is required. *

6181-6381 Special Topics

This service course is designed to permit the offering of practicum in diagnosis, topics of current interest, and special workshops. May also be used for individual study in which a minimum of 40 clock hours of directed study is required for each semester hour of credit. Topics and projects are selected on the basis of student interest and need.*

6320 Professional Roles and Responsibilities

This course emphasizes the professional practices, roles, and responsibilities of educational diagnosticians along with the responsibilities and philosophical, legal, and ethical foundations related to special education. Collaboration, consultation, procedural safeguards, due process, legal and regulatory timelines, confidentiality, federal and state laws and Board of Education Rules are discussed. A research project related to professional roles and responsibilities is required. *

6338 Behavior Analysis

This learning theory course explores the characteristics of emotionally disturbed/behaviorally-disordered students from early childhood through adolescence. Causes and characteristics of social emotional problems frequently present in exceptional children and their families are considered along with behavior modification and management strategies. A research project related to behavior analysis/modification is required. *

6339 Education for Disabled Youth

This course examines educational procedures and programs for secondary school students with disabilities. Emphasis is placed on remedial and compensatory strategies, adaptation of instructional materials, transition services, career education, and vocational adjustment and rehabilitation services.*

6340 Environments of Special Learners

This course is a field-based practicum examining environments where special learners are served. The course includes a study of federal laws and state board of education guidelines regulating special education in Texas. Classroom teaching and/or assessment of atypical learners plus a research project related to student's current profession or course of study are required. *

6341 Trends and Issues for the Education of Exceptional Learners

This course is designed to explore the unique needs, problems, and concerns that may be encountered in various special education settings. *

6351 Minority Population Groups and the Exceptional Learner

In-depth study of the socialization patterns, cultural backgrounds, values, attitudes, behaviors, and learning problems of children and youth whose cultural and ethnic backgrounds are different from those of children and youth from the dominant culture. Emphasis is on both theoretical constructs and practice in the development of leadership roles in the school and the community. * (Same as EDUC 6351)

**GENERAL STUDIES:
ACADEMIC SUPPORT AREAS**

The following academic areas are considered support areas for the Master's Degree in Education (M.Ed.): Biology, Business (Management-BMGT) Chemistry, and English.

NOTE: Parentheses after course titles indicate number of class hours followed by number of lab hours per week.

**BIOLOGY
(BIOL)**

More Information is available from Dr. Kathleen Wood, Biology, Chairperson, kwood@umhb.edu, (254) 295-4214.

5190-5490 Independent Learning

Graduate studies in Biology, which may include, but are not limited to, one or more of the following topics: ornithology, cell biology, developmental biology, marine biology, ecology, genetics, bacteriology, vertebrate and invertebrate zoology, and herpetology. Students will be exposed to advanced laboratory techniques in the area of study and will be expected to demonstrate competency in using peer-reviewed literature sources. Prerequisite: approval of department chairperson. Laboratory fee when applicable.

6190-6490 Research Problems in Biology

An introduction to research, representing individual work of graduate level. Conferences and laboratory work to be specified according to the subject and the discretion of the instructor.

6191-6491 Special Topics in Biology

A study of special topics in biology. Requirements may include classroom study, field work, or a weekend field trip. Expenses for field trips will be shared by participants.

**BUSINESS
(MANAGEMENT—BMGT)**

More Information is available from Dr. Chrisann Merriman, Master of Business Administration, Program Director, chrisann.merriman@umhb.edu, (254) 295-4647

- 6221 Human Resource Management***
- 6232 Competition & the Entrepreneurial Manager***
- 6236 Innovation and the Manager***
- 6260 International Management***

*See page 39 for the course descriptions.

**CHEMISTRY
(CHEM)**

More Information is available from Dr. Ruth Ann Murphy, Chemistry and Geology, Chairperson, rmurphy@umhb.edu, (254) 295-4537

5190-5490 Independent Learning

Opportunities for special studies in chemistry utilizing the chemical literature and/or laboratory techniques. Topics include but are not limited to: advanced analytical chemistry, advanced inorganic chemistry, biochemistry, chemistry seminar, environmental chemistry, environmental issues, handling hazardous materials, “hands-on” science for elementary and middle school teachers, organic synthesis, physical chemistry, practicum in clinical chemistry, and safety in the academic laboratory. Prerequisite: approval of department chairperson. Laboratory fee when applicable. Offered when needed.

6190-6490 Chemical Research

Chemical investigations utilizing specialized laboratory techniques. An introduction to the fundamentals of chemical research. Laboratory fee. Prerequisite: Approval of the department chairperson. Offered when needed.

**ENGLISH
(ENGL)**

More Information is available from Dr. Audell Shelburne, English, Chairperson, ashelburne@umhb.edu, (254) 295-4561.

5300 Special Topics

Special Topics for graduate students in literature, rhetoric, and writing. May be repeated for credit when content varies. Prerequisites: permission of the department chairperson.

5391 Seminar

A study of a selected literary topic.

5190-5490 Independent Learning

An independent study directed by a full-time graduate faculty member in the Department of English. Courses must be proposed by the student in writing to the faculty directing the study and approved by the department chairperson and dean of the school. Independent study courses are not to be taken in place of existing courses. Prerequisites: permission of instructor, the department chairperson, and dean of the school.

COLLEGE OF SCIENCES

Dr. Darrell G. Watson, Dean

**Dr. Raylene Statz, Director
Graduate Psychology and Counseling**

The University of Mary Hardin-Baylor offers the Master of Arts Degree in Psychology and Counseling as follows:

Community Counseling Program – 48 hours Accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP)

Licensed Professional Counselor (LPC)

Licensed Psychological Associate (LPA)

National Board Certified Counselor (NBCC)

Marriage and Family Christian Counseling Program – 48 hours

Licensed Marriage and Family Therapist (LMFT)

School Psychology and Counseling Program

Licensed Specialist in School Psychology (LSSP) - 60 hours

Public School Counseling Program, 36-hour Public School Counselor Certification

Academic Specialization in Psychology Program

36-hour doctoral program preparation

Mission

The Graduate Programs in Psychology and Counseling seek to prepare students from diverse backgrounds and cultural experiences as master's level clinicians for the mental health fields. The programs also equip students with skills needed to continue their academic training at the doctoral level. Our programs give students opportunities to develop knowledge and competence in counseling skills, theory, assessment, empirically based research and personal growth so that they may deliver professional mental health services in a variety of work settings. Our mission embodies the values of UMHB as a Christian-based institution and the ethical principles of the mental health professions: autonomy, beneficence, nonmaleficence, justice, fidelity, and veracity. The programs are designed to meet the standards of the Council for Accreditation of Counseling and Related Educational Programs (CACREP) and educational requirements for Texas licensure and certification by the Texas State Board of Examiners for Licensed Professional Counselors, the Texas State Board of Examiners of Psychologists, the Texas State Board of Examiners for Marriage and Family Therapists, and the Texas Education Agency.

MASTER OF ARTS IN PSYCHOLOGY AND COUNSELING (M.A.)

Admission Requirements

Applicants seeking enrollment in a Master of Arts program must submit

- A completed University admission application and fee
- A completed Department application
- Copies of all transcripts with official grade point average
- Copy of official GRE scores
- Three (3) letters of recommendation attesting to applicant's character and ability to complete graduate work
- A completed interview with the Graduate Psychology & Counseling Program Director and faculty

Students receiving treatment for personal issues/ emotional instability who meet admission requirements will only be admitted on probation.

Regular Admission

For Regular Admission status, an applicant must have completed a baccalaureate degree in psychology, or in some other major with a minimum of twelve semester hours of psychology, from a regionally accredited university. The hours of undergraduate psychology must include, but are not necessarily limited to, a general introduction to psychology course, a human growth and development course, a course in abnormal behavior, and a statistics course.

- have a minimum cumulative grade point average (GPA) of 2.75 (on a 4.00 scale) or has a minimum 3.00 GPA (on a 4.00 scale) on the last 60 semester hours of course work.
- have a minimum cumulative score of 900 on the verbal and quantitative portions and a minimum score of 3.0 on the analytical section of the General Test of the Graduate Record Examination (GRE).
- have a departmental interview and recommendation for admission prior to the first semester of enrollment.
- in the opinion of the departmental graduate faculty committee, possess sufficient emotional/mental stability to meet the academic, interpersonal, and technical qualifications of mental health professions or other professional positions to which possession of the Master of Arts degree may lead.
- submit three letters of reference attesting to the applicant's character and ability to complete graduate work.
- meet the following specific program prerequisites:

Public School Counselor Certification

The student must have completed a baccalaureate degree from a regionally accredited university, hold a valid Texas teacher certificate or its equivalent, and show two years of classroom teaching experience.

Marriage and Family Christian Counseling Program

As prerequisites for admission the student must have completed (or complete as leveling courses) 24 hours of undergraduate study in psychology and theology (12 hours in each area.) The content of the theological courses must include surveys of Old Testaments and introductions to Christian theology and church history. Two of these courses must be upper-level undergraduate study. The content of the psychology courses may vary but must be approved by the program director.

Conditional Admission

An applicant may be admitted conditionally when he or she shows evidence of meeting the regular admission criteria but has incomplete documentation (official transcripts, official GRE score report, letters of reference). A student so admitted must eliminate that conditional status by date agreed upon as shown on the Conditional Admission's form. Failure to comply will result in not being allowed to register the next semester as well as transcripts being placed on hold. Departmental recommendation is required for Conditional Admission and for being dropped from the program.

Probationary Admission

An applicant may be admitted on probation under the following circumstances:

- The applicant has submitted all admissions materials as stated above.
- An applicant who meets the grade point average (GPA) requirement but makes less than the minimum acceptable score on the General Test of the Graduate Record Examination (GRE) or an applicant who does not meet the GPA requirement but who makes greater than the minimum acceptable score on the General Test of the GRE may be admitted on probation. Upon completion of 9 semester hours with a minimum GPA of 3.33, admission will become regular.

Concurrent Enrollment

A student who is completing the last semester of requirements for an undergraduate degree may take up to six hours of graduate course work if the student is currently enrolled in or has previously taken all courses needed to complete the undergraduate/leveling requirements and if the student meets the GPA requirement for regular graduate admission. A concurrently enrolled student is not considered a "graduate student" and must apply to the graduate program once the baccalaureate degree is completed.

Non-Degree Status Admission

Students who have completed a bachelor's degree, but who do not intend to seek a graduate degree from UMHB, may be permitted to take up to six hours of graduate work. If a student so admitted on non-degree status wishes to continue beyond the six hours, he/she must apply for readmission as a degree-seeking student and must meet all requirements for graduate admission. Students who have completed a master's degree and who wish to take courses to meet requirements for State licensures and/or certifications may also be permitted to take courses as non-degree students. In the event that more than six hours are needed State requirements, approval is required by the program director and may or may not be granted. All non-degree seeking students must have a departmental interview and recommendation for non-degree status admission and must provide official transcripts from the institution(s) granting their bachelor's degree(s) and/or master's degree(s).

Denial of Admission

The admission requirements as stated above notwithstanding, the Department of Psychology and Counseling reserves the right to deny entrance to anyone whose admission, in the opinion of the departmental graduate faculty committee, would not serve the best interests of the applicant, the Department of Psychology and Counseling, the University, and/or the mental health professional community.

Departmental Admission Appeals Process

A student who has been denied admission by the Graduate Department of Psychology and Counseling may appeal the decision through written request to the UMHB Graduate Council with copies of the written request sent to the Director of the Psychology and Counseling Graduate Program, Dean of the College of Sciences, Dean of the Graduate School, and University Provost.

Time Limitations

All requirements for the Master of Arts degree must be completed within a five-year period from the time of admission to the program.

Student Evaluation and Degree Requirements

To obtain the Master of Arts degree, students must demonstrate a depth and breadth of knowledge within their chosen field, an understanding of self, and the promise of skilled performance in cognitive and affective areas. To ensure that program standards are high, students will be evaluated at the following points:

1. Upon admission.

2. Within each course.

Students are graded on academic knowledge, class participation and interpersonal skills, writing ability (both content and construct), speaking and presentation skills, and independent research. Appropriateness of classroom demeanor, behavior, and ethics is also evaluated. "A" work is considered above average performance; "B" work is considered average performance; "C" work is considered below average performance. A minimum grade point average (GPA) of 3.00, semester and cumulative, is required of all graduate students enrolled in a Master of Arts program. Students with a semester and/or cumulative GPA of less than 3.00 will be placed on probation. Failure to correct the deficiency in the next semester of attendance will result in dismissal.

3. Upon application for candidacy.

Students must apply for admission to candidacy after the completion of a minimum of 12 semester hours and a maximum of 18 semester hours with a GPA of at least 3.00. The departmental graduate faculty committee evaluates each student on the student's overall performance in courses completed to determine if the student is qualified to be a candidate to receive the Master of Arts degree. Areas evaluated by the committee include interpersonal skills, writing skills (both content and construct), speaking and presentation skills, professional orientation, and freedom from mental health problems that would interfere with occupational functioning.

The committee may decide to accept the applicant with qualification pending completion of the first semester of practicum or reject the applicant. "Acceptance with qualification pending completion of the first semester of practicum" means that the student will make improvements in the areas that the faculty have commented on in the "candidacy letter" and will demonstrate good use of counseling knowledge, skills, and ethics in the first semester of practicum. Rejection for candidacy means that the student has consistently performed at an unacceptable level and/or has made few attempts to remedy deficiencies as recommended by a professor or the committee. A student's application for candidacy may be deferred until a later date if the student has not completed 12 semester hours or if the committee has some question regarding the student's appropriateness for candidacy.

Acceptance for candidacy will be made by a three-fourths affirmative vote of the departmental graduate faculty committee and rejection for or deferment of candidacy will be made by a one-half negative vote of the departmental graduate faculty committee. Students will be notified in writing ("candidacy letter") of the response to their application for candidacy and of any recommendations or requirements for improvement.

4. Following administration of comprehensive examination.

Students accepted for candidacy must register for and successfully complete a comprehensive examination conducted by the graduate psychology and counseling faculty during the students' last semester of course work prior to graduation. The exam is both written and oral and covers material presented in the courses

required for degree specialization. A student must make a combined score (written exam and oral exam) of 70% for the Master of Arts degree to be conferred. Students not meeting this standard will be required to complete additional course work as extra preparation for the examination and for professional employment. The comprehensive exam may only be retaken once. If the examination is failed a second time, the student will no longer be eligible to receive a Master of Arts degree with a major in Psychology and/or Counseling from UMHB.

PROGRAMS OF STUDY

Community Counseling Program

Accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP)

The goal of the Community Counseling Program is to train ethical, professional counselors to meet the increasing demand for mental health services in a complex society with a diverse population. The program prepares students through curriculum designed to meet the academic requirements set forth by the Texas State Board of Examiners of Professional Counselors and the Council for Accreditation of Counseling and Related Educational Programs. Students completing this program may sit for the National Counselor Exam (LPC and NBCC), administered through the Texas State Board of Examiners of Professional Counselors and the National Board of Certified Counselors; the Psychological Associate licensing exam (LPA) administered through the Texas State Board of Psychological Examiners. The curriculum combines academic theory with skills development through applied techniques courses, practicum, and internship experiences taught in a cooperative and encouraging environment by a knowledgeable, competent, innovative, and supportive faculty.

A **Licensed Professional Counselor (LPC)** renders professional counseling services to individuals, couples, families, groups, organizations, corporations, institutions, government agencies, or the general public for compensation. He or she assists one or more clients through the therapeutic relationship, using a combination of mental health and human development principles, methods, and techniques, including the use of psychotherapy, to achieve the mental, emotional, physical, social, moral, educational, spiritual, or career-related development and adjustment of the client throughout the client's life. The Licensed Professional Counselor is a trained and experienced expert who holds a valid license issued under the Texas Licensed Professional Counselor Act, Title 71, Art. 4512g.

A **Licensed Psychological Associate (LPA)** renders many kinds of professional services to clients of all ages, including testing, counseling, teaching, consulting, research, and writing. Licensed Psychological Associates work under the supervision of a Licensed Psychologist in a variety of both public and private work settings.

A **National Board Certified Counselor (NBCC)** is one who has advanced knowledge of mental health, psychological, or human development principles and can apply these through cognitive, affective, behavioral or systemic intervention strategies to address wellness, personal growth, or career development, as well as pathology. This national certification requires that a person who has completed the 48 hour program and has met the requirements for the general practice of professional counseling must take and pass a national certification examination.

Course Requirements 48 Hours

Professional Identity	8 hours
PSCO 6308 Problems and Issues	
PSCO 6200 Community Counseling	
PSCO 6320 Theories of Counseling	
Social and Cultural Diversity	6 hours
PSCO 6351 Social and Cultural Foundations	
PSCO 6352 Gender and Human Sexuality	
Human Growth and Development	6 hours
PSCO 6310 Lifespan Development	
PSCO 6315 Advanced Psychopathology	
Career	3 hours
PSCO 6302 Career Development and Information Services	
Helping Relationships	6 hours
PSCO 6316 Applied Counseling Techniques	
AND	
PSCO 6318 Marriage and Family Therapy	
OR	
PSCO 6306 Working with Children	
OR	
PSCO 6380 Cognitive and Behavioral Counseling	
Group Work	3 hours
PSCO 6312 Group Processes	
Assessment	3 hours
PSCO 6326 Psychological Assessment	
Research and Program Evaluation	6 hours
PSCO 6303 Advanced Applied Statistics	
PSCO 6340 Research Methods	
Elective	1 hour
PSCO 6191 Seminar	
Clinical Instruction	6 hours
PSCO 6395 Practicum (100 clock hours of which 40 are direct client service)	
PSCO 6397 Internship I (600 clock hours of which 240 are direct client service)	
Comprehensive Examination	
PSCO 6090 Comprehensive Exam	

NOTE: In addition to completing all degree requirements, students who want to become **Licensed Professional Counselors (LPC)** must complete a 3000 clock hour internship approved by the Texas State Board of Examiners of Professional Counselors. Prior to beginning this internship, graduates must apply to the Texas State Board of Examiners of Professional Counselors for a temporary license and apply to take the National Counselor Exam. Graduates must also take and pass the Jurisprudence Exam administered by the Texas State Board of Examiners of Professional Counselors.

Students who want to become **Licensed Psychological Associates (LPA)** must take and pass the Jurisprudence Examination and the Examination for Professional Practice in Psychology before licensure can be granted by the Texas State Board of Examiners of Psychologists.

All students must carry professional liability insurance during their practicum and internship. Students must pay for this insurance at the time they are issued advising slips for each semester and prior to registering for practicum or internship courses.

Marriage and Family Christian Counseling Program

The goal of the Marriage and Family Christian Counseling Program is to provide students with the academic knowledge, the therapeutic skills, the ability to integrate spirituality and counseling, and the ethical foundations necessary to practice in the field of marriage and family therapy. The program prepares students through curriculum designed to meet the academic requirements set forth by the Texas State Board of Examiners of Marriage and Family Therapists. Students completing this program may sit for the Marriage and Family Therapy licensing exam.

Course Requirements – 48 Hours

Theoretical Foundations 6 hours

MFCC 6318 Marriage and Family Therapy

MFCC 6320 Theories of Counseling

Assessment and Treatment in Marriage and Family Therapy 12 hours

MFCC 6301 Marriage and Family Brief Pastoral Counseling

MFCC 6304 A Christian Approach to Marriage Counseling

MFCC 6305 Ministry to Families

MFCC 6316 Applied Counseling Techniques

Human Development 6 hours

MFCC 6306 Working with Children

MFCC 6307 Religious and Moral Development

Gender Studies 6 hours

MFCC 6351 Social and Cultural Foundations

MFCC 6352 Gender and Human Sexuality

Psychopathology 3 hours

MFCC 6315 Advanced Psychopathology

Professional Ethics 3 hours

MFCC 6308 Christian Counseling Ethics

Applied Professional Research 3 hours

MFCC 6340 Research Methods

Supervised Clinical Practicum 9 hours

MFCC 6395 Practicum (100 hours-Community Life Center)

MFCC 6397 Internship I (300 hours-Community Life Center, Ft. Hood Family Services Clinic or Darnall Army Community Hospital)

MFCC 6398 Internship II (300 hours-Church, Hospital, or Agency Setting)

Comprehensive Examination

MFCC 6090 Comprehensive Exam

All students must carry professional liability insurance during their practicum and internship. Students must pay for this insurance at the time they are issued advising slips for each semester and prior to registering for practicum or internship courses.

School Psychology and Counseling Program

The goal of the School Psychology and Counseling Program is to deliver knowledge and skills to students so that they may work as competent certified public school counselors and as Licensed Specialists in School Psychology within the public schools of Texas. The program trains students to address psychological and behavioral problems manifested in and associated with educational systems as well as teaches students how to utilize psychological and counseling concepts, methods and assessment instruments to improve the learning, adjustment and behavior of students.

Licensed Specialist in School Psychology (LSSP) Program — 60 Hours

A Licensed Specialist in School Psychology is a person trained to address psychological and behavioral problems manifested in and associated with educational systems. The goal of this program is to prepare graduate students to utilize psychological concepts and methods to improve the learning, adjustment, and behavior of school students. The goal also includes teaching graduate students to become competent in the assessment of emotional and behavioral disturbance as well as consultation and supervision so that they may assist those who work in school settings to more effectively educate children.

Course Requirements

Educational Foundations 6 hours

- EDAD 6360 Administrative Theory and Practice
- EDAD 6367 The School and Its Instructional Program

Psychological Foundations 18 hours

- PSCO 6310 Lifespan Development Seminar
- PSCO 6314 Neuropsychology: The Biological Basis of Behavior
- PSCO 6315 Advanced Psychopathology
- PSCO 6350 Psychology of Learning
- PSCO 6351 Social and Cultural Foundations
- PSCO 6352 Gender and Human Sexuality

Research and Statistics 6 hours

- PSCO 6303 Advanced Applied Statistics
- PSCO 6340 Research Methods

Assessment 6 hours from

- EDSP 5334 Assessment in Special Education
- AND
- PSCO 6326 Psychological Assessment
- OR**
- PSCO 6324 Wechsler Intelligence Testing

Interventions 12 hours

- PSCO 6316 Applied Counseling Techniques
- PSCO 6320 Theories of Counseling
- PSCO 6353 Supervision and Consultation
- PSCO 6380 Cognitive and Behavioral Counseling
- PSCO 6336 Guidance in the Schools

Professional, Legal, and Ethical Issues 3 hours
PSCO 6308 Problems and Issues in Psychology and Counseling

Practicum and Internship 9 hours

PSCO 6395 Practicum I (100 hours supervised work experience)
PSCO 6397 **Internship I (600 hours supervised work experience)
PSCO 6398 **Internship II (600 hours supervised work experience)

Comprehensive Examination

PSCO 6090 Comprehensive Exam

Professional Counselor Certification for Public School Counseling— 36 Hours

This Master of Arts program is designed to prepare students to work as public school counselors at the elementary, middle, and high school levels. To be admitted to the program, students must hold a valid Texas teacher certificate or its equivalent. In addition to fulfilling the listed course requirements, students must complete two years of classroom teaching and must obtain a satisfactory score on the ExCET Examination before making application for the Professional Counselor Certificate with the Texas Education Agency.

Course Requirements

Psychology Core 12 hours as follows

PSCO 6303 Advanced Applied Statistics
PSCO 6310 Lifespan Development Seminar
PSCO 6320 Theories of Counseling
PSCO 6315 Advanced Psychopathology

OR

PSCO 6313 Developmental Psychopathology

Counseling Foundations 24 hours as follows

PSCO 6302 Career Development and Information Sources
PSCO 6306 Working with Children and Adolescents
PSCO 6312 Group Processes
PSCO 6316 Applied Counseling Techniques
PSCO 6326 Psychological Assessment
PSCO6 336 Guidance in the School
PSCO 6351 Social and Cultural Foundations
PSCO 6395 Practicum I (225 hours supervised work experience)

Comprehensive Examination

PSCO 6090 Comprehensive Exam

Academic Specialization in Psychology Program

This 36-hour Master of Arts program is designed for students who need an advanced degree to pursue further academic study (such as a Ph.D., Psy.D. or Ed.D.) or who need an advanced degree for professional development. **This program does not lead to state licensure or certification.**

Course Requirements

Psychology Core 12 hours as follows

PSCO	6303	Advanced Applied Statistics
PSCO	6308	Problems and Issues in Psychology
PSCO	6310	Lifespan Development Seminar
PSCO	6340	Research Methods

Foundations 24 hours

PSCO	6314	Neuropsychology: Biological Basis of Behavior
PSCO	6315	Advanced Psychopathology
PSCO	6324	Wechsler II Intelligence Testing
PSCO	6326	Psychological Assessment
PSCO	6351	Social and Cultural Foundations
PSCO	6352	Gender and Human Sexuality
PSCO	6312	Group Processes
PSCO	6320	Theories of Counseling

Comprehensive Examination

PSCO	6090	Comprehensive Examination
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COURSE DESCRIPTIONS

PSYCHOLOGY and COUNSELING (PSCO)

6053 Supervision & Consultation II

Because of the significance of this course for LSSP licensure, students will enroll and pay for the course their first semester and will register for the course their first semester and will register for the course(as 6053) at no cost to the student each semester thereafter until s/he graduates.

6090 Comprehensive Examination

This exam provides an opportunity for students to demonstrate their ability to integrate and apply the theory and skills acquired in their course work. It is given during the student's last semester of enrollment prior to graduation. The exam is both written and oral. Questions on the written portion are both objective and essay. They cover the area of specialization

as indicated on the student's degree plan and in this catalog. Five hours are allowed for the completion of the written portion of the exam. The departmental graduate faculty committee administers the oral portion of the exam. Each student is allowed 45 minutes to complete the oral portion. An overall score of 70 is considered passing.

6097 Internship I

A continuation of 6397 Internship I. Lab fees only will be charged.

6098 Internship II

A continuation of 6398 Internship II. Lab fees only will be charged.

6191-6491 Seminar

A service course designed to permit the offering of topics of current interest.

6200 Community Counseling

This course is designed to provide students with a foundation in Community Counseling theory and practice. This course will cover such topical areas as history, philosophy, and trends in ethical and professional standards in the community setting, and the implication of socio-cultural issues, demographic and lifestyle diversity relevant to community counseling.

6302 Career Development and Information Sources

Study is made of the psychology of career choice and its effects upon human development as well as the psychological, sociological, and phenomenological factors affecting career/life plans. Systematic study of career inquiry, job analysis, manpower trends, forecasting, and futuristic jobs are covered. Students will have the "hands-on-experience" of using career information and career counseling strategies through working in the University Career Center. Lab fee.

6303 Advanced Applied Statistics

A course emphasizing the application of widely used psychological statistics. Emphasis is on which statistic to use, how to use it, and how to interpret the results. Lab Fee.

6306 Working with Children

Developmental milestones of childhood and adolescence will be studied, and effective interventions for childhood problems will be practiced. Various approaches to treating children and adolescents in light of developmental factors and their roles within the family system will be studied. Play therapy and filial therapy will be emphasized. A major focus will be to guide a family when the presenting problem is in the life of a child or adolescent. The course will cover appropriate responses to such serious problems as abuse/neglect, divorce, as well as to common childhood and adolescent psychopathologies. Lab Fee.

6308 Problems and Issues in Psychology and Counseling

A seminar format provides students with the opportunity to study ethical standards as they apply to mental health providers. The course examines various codes of ethics, licensure and other credentialing processes, professional identity, professional organizations, and issues in theory, practice, and research. This course should be taken early in the student's graduate study and must be taken prior to enrolling for clinical instruction courses. Students must pass this course with a grade of "B" or better before they can be admitted to candidacy.

6310 Lifespan Development Seminar

This course offers an in-depth study of the lifespan of humans from conception to death with emphasis on theoretical approaches to the study of cognitive, perceptual, personality, physical, and social development.

6312 Group Processes

This core course includes the study of group development and group counseling theories. Further considerations include group leadership styles, methods and skills, and ethical considerations in group work. Group dynamics will be studied through participation in an experiential growth group.

6313 Developmental Psychopathology

This course emphasizes the importance of developmental norms in determining what constitutes abnormal behavior. Using normal development and age-graded averages, points at which behaviors become abnormal are studied. The course emphasizes the developmental patterns of abnormal behaviors in childhood and adolescence.

6314 Neuropsychology: The Biological Basis of Behavior

This course is designed to develop knowledge needed by those in psychologically based positions in human service professions where information about the biological basis of behavior is necessary for competent work performance. The course includes the study of nervous system and brain functioning on behavior as well as the roles of the endocrine system and genetics. Neuro-psychological testing procedures are reviewed as they correlate with DSM diagnoses.

6315 Advanced Psychopathology

This course provides an in-depth study of the symptomatology and etiology of behavioral, emotional, and mental disorders, including the models used in the study of psychopathology, mental disorders, and psychotherapeutic methods. This course also introduces the student to diagnosis and treatment planning. This course, along with PSCO6320, Theories of Counseling and Psychotherapy, and PSCO6308, Problems and Issues, serves as one of the foundation courses in the Graduate Psychology and Counseling Program and a prerequisite for PSCO6324, Wechsler Intelligence Testing, and PSCO6326, Psychological Assessment. Students must pass this course with a grade of "B" or better before they can be admitted to candidacy.

6316 Applied Counseling Techniques

Designed to review each student's counseling abilities, this course covers basic attending and relationship building skills as well as an overview of intervention techniques. Students are involved in counseling under instructor supervision and will present audio/video tapes of counseling sessions. Prerequisite: PSCO 6320. Lab fee.

6318 Marriage and Family Therapy

Basic concepts in marriage and family therapy are discussed. The focus of the course is on theories of change and foundations of family systems work. Prerequisite: PSCO 6320.

6320 Theories of Counseling

This course introduces students to the counseling profession and to the modern and historical viewpoints of counseling theory. Systems Theory will be covered in depth. The counselor, as a person and professional, professional associations, and credentialing are explored, as well as the philosophical and theoretical bases of the helping process. Students must pass this course with a grade of "B" or better before they can be admitted to candidacy.

6324 Wechsler Intelligence Testing

This course provides an in-depth study of the administration and interpretation of the Wechsler Scales. Students will study concepts of intelligence and how subtest scores can be used in making academic and clinical diagnoses. Students administer individual intelligence tests and write up the results. Undergraduate or graduate level test and measurements course is helpful. Prerequisites: PSCO6308, PSCO6315, and PSCO6320. Lab fee.

6326 Psychological Assessment

The theory and practice of general diagnostic procedures are studied. Standardized objective tests are covered as well as other systematic methods of individual appraisal including aptitude, intelligence, achievement, attitude, and self-concept. Lab fee. Prerequisites: PSCO6308, PSCO6315, and PSCO63320.

6330 Substance Abuse Seminar

This course deals with the major theories and treatments of substance abuse. Personality theory, counseling approaches, and effects of various treatments are discussed. Causes, early detection, and prevention methodologies are also covered.

6336 Guidance in the School

A course designed to provide an understanding of guidance principles and techniques. Special attention is given to defining the role of the teacher in the guidance program and on development of skills in observing and reporting child behavior; the use of anecdotal, test, and cumulative records; sociometric techniques; making referrals; conducting interviews with parents and children; developing self-concept; implementing guidance curriculum; and related topics. Attention is given to the study of ethical standards as they apply to school counselors.

6340 Research Methods

The goal of this course is to introduce the student to the purposes, philosophy, and techniques of research as used in the behavioral sciences. The course is designed to be not only theoretical but also practical; students will receive actual experience by designing and participating in research projects. Prerequisite: PSCO6303. Lab Fee.

6350 Psychology of Learning

This course emphasizes the major contributions of learning theorists to understanding behavior. Particular attention is paid to human learning and the applicability of learning theory to the educational process.

6351 Social and Cultural Foundations

An in-depth study of the socialization patterns, cultural backgrounds, values, attitudes, behaviors, and learning problems of individuals whose cultural and ethnic backgrounds are different from those of children and youth from the dominant culture. Emphasis is on both theoretical constructs and practice in the development of leadership roles in the school, in clinical practice, and in the community.

6352 Gender and Human Sexuality

This course provides a synthesis of information introducing the psychology of women and female development and the psychology of men and male development from prenatal experience

through retirement. Gender comparisons of cognitive abilities, achievement motivation, and social and personality characteristics will be examined. The employment experiences, physical and psychological health, and love relationships and sexuality of both genders, as well as the issue of violence, will be reviewed. The course should prepare students to be more aware of specific gender issues that impact the course of counseling.

6353 Supervision and Consultation

This course covers a breadth of information related to the major models of consultation and supervision, the major roles filled by supervisors and consultants, and the ethical and legal information necessary for today's specialists in school psychology and clinical practice. Because of the significance of this course for LSSP licensure, students will enroll and pay for the course their first semester and will register for the course (as 6053) at no cost to the student each semester thereafter until she/he graduates.

6380 Cognitive and Behavioral Counseling

The objective of this course is to provide the student with an introduction to behavior and cognitive therapy. Students will understand the basic principles of both behavioral and cognitive therapies and will be exposed to a wide variety of practical techniques that may be used in treatment. Students will learn appropriate intervention strategies to be used with a variety of types of clients as well as different types of mental disorders. Students will be expected to apply intervention strategies in a classroom setting and demonstrate competence. This course will require the student to present scholastic material in a professional manner, both verbally and written.

6395 Practicum

Practicum offers supervised practice in assessment and intervention techniques consisting of 100 clock hours, 40 of which are direct service with clients. Approval of the instructor is needed. Lab fee plus insurance required. **See note.**

6397 Internship I

This internship is one of the two clinical instruction courses required in the Community Counseling Program and one of the three clinical instruction courses required in the School Psychology Program and Marriage and Family Christian Counseling Program. **See note.**

Students taking Internship I for Community Counseling must complete a minimum of 600 clock hours, 240 of which must be in direct service with clients. Students may sign up for this course two times, but a grade will not be given for the course until the total number of hours required are completed. The course must be paid for the first time the student takes it. Lab fees only will be charged if the student registers for the class a second time (as 6097).

Students pursuing licensure as a Specialist in School Psychology (LSSP) must complete 300 hours of internship in a public school, and all 600 hours must be supervised by an individual qualified in accordance with Rule 465.38 as set forth in the Psychologists' Certification and Licensing Act. A licensed psychologist must supervise work experience obtained outside of a public school. Students may sign up for this course two times, but a grade will not be given for the course until the total number of hours required are completed. The course must be paid for the first time the student takes it. Lab fees only will be charged if the student registers for the class a second time (as 6097).

6398 Internship II

This course requires a minimum of 600 clock hours, 240 of which must be in direct service with clients. For students pursuing the LSSP, 300 hours must be in a public school and all 600 hours must be supervised by an individual qualified in accordance with Rule

465.38 as set forth in the Psychologists' Certification and Licensing Act. A licensed psychologist must supervise work experience obtained outside of a public school. The LSSP two internships may not involve more than two sites. Lab fee plus insurance required. **See note.**

NOTE: Insurance is required for all clinical instruction courses and may be purchased through the Department of Psychology and Counseling.

6090 Comprehensive Examination

This exam provides an opportunity for students to demonstrate their ability to integrate and apply the theory and skills acquired in their course work. It is given during the student's last semester of enrollment prior to graduation. The exam is both written and oral. Questions on the written portion are both objective and essay. They cover the area of specialization as indicated on the student's degree plan and in this catalog. Five hours are allowed for the completion of the written portion of the exam. The departmental graduate faculty committee administers the oral portion of the exam. Each student is allowed 45 minutes to complete the oral portion. An overall score of 70 is considered passing.

6097 Internship I

A continuation of 6397 Internship I. Lab fees only will be charged if the student registers for the class a second time (as 6097).

6098 Internship II

A continuation of 6398 Internship II. Lab fees only will be charged if the student registers for the class a second time (as 6098).

6191-6491 Seminar

A service course designed to permit the offering of topics of current interest

MARRIAGE AND FAMILY CHRISTIAN COUNSELING (MFCC)

6301 Marriage and Family Brief Christian Counseling

This course provides an in-depth study of the brief models of marriage and family counseling. Students will learn to integrate theology and counseling as they engage in personal theological reflection and apply the skills used in brief counseling.

6304 A Christian Approach to Marriage Counseling

This course provides students with an understanding of the worldview that supports marital therapy within the context of Christian values and Biblical perspectives. The experiential component of the course gives students the opportunity to practice marital counseling strategies using a variety of approaches. Prerequisite: MFCC6301.

6305 Ministry to Families

This course explores conceptual models of family by examining, theological, Biblical, cultural and sociological paradigms. Through an understanding of family models and family dynamics, this course prepares students to counsel and minister to diverse family systems. This course has a strong experiential component where students will plan, direct and evaluate programs for families.

6306 Working with Children

Developmental milestones of childhood and adolescence will be studied, and effective interventions for childhood problems will be practiced. Various approaches to treating children and adolescents in light of developmental factors and their roles within the family system will be studied. Play therapy and filial therapy will be emphasized. A major focus will be to guide a family when the presenting problem is in the life of a child or adolescent. The course will cover appropriate responses to such serious problems as abuse/neglect, divorce, as well as to common childhood and adolescent psychopathologies. Lab Fee.

6307 Religious and Moral Development

This course is a study of the religious and moral aspects of human development and their application to Christian counseling. Expanding upon psychological theories of cognitive, perceptual, physical, and social human development, the study reviews the theoretical approaches of Aristotle, Piaget, Erikson, Fowler, Westerhoff, Kohlberg, MacIntyre, and Stassen among others. The course emphasizes a narrative understanding and use of biblical texts, the need for a community context for healthy spiritual development, and the role “stages,” or “crises” of faith and decision serve as occasions for religious and moral growth.

6308 Christian Counseling Ethics and Issues

This course will provide an in-depth exploration of the professional code of ethics for marriage and family therapists, including the Christian counselor’s role in moral responsibility, values clarification, and spiritual influence. Students will be given an opportunity for self-assessment related to the “person of the therapist.” The course will also explore the special legal issues pertaining to clergy counseling and licensure.

6315 Advanced Psychopathology

This course provides an in-depth study of the symptomatology and etiology of behavioral, emotional, and mental disorders, including the models used in the study of psychopathology, mental disorders, and psychotherapeutic methods. This course also introduces the student to diagnosis and treatment planning for the individual and the family.

6316 Applied Counseling Techniques

Designed to review each student’s counseling abilities, this course covers basic attending and relationship building skills as well as an overview of intervention techniques. Students are involved in counseling under instructor supervision and will present audio/video tapes of counseling sessions. Prerequisite: PSCO 6318. Lab Fee.

6318 Marriage and Family Therapy

Basic concepts in marriage and family therapy are discussed. The focus of the course is on theories of change and foundations of family systems work.

6320 Theories of Counseling

This course introduces students to the counseling profession and to the modern and historical viewpoints of counseling theory. Systems Theory will be covered in depth. The counselor, as a person and professional, professional associations, and credentialing are explored, as well as the philosophical and theoretical bases of the helping process.

6340 Research Methods

The goal of this course is to introduce the student to the purposes, philosophy, and techniques of research as used in the behavioral sciences. The course is designed to be not only theoretical but also practical; students will receive actual experience by designing and participating in research exercises. Lab Fee

6351 Social and Cultural Foundations

An in-depth study of the socialization patterns, cultural backgrounds, values, attitudes, behaviors, and learning problems of individuals whose cultural and ethnic backgrounds are different from those of children and youth from the dominant culture. Emphasis is on both theoretical constructs and practice in the development of leadership roles in the school, in clinical practice, and in the community.

6352 Gender and Human Sexuality

This course provides a synthesis of information introducing the psychology of women and female development and the psychology of men and male development from prenatal experience through retirement. Gender comparisons of cognitive abilities, achievement motivation, and social and personality characteristics will be examined. The employment experiences, physical and psychological health, and love relationships and sexuality of both genders, as well as the issue of violence, will be re-

viewed. The course should prepare students to be more aware of specific gender issues that impact the course of counseling.

6395 Practicum

Practicum offers supervised practice in marriage and family therapy. One hundred (100) clock hours of service with clients are required and must be completed in the UMHB Community Mental Health Center. Lab fee plus insurance are required.

6397 Internship I

Internship I is the second of three required supervised practice courses in the MFCC Program. Three hundred (300) clock hours of marriage and/or family counseling must be completed. The setting should be a church, hospital, clinic, or agency. Lab fee plus insurance are required.

6398 Internship II

Internship II requires three hundred (300) clock hours of marriage and/or family counseling. The setting should be a church, hospital, clinic, or agency. Lab fee plus insurance are required.

FACULTY

Graduate Council

The University of Mary Hardin-Baylor Graduate Council serves an administrative role for graduate programs, an advisory role for graduate programs, and a mediator role for graduate students and graduate faculty. In all of its roles, the Graduate Council acts as a single voice and serves as Dean of the University Graduate School.

- Ms. Amy Bawcom**, Director, Institutional Records and Research (Registrar)
Mr. Ronald Brown, Associate Vice President, Enrollment Management, Director, Financial Aid
Mr. Brent Burks, Associate Director, Admissions and Recruiting
Dr. William Carrell, Dean, College of Christian Studies
Dr. Shirley Dahl, Director, Graduate Programs in Education
Dr. Derek Davis, Interim Dean, Graduate Programs and Research
Dr. Patrick Jaska, Chairperson, Graduate Program in Information Systems
Ms. Denise Karimkhani, Director of Learning Resources
Dr. Chrisann Merriman, Chairperson, Graduate Program in Business Administration
Dr. Raylene Statz, Director, M.A Program in Psychology and Counseling

Graduate Faculty, 2005-2006

Dr. Tomme Actkinson

Professor of Psychology/Counseling
B.A., University of Texas at Austin;
M.A., St. Mary's University;
Ph.D., Texas Christian University

Dr. Carolyn Allemand

Assistant Professor of Education
B.A., Miami University;
M.A., University of Hawaii;
B.S., M.Ed., University of Mary Hardin-Baylor;
Ph.D., University of Texas at Austin

Dr. Edwin F. Armstrong

Associate Professor of Computer Science
B.S., University of Redlands
M.A., West Coast University
Ph.D., University of Wales

Dr. Christina Ballard

Assistant Professor of Psychology
B.S.N., M. A., University of Mary Hardin-Baylor;
Ph.D., St. Mary's University

Dr. Jerry Bawcom

President
Professor of Education
B.S., M.Ed., Texas Tech University;
Ph.D., University of North Texas

Dr. Sarah Brown

Assistant Professor of English
B.A., Oklahoma City University;
M.A., Eastern New Mexico University;
Ph.D., Texas Tech University

Dr. William D. M. Carrell

Dean, College of Christian Studies,
Professor of Theology and Christian Ethics
B.A., Baylor University;
M. Div., Southern Baptist Theological Seminary;
Ph.D., Baylor University

Dr. Betty Clark

Chairperson, Department of Psychology and Counseling - Undergraduate
Associate Professor of Psychology
B.A., University of Texas;
M.A., Ph.D., Texas A&M University

Dr. Shirley Dahl

Professor of Education
B.A., Southern Arkansas University;
M.Ed., Ph.D., Texas A & M University, Commerce

Dr. Barbara Dalby

Chairperson, Department of Management and Marketing
Assistant Professor of Management
B.A., M.A., Ph.D., University of Texas

Dr. Dennis Dillin

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Map of Campus

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- 52 Andersen Field House
- 44 Beall Hall
- 27 Bookstore
- 15 Brindley Auditorium
- 21 Burt Hall
- 26 Capt Amphitheater
- 7 Clements Building
- 9 Community Life Center
- 46 Conference Center
- 1 Cornerstone Baptist Student Ministry
- 2 Daily Grind Coffee House
- 13 Davidson Building
- 50 Dee Dillon Softball Field
- 47 Facility Services Grounds Shop
- 53 Football Practice Fields
- 34 Frazier Memorial Health Center
- 33 Gettys Hall
- 35 Hardy Hall
- 12 Heard Hall
- 3 Huckins Apartments
- 28 Hughes Recital Hall
- 5 Human Resources
- 45 Independence Village
- 38 Intramural Courts
- 40 Intramural Field
- 43 Intramural Field
- 41 Johnson Hall
- 48 Li Tennis Courts
- 4 Lord Conference Center
- 17 Luther Memorial & Bell Tower
- 27 Mabee Student Center
- 39 Mayborn Campus Center
- 42 McLane Hall
- 23 Millennium Oaks Park
- 8 Moon Building
- 4 Parker Academic Center
- 19 Parker Prayer Garden
- 11 Police Department
- 22 Potter Gazebo
- 37 President's Home
- 28 Presser Hall
- 31 Quad
- 6 Reading Camp
- 51 Red Murff Baseball Field
- 29 Remschel Hall
- 20 Sanderford Administrative Complex
- 27 Shelton Theater
- 49 Soccer Fields
- 32 Stribling Hall
- 24 Student Memorial
- 14 Townsend Memorial Library
- 18 W.W. Walton Chapel
- 16 Wells Nursing & Science Hall
- 36 Williams Service Center

- 25 York Art Studio
- 10 York House
- 15 York Science Center
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Academic

- 9 Community Life Center
- 13 Davidson Building
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Administration

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- 39 Mayborn Campus Center
- 51 Red Murff Baseball Field
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