

**2018-2020**  
**GRADUATE CATALOG**

---

**NORFOLK STATE  
UNIVERSITY**

**Abbreviated Version, Fall 2019**

**700 Park Avenue Norfolk, VA 23504  
(757) 823-8600  
(800) 274-1821**

# ACADEMIC CALENDAR

## FALL SEMESTER 2019

|  |  |
|--|--|
| State of the University Address/Faculty/Staff/School/Department.....                   | Tuesday, August 20                                   |
| Meetings/Faculty Information Workshops.....  |  |
| Departmental Advising and Registration.....  | Friday, August 23 – Saturday, August 24              |
| <b>Classes Begin/Late Registration .....</b>   | <b>Monday, August 26</b>                             |
| Deadline for Late Registration/Adding Courses or Declaring Audit .....                 | Friday, August 30                                    |
| Mini Term 1A/1C Deadline for Late Registration/Adding Courses or Declaring Audit.....  | Friday, August 30                                    |
| Deadline to Drop a Course and Receive 100% Refund (19/1 and Mini Term 1A/1C).....      | Friday, August 30                                    |
| <b>Labor Day Holiday (No Classes).....</b>   | <b>Monday, September 2</b>                           |
| <b>Mini Term 1A/1C advisory grades due (7 week session) .....</b>                      | <b>Monday, September 16 – Saturday, September 21</b> |
| Deadline to Apply for December 2019 Graduation.....                                    | Friday, September 20                                 |
| <b>Founders Day Convocation .....</b>  | <b>Thursday, September 26</b>                        |
| <b>At the 5<sup>th</sup> Week, First Advisory grades due (15 week session) .....</b>   | <b>Monday, September 23 – Saturday, September 28</b> |
| <b>Mid Term Grading for Graduate Courses.....</b>                                      | <b>Monday, October 07 – Saturday, October 12</b>     |
| <b>Fall Break (No Classes for 15 week session).....</b>                                | <b>Thursday, October 17 – Friday, October 18</b>     |
| Mini-Term 1B/1D (Classes Begin).....   | Saturday, October 19                                 |
| Mini-Term 1B/1D Deadline for Late Registration/Adding Courses or Declaring Audit.....  | Friday, October 25                                   |
| Deadline to Drop a Course and Receive 100% Refund (Mini Term 1B/1D).....               | Friday, October 25                                   |
| Registration for Spring 2020 Semester Begins.....                                      | Monday, October 28 – Saturday, January 11            |
| <b>At the 10<sup>th</sup> week, Second advisory grades due (15 week session) .....</b> | <b>Monday October 28 – Saturday, November 02</b>     |
| Deadline to Drop a Course (19/1,19/1B,19/1D).....                                      | Friday, November 01                                  |
| <b>Mini Term 1B/1D advisory grades due (7 week session) .....</b>                      | <b>Monday, November 11 – Saturday, November 16</b>   |
| Reading Day (No classes).....  | Wednesday, November 27                               |
| <b>Thanksgiving Break.....</b>   | <b>Thursday, November 28 – Sunday, December 1</b>    |
| Classes Resume.....  | Monday, December 2                                   |
| <b>Final Grades Due for December 2019 Graduates .....</b>                              | <b>Wednesday, December 04</b>                        |
| <b>Classes End.....</b>  | <b>Friday, December 06</b>                           |
| <b>(Last Day to Withdraw from the University without Academic Penalty)</b>             |  |
| Final Examination Period.....  | Saturday, December 07 – Friday, December 13          |
| <b>COMMENCEMENT.....</b>   | <b>Saturday, December 14</b>                         |
| Deadline to Report Final Grades.....   | Tuesday, December 17                                 |

Registration One-Stop Shop Advising and Registration Services will be located on the first floor of the Student Center beginning Friday, August 23, 2019 through Friday, August 30, 2019 for registration. Hours of operation will be 8:00 a.m. until 6:00 p.m. Saturday August 24, 2019, hours of operation will be 9:00 a.m. until 1:00 p.m.

**Note: Academic Calendar dates are subject to change. Visit the NSU Website at [www.nsu.edu/enrollment-management/registrar/calendars](http://www.nsu.edu/enrollment-management/registrar/calendars) for the most recent updates.**

# ACADEMIC CALENDAR

## SPRING SEMESTER 2020

|   |  |
|---|--|
| University Community/Faculty/Staff/School/Department Meetings/ Faculty Information Workshops..... | Tuesday, January 7                                 |
| Departmental Advising and Registration.....   | Friday, January 10 – Saturday, January 11          |
| <b>Classes Begin/Late Registration.....</b>   | <b>Monday, January 13</b>                          |
| Deadline for Late Registration/Adding Courses or Declaring Audit .....                            | Friday, January 17                                 |
| Mini Term 2A/2C Deadline for Late Registration/Adding Courses or Declaring Audit.....             | Friday, January 17                                 |
| Deadline to Drop a Course and Receive 100% Refund (19/2 and Mini Term 2A/2C).....                 | Friday, January 17                                 |
| <b>Martin Luther King Jr. Holiday (No Classes).....</b>   | <b>Monday, January 20</b>                          |
| Deadline to Apply for May 2020 Graduation.....  | Friday, January 31                                 |
| <b>Mini Term 2A/2C advisory grades due (7 week session).....</b>                                  | <b>Monday, February 3 – Saturday, February 8</b>   |
| <b>At the 5<sup>th</sup> week, First advisory grades due (15 week session).....</b>               | <b>Monday, February 10 – Saturday, February 15</b> |
| <b>Mid Term Grading for Graduate Courses.....</b>   | <b>Monday, February 24 – Saturday, February 29</b> |
| Registration for Summer and Fall 2020 Semester.....   | Monday, March 2– Friday, June 19                   |
| Mini Term 2B/2D (Classes Begin) .....   | Monday, March 2                                    |
| Mini-Term 2B/2D Deadline for Late Registration/Add Courses or Declaring Audit.....                | Friday, March 6                                    |
| Deadline to Drop a Course and Received 100% Refund (Mini Term 2B/2D).....                         | Friday, March 6                                    |
| <b>Spring Break (No Classes).....</b>   | <b>Monday, March 9 – Sunday, March 15</b>          |
| <b>At the 10<sup>th</sup> week, Second advisory grades due (15 week session).....</b>             | <b>Monday, March 16 – Saturday, March 21</b>       |
| Deadline to Drop a Course(19/2,19/2B,19/2D).....  | Friday, March 27                                   |
| <b>Mini Term 2B/2D advisory grades due (7 week session) .....</b>                                 | <b>Monday, March 30, - Saturday, April 4</b>       |
| <b>Final Grades Due for May 2020 Graduates.....</b>   | <b>Wednesday, April 22</b>                         |
| <b>Classes End.....</b>   | <b>Friday, April 24</b>                            |
| <b>(Last Day to Withdraw from the University)</b>   |  |
| Final Examination Period.....   | Saturday, April 25 – Friday, May 1                 |
| <b>COMMENCEMENT.....</b>  | <b>Saturday, May 2</b>                             |
| Deadline to Report Final Grades.....  | Tuesday, May 5                                     |
| Faculty Development Workshop.....   | Wednesday, May 6 - Thursday, May 7                 |

Registration One-Stop Shop Advising and Registration Services will be located on the first floor of the Student Center beginning, Friday, January 10, 2020 through Friday, January 17, 2020. Hours of operation will be 8:00 a.m. until 6:00 p.m. Saturday, January 11, 2020, hours of operation will be 9:00 a.m. until 1:00 p.m.

**Note: Academic Calendar dates are subject to change. Visit the NSU Website at [www.nsu.edu/enrollment-management/registrar/calendars](http://www.nsu.edu/enrollment-management/registrar/calendars) for the most recent updates.**

# ACADEMIC CALENDAR

## SUMMER SESSIONS 2020

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### MAY 18 – JUNE 26, 2020 6 WEEK TERM (TERM A)

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|   |                   |
|---|-------------------|
| End of Registration (Term A).....   | Saturday, May 16  |
| Classes Begin/Late Registration.....  | Monday, May 18    |
| Deadline for Late Registration/Adding Courses or Declaring Audit.....                   | Thursday, May 21  |
| Deadline to Drop a Course and Receive 100% Refund.....                                  | Thursday, May 21  |
| Memorial Day Holiday (No Classes) .....   | Monday, May 25    |
| Deadline to Drop a Course.....  | Tuesday, June 9   |
| Classes End.....<br>(Last Day to Withdraw from the University without Academic Penalty) | Thursday, June 25 |
| Final Examination Period.....   | Friday, June 26   |
| Deadline to Report Final Grades.....  | Tuesday, June 30  |

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### JUNE 29 – JULY 24, 2020 4 WEEK TERM (TERM B)

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|  |                   |
|--|-------------------|
| End of Registration (Term B).....  | Saturday, June 27 |
| Classes Begin/Late Registration.....   | Monday, June 29   |
| Deadline for Late Registration/Adding Courses or Declaring Audit.....                    | Thursday, July 2  |
| Deadline to Drop a Course and Receive 100% Refund.....                                   | Thursday, July 2  |
| Deadline to Drop a Course.....   | Monday, July 13   |
| Classes End.....<br>(Last Day to Withdraw from the University without Academic Penalty). | Thursday, July 23 |
| Final Examination Period.....  | Friday, July 24   |
| Deadline to Report Final Grades.....   | Monday, July 27   |

**Note: Academic Calendar dates are subject to change. Visit the NSU Website at [www.nsu.edu/enrollment-management/registrar/calendars](http://www.nsu.edu/enrollment-management/registrar/calendars) for the most recent updates.**

# IMPORTANT INFORMATION REGARDING MATRICULATION

Policies regarding the enrollment of degree-seeking (matriculating) students at Norfolk State University are listed below:

- \* All students will follow the curriculum and the degree completion requirements specified in the University Catalog issued for the year of their initial enrollment as degree-seeking students.
- \* The University will honor degree completion requirements specified for students in the University Catalog for the year of initial enrollment as long as such enrollment is continuous (summer semesters not included).
- \* A student who does not maintain continuous enrollment (summer semesters not included) will follow the degree completion requirements specified in the University Catalog issued the year of readmission.
- \* Any student under any degree program who has re-enrolled in the University after interruptions of more than two semesters will be required to apply for readmission and meet the requirements of the current catalog.
- \* A student who transfers to another degree program will follow the requirements specified in the University Catalog issued for the year of the transfer to the new degree program.
- \* Students are held responsible for reading and complying with the University policies contained in the Catalog.
- \* The Catalog is not an unchangeable contract but, instead, an announcement of present policies only. Implicit in each student's enrollment is an agreement to comply with University rules, policies, and regulations that the University may modify to exercise properly its educational responsibility.

*This document is subject to change. Current university policies are located on the university's web site at <http://www.nsu.edu/policies/>. Please refer to this website for policy updates and policies and procedures not addressed in the University Catalog.*

*This document is intended to adhere to all statutory regulations, State Council of Higher Education for Virginia (SCHEV) guidelines, and other official documents and pronouncements of the Commonwealth of Virginia and the Norfolk State University Board of Visitors.*

*The current version, as amended, is posted on the University's website.*

*Norfolk State University is committed to the policy that all persons will have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.*

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# WELCOME TO NORFOLK STATE UNIVERSITY

Norfolk State College was founded in 1935. The College, brought to life in the midst of the Great Depression, provided a setting in which the youth of the region could give expression to their hopes and aspirations. At this founding, it was named the Norfolk Unit of Virginia Union University. In 1942, the College became the independent Norfolk Polytechnic College, and two years later an Act of the Virginia Legislature mandated that it become a part of Virginia State College.

The College was able to pursue an expanded mission with even greater emphasis in 1956 when another Act of the Legislature enabled the institution to offer its first Bachelor's degree. The College was separated from Virginia State College and became fully independent in 1969. Subsequent legislative acts designated the institution as a university and authorized the granting of graduate degrees. In 1979, university status was attained.

Today, the University is proud to be one of the largest predominantly black institutions in the nation. Furthermore, it is committed to pursuing its vital role of serving the people of the Hampton Roads area.

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## OUR MISSION

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Norfolk State University, a comprehensive urban public institution, is committed to transforming students' lives through exemplary teaching, research and service. Offering a supportive academic and culturally diverse environment for all, the University empowers its students to turn their aspirations into

reality and achieve their full potential as well rounded, resourceful citizens and leaders for the 21<sup>st</sup> century.

**Vision Statement:** Norfolk State University will be recognized nationally as a premier public institution with outstanding signature academic programs, innovative research, and community engagement opportunities.

**Core Values:**

Norfolk State University's strength lies in its core values. They form the foundation for the University's actions and reflect what is important to the members of the Norfolk State University community and the Hampton Roads region.

**Excellence** – We are dedicated to fostering a culture of excellence in all facets of the University through the highest educational standards for student achievement, stellar faculty teaching, innovative research, dedicated service and creative co-curricular activities.

**Student-Centered** – Students are our top priority, and we are committed to helping them become globally competitive in an enriching, stimulating and supportive environment.

**Diversity and Inclusiveness** – We foster a multicultural campus respecting all people, cultures, ideas, beliefs, identities, socio economic backgrounds, and perspectives. We train our students to become leaders in an ever-changing global and multicultural society.

**Integrity and Civility** – We expect everyone to be accountable for his or her actions and to engage in honest, ethical behavior. We value the contributions of each person, treating all with respect and civility, and affirm our shared responsibility for institutional success.

**Engagement** – We continually enhance the university's role and influence in affairs of local and global communities by promoting educational attainment, cultural enrichment, and economic development.

**Pride** – We display great admiration for the University and its rich history and legacy.

**Financial Empowerment** – We aggressively pursue expanded and more diversified revenue streams.

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## INSTITUTIONAL GOALS

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Institutional goals are derived directly from the mission statement and represent the direction the University intends to pursue over the decade.

- The University shall continue to define those areas in which it can make the most effective contributions to the total educational enterprise of the community, state, nation, and the world.
- The University shall continue to utilize its assembled expertise in research and public service to develop programs specifically related to urban needs.
- The University shall continue to develop its management capability in order to provide adequate, efficient, and timely services to its constituents.
- The University shall continue to maintain an environment which encourages its graduates to assume leadership roles in the community, state, nation, and world.

## ACCREDITATIONS AND AFFILIATIONS

### Regional Accreditation

Norfolk State University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, masters, and doctorate degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Norfolk State University.

### SPECIALIZED ACCREDITATIONS

#### **Engineering Accreditation Commission (EAC) of ABET**

- Electrical and Electronics Engineering (BS)
- Optical Engineering (BS)

#### **American Chemical Society (ACS)**

- Chemistry (BS)

#### **Accreditation Council for Education in Nutrition and Dietetics (ACEND)**

- Food Science and Nutrition (BS in Exercise Science)

#### **American Psychological Association (APA)**

- **Clinical Psychology (Ph.D.)**

#### **Association to Advance Collegiate Schools of Business (AACSB)**

- School of Business (BS)

#### **Commission on Accreditation of Allied Health Education Programs (CAAHEP)**

- Kinesiotherapy (BS in Exercise Science/Physical Education)

#### **Computing Accreditation Commission (CAC) of ABET**

- Computer Science (BS)

#### **Council on Social Work Education (CSWE)**

- Social Work (B.S.W.)
- Social Work (M.S.W.)

#### **National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)**

- Medical Technology (BS)

#### **The Association of Technology, Management and Applied Engineering (ATMAE)**

- Building Construction Technology (BS)
- Computer Technology (BS)
- Electronic Technology (BS)

#### **National Association of Schools of Music (NASM)**

- Music (B.Mus.)
- Music (M.Mus.)

#### **Council for the Accreditation of Educator Programs (CAEP)**

- Early Childhood Education, Elementary Education, Special Education (BS Interdisciplinary Studies or BA Psychology)

- Health and Physical Education (BS Exercise Science/Health and Physical Education)
- History Education (BA History)
- English Education (BA English)
- Mathematics Education (BS Mathematics)
- Chemistry Education, Physics Education, Biology Education (BS Science: Chemistry, Physics, Biology)
- Fine Arts Education (BA Fine Arts)
- Music Education (BM Music Education)
- Early Childhood Special Education (MA Pre-Elementary Education)
- Special Education General Curriculum K-12, Special Education Adapted Curriculum (MA Special Education)
- Elementary Education, English, Mathematics, Science (Biology, Physics, Chemistry), Visual Arts, Music, History (MAT)
- School Counseling, Administration and Supervision (Principal Preparation and Curriculum Development and Supervision) (MA Urban Education)
- School Social Work (MSW)

#### **Accreditation Commission for Education in Nursing (ACEN)**

- Nursing (BS)

#### **Accrediting Council on Education And Mass Communications (ACEJMC)**

- Mass Communication & Journalism (BS)

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## AFFILIATIONS

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- Administrative Management Society
- American Alliance for Health Education, Recreation, Physical Education and Dance
- American Association for Affirmative Action American Association of Colleges of Nursing American Association of Colleges for Teacher Education
- The Virginia Association of Teacher Educators American Association of Collegiate Registrars and Admissions Officers
- American Association of State Colleges and Universities American Council of Construction Education
- American Public Health Association American Society of Engineering Education
- American Society of Manufacturing Engineering Association for Continuing Higher Education and Council of Graduate Schools
- Association of American Colleges
- Association of Governing Boards of Universities and Colleges
- Association of Information Systems Professionals Association of Virginia Colleges
- Central Intercollegiate Athletic Association Cluster Program
- College Placement Council
- Conference of Southern Graduate Schools
- Council for Advancement and Support of Education Council of Historically Black Graduate Schools Council on Social Work Education
- Intercollegiate Music Association
- Mid Atlantic Association for School, College and University Staffing and Group for the Advancement of Doctorial Education
- National Alliance of Business College/Industry Relations National Association for Equal Opportunity in Higher Education
- National Association for Intercollegiate Athletics National Association for the Health Professions National Association of College Admissions Counselors National Association of Student Personnel Administration
- National Business Education Association National Center for Allied Health Leadership National Collegiate Athletic Association National League of Nursing
- Norfolk Chamber of Commerce
- Southern Association of Collegiate Registrars and Admissions Officers
- Southern College Placement Association, Inc. Southern Region II, ALAW
- Southern Regional Education Board Virginia Association of Allied Health Virginia Association of College Nursing Virginia Council of Graduate Schools Virginia Public Health Association

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## GRADUATE EDUCATION

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The goal of graduate education at Norfolk State University is to provide advanced, discipline-specific knowledge, skills, and perspectives which prepare graduates to assume leadership roles and contribute to a profession, discipline or field. Master's degree programs build upon the foundation of undergraduate education and provide advanced knowledge, specialized skills, methodologies, and opportunities for independent learning. Doctoral degree programs provide the highest level of preparation for leadership roles and careers in teaching, research, and professional practice. All programs require a minimum of 30 semester credit hours for degree completion.

The University offers several master's degree programs as shown in Table 1. Each master's degree program consists of a coherent program of study, which includes core and concentration coursework, electives, seminars, and other educational experiences, such as practicums, theses and creative scholarly projects.

The minimum requirements for the master's degree include the successful completion of 30 semester credit hours of approved coursework and a cumulative grade point average of 3.0 or better on a 4.0 scale. Degree programs may require a thesis option, or other culminating scholarly and creative projects. The requirements for each master's program are included in the program description published in the Graduate Catalog.

The University offers three doctoral degree programs which require from 54 to 72 semester credit hours for degree completion. Doctoral programs include core and concentration coursework, comprehensive and/or qualifying examinations, advanced research coursework, and preparation and defense of a dissertation. The aim of doctoral education is to prepare leaders who are grounded in the knowledge, theories and best practices of their disciplines and professions. Graduates are expected to demonstrate competence and expertise in their fields, a global perspective, and the ability to engage in both independent scholarship and interdisciplinary collaboration in knowledge development. The minimum requirements for the doctoral degree include successful completion of all program requirements and a cumulative grade point average of 3.0 or better on a 4.1 point scale. Specific requirements for the doctorate varies by discipline and is specified in each program description published in the Graduate Catalog.

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## DEGREES GRANTED

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Norfolk State University offers advanced degrees in the following areas:

### SCHOOL OF EDUCATION

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|--|
| Master of Arts in Pre-Elementary Education |
| Master of Arts in Special Education        |
| Master of Arts in Teaching                 |
| Master of Arts in Urban Education          |

### COLLEGE OF LIBERAL ARTS

|   |
|---|
| Master of Arts/ Master of Fine Arts in Visual Studies |
| Master of Arts in Criminal Justice                    |
| Master of Arts in Media and Communications            |
| Master of Music                                       |
| Master of Arts in Urban Affairs                       |
| Doctor of Philosophy in Clinical Psychology           |

### COLLEGE OF SCIENCE, ENGINEERING AND TECHNOLOGY

|   |
|---|
| Master of Science in Computer Science                     |
| Master of Science in Cybersecurity                        |
| Master of Science in Electronics Engineering              |
| Master of Science in Materials Science                    |
| Master of Healthcare Administration                       |
| Doctor of Philosophy in Materials Science and Engineering |

### SCHOOL OF SOCIAL WORK

|                                     |
|-------------------------------------|
| Master of Social Work               |
| Doctor of Philosophy in Social Work |

# SCHOOL OF GRADUATE STUDIES AND RESEARCH

**Dr. Leroy Hamilton**, Provost and Vice President for Academic Affairs (I)  
(757) 823-8408

**Dr. George E. Miller**, Dean  
(757) 823-8015

**Dr. Desideria Hacker**, Assistant Dean  
(757) 823-2893

The School of Graduate Studies and Research administers the University's graduate programs in the School of Education, College of Liberal Arts, School of Social Work, and College of Science, Engineering and Technology. The Graduate Dean is responsible to the Provost for developing and maintaining high quality graduate programs. The Graduate Dean serves as Chair of the Graduate Council and initiates activities and policies designed to maintain the quality of graduate programs and promote the general welfare of graduate students.

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## GRADUATE COUNCIL

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The Graduate Council is responsible for academic matters pertaining to graduate education at Norfolk State University. Thus, the Council is responsible for establishing and recommending policies, regulations, and procedures for graduate degree programs. Its aim is to ensure effective coordination of graduate programs and the maintenance of high quality graduate education. The Council recommends (1) selection criteria for graduate faculty; (2) instructional loads for graduate faculty; and (3) mechanisms for the evaluation of graduate faculty and programs. The Council also determines and monitors requirements for admission to graduate study at the University; regulations governing the number of undergraduate hours which graduate students can apply towards a graduate degree; the admission of undergraduate students to graduate courses; the number of transferable graduate credits; and other matters regarding graduate policies, regulations and procedures that are presented to the Council for consideration.

Membership on the Graduate Council is restricted to representatives from those schools housing graduate programs; those schools which have been granted approval by the State Council of Higher Education for Virginia to implement graduate programs; the Faculty Senate; the Office of the Provost; the Library; the Graduate Student Association (GSA), and the Virginia Beach Higher Education Center.

# ADMISSIONS

Norfolk State University practices its mission to provide higher education opportunities for all people regardless of their socio-economic status, race, sex, age, religion, or national origin by identifying and admitting students with academic promise.

Norfolk State University seeks to admit in-state and out-of-state applicants whose combination of academic preparation, aptitude, achievements, and motivation predict a reasonable probability of success in one or more of the University's schools.

The University makes an effort to maintain a diverse student population, which enriches the educational process and benefits the entire campus community. Further, the University reserves the right to base individual admission in any given year upon a number of factors, including the number of applicants to space availability. In some instances, the academic standards/criteria of some programs exceed the minimum University requirements, due to space limitations, resources, and/or program design.

Qualified graduates of accredited colleges and universities are eligible to seek admission to Norfolk State University for graduate study. Applicants are accepted for admission on the basis of qualifications, without regard to sex, age, race, religion, or national origin.

1. Applicants must hold a bachelor's degree from a regionally accredited college or university.
2. Applicants must request that all graduate and undergraduate institutions attended send copies of their official transcripts to the Graduate School.
  - a. International students who attended undergraduate school at a non U.S. institution must submit an official, evaluated transcript from an approved agency such as the World Education Services ([WES](#)) or Educational Credential Evaluators ([ECE](#)).
  - b. Applicants who attended a U.S. undergraduate or graduate institution may submit unofficial transcripts for initial application review. However, admitted students must submit official transcripts prior to enrollment in the university.
3. Each official transcript must show the complete scholastic record, bear the official seal of the institution, and be signed by the issuing officers.
4. Applicants must have met one of the following requirements:
  - a. A minimum grade point average (GPA) of 2.5 on a 4.0 point scale.
  - b. A minimum grade point average (GPA) of 3.0 on a 4.0 point scale in the last 60 hours of undergraduate work.
  - c. Submits a portfolio of relevant work experience (minimum of five years in the specified field of study).
5. Applicants must submit three letters of recommendation that address their abilities to pursue the field of study.
6. Applicants must submit an essay expounding on his/her interest in the field of study.

Some graduate programs have additional requirements such as standardized test scores (Graduate Record Examination, TOEFL, IELTS, etc.) or may require grade point averages greater than 2.5. Applicants should refer to the appropriate graduate program description or inquire at the Program Office for additional requirements.

To ensure adequate time for processing prior to enrollment, the Graduate School must receive application forms, transcripts, letters of recommendation and other credentials by November 1 for enrollment for the spring semester; and by May 1 for enrollment for the summer or fall semesters. Students who submit applications by these deadlines will be considered for all available assistantships and other forms of financial aid available. Transcripts and other credentials become the property of the University and must remain on file in the Graduate School.

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## ADMISSION PROCEDURES

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Admission to pursue graduate study at Norfolk State University is accomplished by completion of an online application (<http://www.nsu.edu/applyonline>) and payment of the application fee. All application materials should be submitted electronically. Unofficial transcripts will be accepted for review. However, if accepted for admission and prior to enrollment, official transcripts must be mailed to the Graduate School, Norfolk State University, 700 Park Avenue, Norfolk, Virginia 23504.

When the applicant's file is complete, a decision will be made on admission, and the Graduate School will convey the decision, in writing, to the applicant with a copy to the appropriate graduate program office.

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## INTERNATIONAL STUDENTS

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In addition to the admissions requirements stated above, all international applicants, whose native language is not English, are required to demonstrate the required level of proficiency in the English language. A minimum Test of English as a Foreign Language (TOEFL) score of 550 on the paper based test; 71 on the Internet Based Test (IBT); or a minimum International English Language Testing System (IELTS) score of 6.5 is required. Some programs may require higher scores, please see the specific program of interest. Information on the TOEFL can be obtained at <http://www.ets.org/toefl> or on the IELTS at <https://www.ielts.org/>.

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## ADMISSION CLASSIFICATIONS

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Applicants are admitted to study at the graduate level in one of two classifications: degree-seeking (regular/matriculating) and non-degree seeking (non-matriculating).

### **Degree Status**

To be admitted as a degree-seeking student in a graduate program at Norfolk State University, a student must hold a baccalaureate degree from an accredited institution and meet the admission criteria.

Admission is granted for a specified semester and program. A student may not transfer his or her admission status to another graduate degree program. If a student wishes to enroll in a different degree program, the student must submit a new application for admission and be formally admitted to a new program in a subsequent semester.

### **Non-Degree Status**

Non-degree status is available for applicants who (a) meet all requirements for regular admission but do not wish to take courses leading to a particular degree; (b) hold a baccalaureate degree from a regionally accredited institution but whose academic record reflects less than the required minimum grade point average for regular admission; or (c) are seeking certification or endorsement in a teacher preparation program.

Applicants, whose formal degree application is pending final action for admission in a subsequent semester, may submit an application for non-degree status.

A maximum of nine (9) credit hours may be taken as a non-degree student. Non-degree students are not eligible for financial aid, graduate assistantships and housing.

A non-degree seeking student may apply for admission to a graduate program as a degree-seeking student. However, non-degree status does not guarantee future admission. Additionally, admission to a graduate program does not imply that all course work completed as a non-degree seeking student will be automatically applied to degree requirements. A student's admission status will not be changed from non-degree seeking to degree-seeking during the same semester in which the student is enrolled in non-degree courses.

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## TIME LIMIT

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A student matriculating at Norfolk State University in a master's degree program will be expected to complete all requirements for his/her degree within a four calendar year period. Doctoral and terminal degree students must complete degree requirements within a seven calendar year period.

A reasonable exception to the time limit may be granted to a student by written petition to the Graduate Program Coordinator prior to the expiration of the time limit. Exceptions are granted for one year and only two exceptions are allowed. Students requesting an exception must also submit a plan of action for completing all degree requirements.

## RE-ADMISSION

Re-admission is required when a student has not enrolled for classes for one or more semesters and has not, during that time, been enrolled in a continuous registration course. To be readmitted, a student must submit a completed readmission application (see <http://www.nsu.edu/applyonline>). Re-admission is granted upon recommendation of the Graduate Program Admissions Committee. The re-admitted student must consult with his/her academic advisor regarding the conditions of readmission and to determine if any of the courses previously taken will count toward the fulfillment of degree requirements.

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### RE-ADMISSION AFTER TIME LIMITATION HAS PASSED

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A new application is required for readmission to a graduate program after the time limitation has lapsed for completing degree requirements. The student's application and academic record will be reviewed by the Graduate Program Admissions Committee under the current University, School of Graduate Studies, and program policies. If admission is granted, the student will be informed of the provisions of readmission and whether any of the courses taken previously will be applied toward the degree.

## TUITION, FEES, AND FINANCIAL INFORMATION

The following guidelines outline eligibility information for obtaining in-state tuition rates in the Commonwealth of Virginia. The information is not comprehensive and should only be used as a general reference.

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### DOMICILE

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To be eligible for in-state tuition rates, students must be domiciled in Virginia for a minimum of one year preceding the first official day of classes. Domicile is defined as the student's "present, fixed home to where the student returns following temporary absences and to where he or she intends to stay indefinitely." In order to qualify for Virginia in-state tuition, therefore, the student must meet two criteria: he or she must currently reside in Virginia and intend to reside in Virginia indefinitely.

As a minor, a student carries his or her parents' domiciliary status. Once the student reaches the age of 24, he or she is eligible to establish his or her own domicile. However, if a student is over 24 years of age and is financially dependent on his or her parents, normally the parents must be domiciled in Virginia before the student becomes eligible for in-state tuition benefits.

#### Factors Used to Determine Domicile

The University reviews several factors when determining domicile, including:

1. Residence during the past year prior to the first official day of classes
2. State to which income taxes are filed or paid
3. Employment
4. Valid Driver's license
5. Voter registration
6. Motor Vehicle Registration
7. Property ownership
8. Location of checking or savings account
9. Other social or economic ties with Virginia and other states
10. Military personnel or dependents should refer to the application for change of domicile.

The presence of any or all of these factors does not unquestionably determine Virginia domicile. These factors, used to support a case for in-state tuition benefits, must have been present for one year prior to the first official day of classes.

Residence or physical presence in Virginia attained primarily to attend a college or university does not entitle a student to in-state tuition rates. If a student is classified as an out-of-state student, that student will be required to provide clear and convincing evidence to refute the presumption that he or she is residing in the state primarily to attend an institution and does not intend to stay indefinitely. Applications for change of domicile are available through the Office of Admissions.

All applications and supporting documents must be received in the Office of Admissions prior to the start of the semester for which a change of domicile is sought. Domicile review and appeal procedures may take up to six weeks. If a student's application is pending a decision, the student will be expected to pay out-of-state charges until written approval has been granted by the Domicile Committee.

Copies of pertinent Virginia statute and guidelines issued by the State Council of Higher Education for Virginia are on reserve in the University Library. For additional information, contact the Office of Admissions at (757) 823-8396 or 1-800-274-1821.

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## TUITION AND FEES

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Tuition and fees are established annually by the University's governing board, the Board of Visitors. Considerable effort is made to keep increases at a minimum. For fee information, students should obtain a current "Schedule of Tuition and Fees" and "Registration Information and Schedule of Classes" booklet online or from the Registrar's or Admissions Office located in the Student Services Center. These documents will include the current tuition, mandatory fees, room, board, and any special instructional fees. Students who register during late registration will be assessed a late registration fee.

Books, uniforms, supplies, professional dues, and examination expenses are paid separately from University charges. Students should consult their academic department for an estimate of these costs.

The current listing of tuition and fees is located at: <https://www.nsu.edu/finance/student-accounts/tuition-and-fees>.

## FINANCIAL AID FOR STUDENTS

Financial aid programs provide monetary assistance to students who would not otherwise be able to pursue or continue their educational objectives. Aid may be awarded on the basis of merit or need. The Free Application for Federal Student Aid (FAFSA), which is used to determine financial need, is required to be considered for need-based federal and state-funded assistance. The FAFSA may be accessed and completed online at ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)). To submit a FAFSA online, a student must obtain a Personal Identification Number (PIN) at [www.pin.ed.gov](http://www.pin.ed.gov). For additional information on FAFSA, students may call 1-800-433-3243.

The information on financial aid contained herein is subject to change or deletion as circumstances warrant.

## APPLICATION REQUIREMENT

The Financial Aid application priority deadline is April 15. Applications and required documentation are accepted after this date; however, Financial Aid awards are made on a first come, first served basis. All documentation must be received and completed prior to a student obtaining a Financial Aid award letter.

To receive and to continue to be eligible for financial aid, a student must be admitted to a graduate program as a degree-seeking student, in good academic standing, making satisfactory academic progress toward his/her degree. In addition, the following information is required:

### Free Application for Federal Student Aid (FAFSA)

The FAFSA information helps the University and other awarding agencies to determine eligibility for need-based aid. The **NSU Federal School Code is 003765**. To complete the FAFSA go to <https://fafsa.ed.gov/>. Failure to complete the FAFSA form in its entirety may delay the processing of financial aid applications.

### Verification of Taxable and Non-taxable Income

Upon request, students may be required to submit a copy of their 1040 and/or their parents' 1040, 1040A or 1040EZ. They also may be required to submit a copy of their non-taxable income such as social security, veteran's benefits, TANF, etc.

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## **GRADUATE FELLOWSHIPS**

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Graduate Fellowships may be awarded on the basis of need or merit. To be considered for an award, a student must be enrolled full-time (nine semester credit hours or more) as a degree-seeking student. The number of graduate fellowships is limited and subject to the availability of funds. All graduate students are considered for graduate fellowships.

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## **GRADUATE ACHIEVEMENT ASSISTANTSHIPS**

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Norfolk State University is authorized in the Code of Virginia to offer Achievement Assistantships to Virginia and non-Virginia graduate students. To be eligible for this award, a student must be enrolled full-time (nine credit hours or more), in good academic standing, making satisfactory progress toward a graduate degree, and recommended by their academic program. A qualified graduate student may receive an assistantship in an amount not to exceed the cost of tuition and fees. Continuing students must maintain a cumulative grade point average of 3.0 or better to receive this scholarship. All graduate students are considered for this award.

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## **FEDERAL FORD DIRECT LOANS**

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The University participates in the William D. Ford Federal Direct Loan Program. This loan program consists of the Federal Ford Subsidized Loan, the Federal Ford Unsubsidized Loan and the Graduate PLUS Loan. Graduate Students can borrow from Unsubsidized only. Students borrowing from loan programs borrow directly from the U.S. Department of Education. The Ford Direct Unsubsidized Loan is a non-need-based Loan. The maximum award is \$20,500 per academic year.

# ACADEMIC POLICIES

## ACADEMIC HONESTY

In keeping with its mission, the University seeks to prepare its students to be knowledgeable, forthright, and honest. It expects and requires academic honesty from all members of the University community. Academic honesty includes adherence to guidelines established by the University for the use of its libraries, computers, and other facilities.

“Academic or academically related misconduct” includes, but is not limited to, unauthorized collaboration or use of external information during examinations, plagiarizing or representing another’s ideas as one’s own, furnishing false academic information to the University, falsely obtaining, distributing, using, or receiving test materials, obtaining or gaining unauthorized access to examinations or academic research materials, soliciting or offering unauthorized academic information or materials, improperly altering or inducing another to alter improperly any academic record, or engaging in any conduct which is intended or reasonably likely to confer upon one’s self or another an unfair advantage or unfair benefit respecting an academic matter.

Additional information regarding academic or academically related misconduct, and disciplinary procedures and sanctions regarding such misconduct, may be obtained by consulting the current edition of the Norfolk State University Student Handbook.

Graduate students are expected to exhibit personal and academic integrity as they pursue their educational goals and engage in research and other scholarly activities. Students must adhere to University policies

and procedures regarding scholarly responsibility, intellectual property, responsible conduct of research and all policies and protocols related to research involving human subjects and/or animals. Contact the Office of Sponsored Programs for regulations and protocols regarding the protection of human and animal subjects in research.

## CLASS ATTENDANCE POLICY

The University expects students to attend all classes. While absences are discouraged, the University

recognizes that, on occasion, students may have legitimate reasons for being absent. Thus, a student will be permitted one “unexcused” absence per semester hour credit or the number of times a course meets per week. Once a student exceeds the number of allowed unexcused absences, an instructor may require an official University excuse. Not more than 20% of class meetings (excused and/or unexcused)

may be missed by a student during a given semester. At the discretion of the instructor, a student whose absences exceed 20 percent of scheduled class meetings for the semester may receive a grade of F for the course.

Students have the responsibility to confer with instructors regarding all absences or intended absences. If a sudden departure from the campus (for an emergency or extraordinary reason) prevents a student from communicating with each of his or her instructors, the student is expected to notify the Dean of Students Office within 48 hours.

Class excuses are issued for legitimate reasons as deemed appropriate by the Dean of Students Office. Such reasons may include but are not limited to medical reasons, funerals for immediate family, and official University business/activity. Official written documentation may be required. Notes from relatives, friends, etc., are not accepted as “official” documentation for absences. The Dean of Students Office will determine if an absence is legitimate and if an excuse will be issued.

Students who become ill are encouraged to report to the Student Health Center, located in Spartan Station, for “minor” medical treatment. A current NSU ID card must be presented prior to treatment. Written verification of illness issued by the Health Center should be carried to the Dean of Students Office, and an official University excuse should be obtained.

Students residing in on-campus housing facilities are governed by the same policies and procedures as non-residential students insofar as class attendance and class excuses are concerned

## CANDIDACY FOR DEGREE

Each graduate student is assigned a faculty advisor. The student is expected to develop early, in consultation with his/her advisor, a program of study for completion of degree requirements. It is the responsibility of each student to work with the academic advisor toward completion of degree requirements and preparation for graduation.

## COMMENCEMENT POLICY

Commencement exercises are held two times each year, in May and December. Candidates must complete all requirements no later than the desired graduation date.

The Office of the Registrar processes all applications for graduation. Any student expecting to complete academic requirements at the end of a semester must

complete and file an application for graduation through the academic department by the designated due date for the applicable semester. It is the responsibility of the department chair to submit the necessary forms and documentation to the Registrar's Office in compliance with established deadlines. A graduation application fee will be assessed in accordance with the University Fee Schedule.

Students must resolve deficiencies and/or discrepancies in the academic record with the department chair/program coordinator/director within prescribed guidelines. Failure to do so may result in deferring graduation.

## **COMMENCEMENT PARTICIPATION**

Candidates for graduation must complete all degree requirements or be currently enrolled in all remaining credits that will complete degree requirements and satisfy all financial obligations in order to participate in commencement ceremonies. Academic and financial clearances must be obtained before academic attire is issued to the student. Information about commencement requirements can be found at the Office of the Registrar's website:

<https://www.nsu.edu/registrar/graduation>.

## **SENIOR LEVEL UNDERGRADUATE STUDENTS**

A Norfolk State University student who is classified as a graduating senior may enroll in a 500-level graduate course if the student:

- Has a cumulative grade point average of 3.00 or better;
- Is eligible for graduation at the close of the academic year in which he/she is registered for the course;
- Is enrolled full-time during the semester in which the course is taken; does not expect to use the course to fulfill an undergraduate requirement, and
- Has received approval to register for the course from the coordinator of the graduate program in which the course is to be taken.

# ACADEMIC INFORMATION

The requirements which are listed below apply to all graduate students at Norfolk State University. It is the student's responsibility to be knowledgeable of and comply with all policies, procedures and regulations. Special departmental and program requirements are available in departmental offices, web sites, and program handbooks.

## THE CURRICULUM

The curriculum is the vehicle through which the University seeks to make its most significant impact upon the lives of students. Developing, implementing, and updating curricula is the responsibility of the faculty and academic administrators. Curricular offerings are described in this catalog for each academic program.

## COURSE LOAD

A full-time graduate student must be enrolled in nine credit hours per semester during the academic year.

## MINIMUM GRADE REQUIREMENTS

A cumulative grade point average (GPA) of 3.00 ("B"), from semester to semester, is required to (1) maintain good academic standing as a graduate student, and to (2) meet the requirements for a graduate degree. Any student who fails to maintain the 3.00 GPA will be automatically placed in probationary status and must, within the following semester elevate his/her GPA to 3.00 in order to remain in the graduate program. Grades in all courses taken as a graduate student are used in determining whether a student has met the 3.00 ("B") cumulative grade point average requirement to remain in good academic standing.

## SEMESTER CREDIT HOUR

Semester Credit Hour is the unit of instruction used for computing the amount of work required for assigning credit. Academic credit is awarded in the form of a semester credit hour, which reflects the amount of engaged learning time expected of a typical student enrolled not only in traditional classroom settings but also in laboratories, studios, internships and other experiential learning, and distance and correspondence education. One semester hour is equivalent to one 50–70 minute period of instruction or lecture per week for 15 weeks. Two or three 50-minute periods of laboratory sessions are equal to one period of instruction or lecture. Faculty assign and monitor semester credit hour assignments

## COURSE LEVEL/NUMBER

Course level/Number is an indicator of the knowledge and skills that are expected to be taught and learned in a course. Course level indicates progression of learning, rigor, and content. Generally, the course level is indicated by the course numbering system. Graduate level courses start at 500 and go up to a potential ceiling of 999.

500-599      First Year Graduate  
600-999      Upper Level Graduate

In general, course prefix numbers ranging from 500-799 designate master's level coursework. Depending on the program, doctoral –level course prefixes may range from 500- 999. In general, doctoral level courses are designated by course prefixes ranging from 700-999).

## THE GRADING SYSTEM

The grade point system, based upon all graduate hours graded at Norfolk State University is used to calculate student scholarship. The table below depicts the grading symbols and points used to calculate grade point averages.

| GRADE | QUALITY POINTS | GRADE               | QUALITY POINTS |
|-------|----------------|---------------------|----------------|
| A     | 4.000          | C+                  | 2.300          |
| A-    | 3.700          | C                   | 2.000          |
| B+    | 3.300          | C-                  | 1.700          |
| B     | 3.000          | F                   | 0.000          |
| B-    | 1.700          |                     |                |
| I     | NONE           | INCOMPLETE          |                |
| W     | NONE           | OFFICIAL WITHDRAWAL |                |

Transfer credits from institutions where the pass/fail grading system prevails will be interpreted as "B" unless the awarding institution submits with the transfer credits, a copy of its policies which would justify the interpretation of the transfer credits otherwise.

The established University policy will prevail regarding the awarding and use of the "W" grade.

## ACADEMIC STANDARDS

The student is responsible for knowing the academic standards of his/her academic unit and of the Graduate School. A cumulative grade point average (GPA) of 3.1 ("B"), from semester to semester, is required to (1) maintain good academic standing as a graduate student, and to (2) meet requirements for a graduate degree. Any student who fails to maintain the 3.00 GPA will be automatically placed in probationary status and must, within the following semester, elevate his/her GPA to 3.00 in order to remain in the graduate program. Grades in all courses taken as a graduate student are used in determining whether a student has met the 3.00 ("B") cumulative grade point average requirement to remain in good academic standing. No more than two (2) grades of C or below are permitted in a student's academic program. This minimum standard of scholarship is applied to all graduate programs.

Graduate degree programs vary on minimum grade requirements for successful completion of a graduate course. In some units, a grade of B- or below is interpreted as a failing grade and a student may be required to repeat the course.

## AUDITING COURSES

Students who desire to attend courses but do not wish to receive course credit may audit such courses, with permission from the instructor. Even though no grade will be received for the course, the student is required to pay the required fee for same. To audit a course the student must complete the Course Request Form and place an "AU" in the "TUITION HOURS" column of the form. The instructor's signature should be placed in the "Comments" column on the same line as the audited course. The auditing student is expected to attend classes regularly but is not required to submit assignments or take examinations. Changing from audit to credit or from credit to audit is permitted only during the scheduled "Add" period. Audited courses may be dropped during the scheduled "Drop" period.

## CHANGE OF CURRICULUM WITHIN A PROGRAM

Students wishing to make a curriculum change from one track/concentration to another within a graduate degree program must execute the Change of Curriculum form. This form must be signed by the program officer of the graduate program in which the student is enrolled. The Change of Curriculum form may not be used to make a change from one graduate degree program to another because admissions requirements for graduate programs vary. The Change

of Curriculum form is processed in the Graduate School.

## CONTINUOUS REGISTRATION

Continuous registration is required for all degree-seeking graduate students, including students completing terminal projects, theses, practicums; working to remove "I" grades; or preparing to take a comprehensive/qualifying examination.

Students must enroll in a continuous registration course and pay a continuous registration fee each semester until degree requirements are met. Students are expected to meet regularly with their advisors during the continuous enrollment period.

A student who is not continuously enrolled at Norfolk State University, excluding summer sessions, must submit an application for readmission. Readmission Applications are available at <http://www.nsu.edu/applyonline>.

## COURSE SUBSTITUTIONS

Course substitutions involve Norfolk State University courses and should not be confused with the awarding of transfer credits. Students may request that a course taken at Norfolk State University be substituted for a prescribed course to meet a degree requirement in the student's academic program. Course substitutions must be submitted the following semester after successful of the course and approved by the Program Coordinator, Academic Dean, and the Dean of Graduate School.

## GRADE APPEAL

The instructor has the responsibility for evaluating coursework and determining grades; however, the student has the right to appeal a grade believed to be in error. The appeal process may involve the following steps and may be resolved at any level:

1. The student confers with the instructor involved.
2. The student and instructor (preferably together) confer with the chairperson of the department offering the course.
3. The student and instructor (preferably together) confer with the dean of the school in which the department is housed.

When the above steps do not resolve the issue, the student may initiate a formal written appeal through the Faculty/Student Grievance Committee to the Provost

for its review and recommendation. Appeals should not be taken lightly by either the student or the instructor.

The student is responsible for verifying the accuracy of his or her academic records. Grade appeals should be made immediately after the grade in question is received. No appeals will be considered after one year has elapsed or after graduation, whichever is earlier.

## **INCOMPLETE GRADES**

A grade of "I" is assigned when a student has maintained a passing average but for reasons beyond his/her control, the course requirements have not been met. It is the responsibility of the student to make arrangements with the instructor to remove the "I" grade. The instructor will set a time limit, usually no later than mid-term of the next semester, for the removal of the 'I'. After a one (1) year time limit, the "I" grade will automatically change to the "F" grade. No student will be allowed to participate in commencement with an "I" on his/her record.

## **REPEATING COURSES**

A student who has received a final grade of B- or lower in a course may repeat the course. Students

must consult with their academic advisors regarding minimum course grade requirements and policies for repeating courses. The course to be repeated must be taken at Norfolk State University and taken prior to

completion of the degree at Norfolk State University. The normal registration procedure must be followed when registering for repeat courses, and the grade earned will be posted to the student's record. The credit and quality points for the highest grade earned (one grade only) will be used to calculate the student's GPA. All courses attempted (the original course attempted and the grade for that course) will remain on the student's permanent record and will appear on the transcript.

## **REGISTRATION**

Registration for graduate students takes place at the departmental registration site. The graduate student must consult with an advisor in his/her respective department to plan her/his program of study.

All graduate students are classified as "Day" students and are required to secure an I.D. card appropriately marked "Graduate Student." I.D. cards are issued or updated during the registration period.

I.D. cards provide access to the following: (1) library and media center; (2) recreational facilities; (3) the Student Activities Center; (4) parking privileges on campus, and (5) financial offices at the University

## **RESIDENCE REQUIREMENTS**

The minimum residency requirement for the graduate degree is one academic year. This residency

requirement reflects the graduate faculty's concern that students experience sustained academic concentration directly related to the degree sought. Therefore, it is required that graduate students pursue their studies as fully participating members of their respective programs for a minimum of one academic year. Students in fully online programs do not have to meet this residency requirement.

## **THESIS / DISSERTATION**

A student completing a thesis or dissertation will develop his/her plan in consultation with her/his major advisor. The thesis/dissertation must include a significant problem and demonstrate the student's competence in research methods and overall scholarship.

Students should obtain a Thesis Guide from the School of Graduate Studies and Research. It is the responsibility of the student to follow all guidelines and procedures for submitting the thesis or dissertation for processing. Final copies of theses and dissertations are submitted to the Department and the University Library.

## **TRANSFER OF CREDIT**

Generally, a maximum of twelve (12) credit hours of graduate work completed at another regionally accredited institution may be accepted as transfer credit, provided that (a) the credits have not previously been used or applied to a degree at another institution; (b) the grade earned in the course is "B" or above; (c) the courses are comparable to those offered in the program to which the applicant is applying; (d) approval is granted by the graduate program area; and (e) the credits were earned within five (5) years prior to registration. Graduate programs which require 60 semester credit hours may approve up to 24 credit hours of transfer credits, this policy also applies to courses taken at Norfolk State University.

Transfer credits are not included in the calculation of the cumulative grade point average. For clarification regarding transfer of credit for specific courses, applicants seeking transfer credit should consult the Graduate Program Coordinator.

## **WITHDRAWAL FROM COURSES**

A graduate student may officially withdraw, voluntarily and without penalty, from a course in accordance with the dates stipulated in the University Calendar. To withdraw, a student must file a withdrawal petition that is available in the academic unit or the Registrar's office. The final grade for the course(s) dropped is a "W."

Students who withdraw from all courses after the second week of the semester are considered to have been enrolled for the semester. Degree-seeking students who withdraw from all courses for one semester, excluding summer sessions, may enroll in the subsequent semester provided they have not attended another college or university since last attending NSU, have not been suspended from NSU, and otherwise are eligible to return.

Fees for students who withdraw or reduce their course load will be adjusted in accordance with the University's Fee Adjustment Schedule which is printed in the Course Schedule Booklet. Financial aid eligibility may be affected by reducing the course load after financial aid has been awarded.

## WITHDRAWAL FROM THE UNIVERSITY

University policy requires a student to complete an Application for Withdrawal when enrollment is terminated before the end of a semester or summer session. The Application for Withdrawal may be obtained from the department head/advisor or the Registrar's Office and must be submitted to the Office of the Registrar by the last day of class. The student should discuss the matter with their advisor or Program Coordinator/Director before processing the Application for Withdrawal. The last day to officially withdraw from all classes is on the last published date for all classes.

If the student is ill or otherwise incapacitated and cannot complete the withdrawal process, the student must contact, or have someone else contact, the Office of the Vice President for Student Affairs immediately.

A student who fails to adhere to the published deadlines for withdrawing from all classes or withdrawing from the University will be charged the appropriate tuition and will receive a failing grade (F).

**NOTE:** Under no circumstance does non-attendance constitute an official withdrawal from the university.

## LYMAN BEECHER BROOKS LIBRARY

**Cynthia Lynn Harrison**  
**Dean of Library Services (I)**

**(757) 823-2418**

The Lyman Beecher Brooks Library provides services and resources to meet the scholarly and informational needs of the Norfolk State University community. Students and faculty can access online resources, including the library catalog, electronic full-text journals, and e-books, either remotely or via any campus computer. The Reference Research area in the library not only provides research assistance, but also provides access to additional computer workstations, which students can use for research needs. The Lyman Beecher Brooks Library is a member of the Virtual Library of Virginia. This cooperative effort of the libraries of colleges and universities in the state of Virginia provides cost-effective access to online resources and enhances interlibrary lending. The Library has extensive journal subscriptions, including e-journals and many issues in micro format. The Library is an open-stack facility with space for approximately 2,000 readers and a book capacity of 500,000 volumes. CAMPUS Archives

### **Harrison B. Wilson Archives**

The Harrison B. Wilson Archives is the repository of the historical records of the University, its faculty, alumni, and students. In addition, the Archives has the mission of collecting and preserving the historical records of African-Americans in Virginia and making them available to researchers.

### **Herbert A. Marshall Collection**

The Herbert A. Marshall Collection is a Special Collection of approximately ten thousand (10,000) items pertaining to African-American history, folklore, and culture.

### **LOIS E. WOODS MUSEUM**

The Lois E. Woods Museum houses a collection of African art from 14 countries representing 40 groups and cultures. Included in the museum is a reference library that features over 400 books on African art, folklore, and history.

# ADMINISTRATIVE OFFICES

The administrative offices help the university carry out its mission efficiently and effectively. The University is organized into 5 divisions: Office of the Provost, Finance and Business, Research and Economic Development, Student Affairs, and University Advancement. Each division is led by a vice president who is responsible for implementing programs and services that are essential for the management of the University.

## OFFICE OF THE PROVOST

**Dr. Leroy Hamilton, Provost and Vice President for Academic Affairs (I)**  
(757) 823-8408

The Office of the Provost at Norfolk State University bears leadership responsibility for the academic focus of the institution. The Office plays a central role in the articulation, development, initiation and continuing support of the educational philosophy of Norfolk State University which is articulate in its mission: To provide an affordable, high quality education for an ethnically and culturally diverse student population, equipping students with the capability to become productive citizens who continuously contribute to a global and rapidly changing society."

The Office is made up of two colleges, three professional schools, an off-campus center, and academic support programs. The colleges are the College of Liberal Arts and the College of Science, Engineering, and Technology. The schools are the School of Business, the School of Education, and the Ethelyn R. Strong School of Social Work. Thirty bachelor's degree programs, two associate degree programs, sixteen master's degree programs, and three doctoral degree programs are offered through these schools. Continuing Norfolk State University's tradition of service, the Office of the Provost promotes and encourages community involvement. The Office of the Provost provides a variety of programs and opportunities in which the students, faculty, and staff may demonstrate altruistic spirit.

The goal of student success guides all academic policies and processes. The Office of the Provost is committed to student mastery of subject matter, the acquisition of liberal knowledge, and the development of competence in students' career fields. The leadership of the Office of the Provost works in concert with the faculty to ensure that the curriculum supports the University's mission and strategic imperatives.

To that end, the Provost has developed the following goals:

1. Enhance the Collegial Environment – identify correct Rules of Engagement
2. Enrollment Growth in Quality and Quantity – increase student enrollment with improved quality
3. Improve the freshman to sophomore retention rate; and increase the Graduation Rate
4. Implement Teacher/Scholar Model for the faculty – improve sponsored research and NSU role in economic development
5. Implement Performance Based Management Model - ensure accountability at all levels

The implementation plan for these goals including targeted initiatives, action steps and resource needs, are available in the Office of the Provost, Suite 460, Harrison B. Wilson Hall (757) 823-8408. Programs under the Office of the Provost include, but not limited to, the programs/services which follow.

## INTER-INSTITUTIONAL EXCHANGE PROGRAM WITH OLD DOMINION UNIVERSITY

Norfolk State University students have the opportunity to take courses at Old Dominion University through a student exchange program.

Graduate and undergraduate students are eligible to participate in the Exchange Program. For degree purposes, credits earned will be considered resident credit at the home institution. Courses taken at ODU under this program will be considered the same as Norfolk State University courses; all other courses taken at ODU are subject to Transfer Credit Policy limitations. Registration under this program is limited to students with a cumulative grade point average of 2.00 or better. The approval of the school dean is required.

The Registrar at each institution will register a student for courses at the other institution if the student presents a form properly signed by the appropriate university officials. The student exchange will be honored both in regular sessions and in the summer session.

Regular bus service between campuses is provided during the regular session but is not available for evening classes or the summer session.

## INFORMATION TECHNOLOGY SERVICES (ITS)

(757) 823-8678 – Help Desk

The information Technology (ITS) manages the administrative and academic information technology resources for Norfolk State University. ITS provides ubiquitous access to technology over a highly secured wired and wireless CISCO-based network, utilizing a gigabit fiber optic backbone for voice, video, data, and security. A port-per-pillow, computer labs, and wireless access are provided in all the residence halls.

The Enterprise Information Systems (EIS) administrative computing unit includes the Student Information System (Datatel/Colleague) and university web development. MyNSU is a Datatel web-based tool for online registration, grades, unofficial transcripts, financial aid information, and online payments.

ITS also works closely with the Office of eLearning and the Division of Financial Services on Blackboard's course management and dining and vending systems.

NSU's state-of-the-art Data Center houses over 100 enterprise-wide servers and a supercomputing Internet2 environment managed through a high-end Networking Operations and Security Center. The new Virtualization and Collaboration Center provides an environment conducive for onsite and remote collaborations, visualization, and training in support of a wide variety of opportunities.

E-mail is provided through a Microsoft Exchange Enterprise Email System.

Television/video/multimedia technology specialists provide on-site event coverage and production support to meet both institutional and instructional needs of the University. The Telecommunications Unit is responsible for all telecommunication services on campus, including cellular and desk phones. The development of a Supercomputing environment using Internet2 in the new McDemmond Center provides NSU with the latest cutting edge technology for research.

Faculty and Staff receive Colleague, technical, and applications software training through the ITS Training unit. Since flexibility is a key consideration, various types of training are offered including: general classroom, departmental, one-to-one, and online tutorials.

Faculty, students, and staff of Norfolk State University must comply with all University, Information Technology Services (ITS), and school/department policies and procedures relating to the use of technological

resources operated for administrative, academic/instructional, and research purposes. Current University and ITS policies are found at the following websites:

<http://www.nsu.edu/policies/> and  
<http://www.nsu.edu/oit/policies/>.

## OFF-CAMPUS CENTER

**Virginia Beach Higher Education Center (VBHEC)**  
**1881 University Drive**  
**Virginia Beach, Virginia 23453 (757) 368-4150**

**The mission** of NSU programs and services at the VBHEC is to provide educational opportunities and outreach services for traditional and non-traditional students with special emphasis placed upon the adult lifelong learner. Additionally, VBHEC strives to develop and disseminate educational programming, training programs, and selected technological information to its adult constituents outside the traditional credit delivery formats.

The Virginia Beach Higher Education Center, operated cooperatively by Norfolk State University and Old Dominion University, offers graduate-level courses for Norfolk State University in criminal justice, secondary education, urban education (counseling), and social work. Undergraduate courses and a number of continuing education (non-credit) offerings are also available. This Center offers administrative services, including academic counseling and course registration. Courses offered at the ODU/NSU Higher Education Center are listed with section number 85.

The goal of the Center is to strengthen the skills of the adult learner through educational opportunities in workforce development, leadership, competitive education programs, continuing education, and business and community partnerships.

The Center focuses on meeting the needs of non-traditional students and offers weekend and evening courses. Other programs located at VBHEC are Spartan Prep Academy, Military Education Programs, the Reclamation Project, and the Criminal Justice Master's degree program. Other credit classes taught at VBHEC include—Interdisciplinary Studies, Urban Education, History, Nursing, Business, English, Psychology and Social Work. Courses are offered using a variety of modalities including, but not limited to, face to face, online, and videoconferencing. Non-credit continuing education certificate courses and programs are offered year round. The VBHEC is also used for special events such as the Annual Women's Conference. Community groups, school systems, and government agencies also host various events at this location.

## **DIVISION OF FINANCE AND BUSINESS**

**Mr. Gerald Hunter**  
**Vice President for Finance and Administration**  
**(757) 823-8011**

The Division of Finance and Administration provides leadership for the administration of the institution's fiscal and business services and protects its financial and capital resources. These services include providing leadership for an array of initiatives and services that sustain and enhance the University's living, learning, and working environments for students, faculty, and staff. The Division's priorities and goals are service oriented attitude, operational efficiency and effectiveness, and financial accountability. The institution's commitment to academic excellence and fiscal soundness is reflected in its stewardship of resources, integrity in activities and customer-friendly interactions with constituents.

The Division ensures that the University complies with applicable state and federal requirements and sustains credible fiscal and operational management. The Division's support services include Administration; Auxiliary Services; Bursar; Controller; Environmental Health, Safety and Risk Management; Facilities Management; Finance; Human Resources; Parking and Transportation Services; Procurement Services, and University Police. As the University maintains its credibility as a well-managed, fiscally sound institution of higher education, its goal is to promote greater efficiency and effectiveness in administration, while taking a proactive approach to emerging issues and new challenges.

### **BOOKSTORE**

The Bookstore is a service element owned by Norfolk State University and operated by Barnes and Noble Bookstore. It is located in the Mills E. Godwin, Jr. Student Center. The Bookstore provides the University community with the widest possible selection of goods and services at competitive prices, with particular attention being paid to academic requirements.

### **FACILITIES MANAGEMENT DEPARTMENT**

The Facilities Management Department has four major areas, namely Operations and Maintenance, Capital Planning and Improvements, Administrative Services and Environmental Health, Safety and Risk Management. The area of Operations and Maintenance provides services needed to operate and maintain all university facilities. These services are provided by carpenters, painters, mason plasterers, plumbers, electricians, HVAC mechanics,

locksmiths, housekeeping workers, grounds persons, laborers, engineers, administrative, work management center, and supervisory personnel. The Department is also responsible for electrical and other utilities distribution. In addition to operating and maintaining the facility plant, the department provides labor services such as sound setups and moving and hauling for the entire university community.

The area of Capital Planning and Improvements provides services for space utilization, design, planning, bidding, and contracting services for capital outlay projects and minor renovations and alterations to existing facilities.

The area of Administrative Services provides financial, budgeting, and administrative services to the operating units within facilities. Services provided include budget, finance, payroll, postal services, inventory control, property disposal, receiving, warehousing, billing, payment of all utility and vendor invoices, construction contract administration, and funding for all new planning and construction projects.

The area of Environmental Health, Safety and Risk Management provides oversight to mandated programs; provides safety consultations to faculty and staff, and conducts training, incident investigations; monitors and coordinates evaluations for fire safety systems; manages liability and property damage claims; appraises and issues certificates of insurance coverage; coordinates hazardous waste storage and disposal. This area also designs and assesses response procedures for emergency situations.

### **DINING SERVICES**

NSU Dining Services prepares home-style cooked meals for meal plan participants and customers. Meals are served at Scott Dozier Dining Hall and West Dining Hall, which are conveniently located for students. Traditional meals are also served in the Faculty Dining Hall located adjacent to Scott Dozier Hall. All facilities are operated by Thompson Hospitality/Compass Group.

NSU Dining Services offers branded retail outlets such as Pizza Hut, Freshens, Origins, Coyote Jacks Grill, and Chick-fil-A. These retail dining areas are conveniently located on campus. The Spartan Station Food Court located at the Student Service Center provides specialty fast food and beverages for staff and students. NSU Dining Services also sponsors two Campus C-Stores to meet the needs of staff and students. There is an Outtakes Kiosk located in Wilson Hall Administration Building.

Catering services also are provided by NSU Dining Services. It is committed to accommodating customers and students with quality products and to providing incomparable service.

## INCLEMENT WEATHER

Decisions to close the University due to inclement weather will be made by the Vice President for Finance and Business in consultation with the President and other vice presidents. The decision to close Norfolk State University will be communicated by the Acting Executive Director of Communications and Marketing via the area's media outlets.

During times of inclement weather (e.g., hurricanes, tornadoes, etc.) employees and students may obtain information regarding NSU closing and cancellation of classes from the following:

| RADIO STATIONS | TELEVISION STATIONS |
|----------------|---------------------|
| WNSB FM 91.1   | WTKR TV 3           |
| WOWI FM 102.9  | WAVY TV 10          |
| WJCD FM 105.3  | WVEC TV 13          |
| WHRV FM 89.5   | WVBT TV 43          |

For more information on this policy, please call the office of Communications and Marketing at (757) 823-8373, the office of Finance and Business at (757) 823-8011, the office of Risk Management at (757) 823-9142, the switchboard at (757) 823-8600 or the SpartanLine at (757) 823-2600.

## POSTAL SERVICES

The Postal Service provides University faculty, staff, and students with quality services when processing

official campus and off-campus mail, and provides postage meter service for the University community at the prevailing governmental rates for all classes of mail. Proper mail handling instructions and assistance to University faculty, staff and students are also provided.

## UNIVERSITY POLICE DEPARTMENT

Norfolk State University Police Department has primary responsibility for security on campus. The Norfolk State University Police Department's mission is "to promote and maintain personal safety and physical and environmental security." The department's efforts include preventive measures through education and enforcement and to promote awareness of individual responsibility in safety and crime prevention. Norfolk State University Police Officers are sworn officers empowered and mandated to enforce federal, state, and local laws.

Norfolk State University Police Department's security policies and procedures comply with law enforcement regulations as established by the Commonwealth of

Virginia and the Department of Criminal Justice Services.

## DIVISION OF RESEARCH AND ECONOMIC DEVELOPMENT

Office of the Provost and Vice President for Academic Affairs  
(757) 823-8408

The mission of the Division of Research and Economic Development is to be a responsive and responsible customer-centric organization that enables and empowers its client (the Norfolk State University community and its stakeholders) to effectively accomplish its business unit goals.

## OVERVIEW

The Division of Research and Economic Development is primarily responsible for acquiring external funding support for sponsored program activities and for encouraging and sustaining faculty and staff interests in these endeavors.

The Research and Innovation to Support Empowerment (RISE) project is intricately linked to the Division of Research and Economic Development in that RISE Campus activity is underpinned by technology and research. Also, the Division provides a critical interface between Norfolk State University (NSU) and the Enterprise and Empowerment Foundation (E2F) that oversees the RISE project.

The Division of Research and Economic Development includes the Office of Sponsored Programs (OSP).

## OFFICE OF SPONSORED PROGRAMS (OSP)

This unit is responsible for administrative oversight for Norfolk State University grant, contract, and other sponsored program coordination and activities.

Sponsored Programs is the primary interface for all departments and units within the University for local, state, federal, and quasi-governmental agencies, for corporations, foundations and other entities that provide support for research projects and other sponsored program categories. This excludes programs for charitable gifts, endowments, and all other forms of private giving, all of which are managed by the Division of University Advancement.

The mission of the Office of Sponsored Programs is to shepherd programs and funds into and through the University and to assist in developing and maintaining the intellectual base required to competitively seek external funding. This office seeks, pursues, solicits, and manages funding activities for all research and other sponsored programs, University-wide.

## PLANNED STUDENT SECURITY MESSAGE

Personal information posted on public newsgroups, public chat groups, community websites and even private or commercial on-line sites may be accessible by anyone on the Internet. Such personal information may be indexed and cached by search engines such as Google or Yahoo and may remain available on search engines even after the original website has removed the information. Please keep this in mind when posting personal information on public websites.

### DIVISION OF STUDENT AFFAIRS

(757) 823-8141

The Division of Student Affairs is the central administrative unit responsible for the coordination and direction of student programs, services, and activities outside the classroom. The departments within the Division are dedicated to recognizing and

providing for the needs of each student while stimulating student development outside the classroom. Other goals are aimed at preserving the rights of each individual student; fostering respect and communication among different cultures; maintaining a continued process of self-assessment; and adapting objectives to meet the needs of the student body while supporting the educational mission of the University.

### DEAN OF STUDENTS OFFICE

(757) 823-2152

The Dean of Students Office assists all students, graduate and undergraduate, from their initial orientation to the College through successful completion of their academic and career goals. The Dean of Students staff advocates for student needs, addresses student complaints, acts as a liaison between students and academic departments, and provides support and challenges designed to enhance personal growth, as well as a sense of personal authority and responsibility in each student.

#### Student Advocacy

Student Advocacy is available and committed to address comments, questions, and concerns related to the NSU experience. Individuals are counseled regarding University policies and procedures. Concerns and complaints are investigated by working with campus officials and a response is given via email. An online form is available at <https://www.nsu.edu/student-affairs/dean-of-students/student-complaints>. Ensuring the highest level of satisfaction is paramount.

#### Student Conduct

Student Conduct through the Dean of Students Office supports the mission of the University by promoting an environment conducive to transforming lives and empowering individuals through the fair and impartial administration of the Code of Student Conduct. We recognize that every community includes rules, standards, and expectations. The office helps educate students on their responsibilities as a member of the Norfolk State University community and promotes a safe and inclusive atmosphere. Additional information can be found at: <https://www.nsu.edu/student-affairs/student-judicial/>.

The Dean of Students Office is located in the Student Services Center, Suite 318. The telephone number is 757-823-2152.

## COMPLAINTS AND GRIEVANCES TO EXTERNAL ENTITIES

For students (and other persons) who wish to address unresolved complaints, the University provides contact information for the following entities:

- a. The Southern Association of Colleges and Schools Commission on Colleges SACSCOC, 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404)679-4500 for unresolved complaints concerning University compliance with accrediting standards;
- b. The State Council of Higher Education for Virginia (SCHEV), 101 N. 14th Street, 10th Floor James Monroe Building, Richmond, Virginia 23219 for unresolved complaints concerning a condition or incident involving the University;
- c. The Office of the State Inspector General, 101 N. 14th Street, 7th Floor, Richmond, Virginia 23219, (804) 625-3255 or (800) 723-1615, for complaints alleging fraud, waste, abuse, or corruption; and
- d. The Office of Civil Rights of the U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202, (1-800-872-5327), for complaints concerning federal laws prohibiting discrimination.

## CAREER SERVICES

(757) 823-8462

Career Services is responsible for the overall planning, development, and implementation of the University's career services program for students and alumni. The office is located in Suite 307, Student Services Center. Functions include:

1. Identifying and developing full-time, internship and co-op opportunities;
2. Maintaining Spartanlink, a dynamic database of employment opportunities that allows students/alumni to upload resumes, apply for jobs and internships;
3. Providing career coaching and advising;
4. Planning and conducting professional seminars which includes Resume Writing, Interviewing Skills, Internship/Co-Op, How to Work a Career Fair, Job Search Strategies and Dress for Success, and Professional Social Media training;
5. Planning and coordinating the On-campus Interviewing Program;
6. Planning and conducting career fairs (fall/spring) and graduate professional school day (fall semester).

Students must register with Career Services to receive all available services. Seniors are strongly encouraged to register with Career Services as they prepare to transition into the professional workforce upon graduation.

## COUNSELING CENTER

Student Services Center, Ste. 312 (757) 823-8173

The Counseling Center provides a range of counseling services for Norfolk State University students at no charge. Services include individual, group, and crisis counseling, as well as educational outreach programming.

Counseling Services are confidential. The Counseling Center does not release information about a student without the student's written permission, except in cases of imminent danger to self or others, student is a minor (under 18), court order, or otherwise required by law. Counseling records are not part of academic records.

Counselors are available to consult with students, parents, and staff about issues that affect student life. Adjustment difficulties, substance abuse, depression, troubled relationships, and the inability to manage stress are a few reasons students seek counseling services. Crisis counseling is available to students 24 hours per day, seven days per week.

The Counseling Center staff are professional counselors trained and experienced in addressing

issues common among university students. Appointments can be made by phone or in person. For additional information, please visit the Counseling Center in Room 312, Student Services Center, or call (757) 823-8173.

## OFFICE OF ACCESSIBILITY SERVICES/INTERNATIONAL STUDENT SERVICES (O.A.S.I.S.)

James Bowser Bldg, Suite 121 (757) 823-8325

The mission of Accessibility Services/International Student Services is to promote the academic success of students with disabilities (SWD), and International Students through high-quality educational assistance; faculty and staff seminars; workshops and training, and assistive technology training for students, faculty, staff, and administrators.

### Accessibility Services

Accessibility Services is committed to complying with both the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973.

Accessibility Services assists currently enrolled students with documented disabilities including physical disabilities, traumatic head injuries, learning disabilities and other health concerns. Services include counseling, rehabilitation, note-sharing, and priority seating.

All contacts with SSDS are held in strict confidence, and information is released only with the student's permission.

### Assistive Technology Laboratory (AT Lab)

The AT Lab exists to support the enhancement of student outcomes through the delivery of information, training, and support through the use of assistive technologies. Students with documented disabilities who are enrolled in the SSDS program are given access to the AT Lab where they are able to utilize specialized hardware, software, and other technologies that level the playing field in their endeavor to excel.

A complete list of services and accommodations are provided through the SSDS program and within the AT Lab is available from Disability Services and the Norfolk State University Student Handbook.

## INTERNATIONAL STUDENT SERVICES

James Bowser Bldg, Suite 121 (757) 823-8325

International Student Services assists international students with matters related to immigration promoting international education and intercultural understanding. The office circulates immigration information and acts as a referral source for students, staff, faculty, and the community. Services include issuing visa documents/advising students; processing immigration petitions; serving as a liaison between the

international student, the university, government agencies; and providing support services and education to enhance student success.

More information is available in the International Student Services Office and in the Norfolk State University Student Handbook. The office is located in the James Bowser Bldg., Suite 121

## HOUSING AND RESIDENCE LIFE

(757) 823-8407

Living in one of our residential communities provides a great opportunity for students to interact with people from different backgrounds, get involved with campus life, create lifelong friendships, and develop to your fullest potential. Students who reside in our residential communities are required to abide by all University policies and respecting the rights of other residents.

### Staff

Each residential community is staffed with a residence hall director, graduate assistant (GA), front desk staff, and a resident assistant (RA) who is assigned to each floor. All staff are responsible for administering and enforcing University policies and regulations, while acting as a listener, mediator, and resource person.

### Living on Campus

All students who live within our residential communities are members of the Residence Hall Association (RHA). RHA is committed to enhancing the residential experience on campus. Each community has representatives who work with the Office of Housing & Residence Life to identify areas of concern, and provide quality programs, activities, and services.

### Payment of Fees

All students desiring on-campus housing must submit an online housing application and include the non-refundable housing deposit of \$300.00 by the deadline date (May 1st for fall entry, November 1st for spring entry). Only applications accompanied by deposits will be considered. No bed spaces are guaranteed after the deadline dates.

Upon receipt of a bill from NSU, the entire room and board balance must be paid in full or payment arrangements made with the Office of Student Accounts by the respective May 1st/November 1st deadline date. To inquire about individual accounts, students should contact the Office of Student Financial Services at (757) 823-8381.

Students are required to occupy the assigned room on or before the first day of classes. Failure to do so could result in the loss of on-campus housing.

### Roommate Request(s)

Requests for roommates will be honored, to the extent possible, provided the request is mutual and included on the housing application of each applicant, deadlines for fees are met, and each person making the request meets all requirements for living in the desired residential community.

### Occupancy of Rooms

Students are required to occupy rooms on or before the first day of classes or forfeit the room reservation.

### Check-In

Upon check-in, students must complete a Blue Card Emergency Contact Form, receive their key, and complete a Room Condition Report. Students must have satisfied all financial obligations to the University and submitted a signed housing contract.

### Housing during Breaks

All residential communities will be officially closed during the Thanksgiving, winter, spring and summer breaks (except Spartan Suites). Students are not required to move their belongings out of their room during Breaks if they plan to return after the break ends. Continuing residents and graduates will receive updated information with specific dates and times to vacate the respective community.

### Withdrawal Procedures

Those who withdraw from their community must contact their residence hall director. Residents are responsible for removing all personal possessions and for cleaning their rooms, which must be verified by the residence hall director. The student is responsible for completing all paperwork to finish the withdrawal process.

There will be a \$100 charge for all rooms/suites not cleaned and a \$75 key charge for all keys not returned. Both offenses are subject to possible sanctioning that could prohibit future residency. In addition, students withdrawing from the residence halls will incur a \$50 charge for improper check-out if they fail to complete any part of the withdrawal process. Students should contact their respective residence hall director if they have questions.

### Check-Out Procedures

Prior to student check-in and upon checkout, each residence hall will have staff assigned to check the condition of the room/suite. Damages and other discrepancies will be noted on the back of the resident's Blue Card. Normal wear is not penalized. Should the resident in violation not be known, all residents assigned to the room will be charged. Each resident assigned to a room/suite is responsible for cleaning his or her side of the room. Rooms and/or suites must be clean and free of all trash. Students housed in suites must ensure that the bathrooms are clean. Charges will be assessed for broken, damaged,

misplaced, or out of area furniture. Failure to follow correct check-out procedures will result in a fine and possible sanctioning that prohibit future residency in the residence halls.

### Off-Campus Housing

The University has an off-campus housing referral listing to aid students in finding privately owned accommodations. Referrals are available in the Office of Housing and Residence Life. Information is available about rooms, houses, and apartments that are available to students. Contracts or agreements are private matters between the student and the landlord and not Norfolk State University. Students are urged to make living arrangements well in advance of the beginning of the semester.

### Violation of Residence Hall Rules and Regulations

Living with a diverse group of students can be challenging and rewarding at times. The Office of Housing & Residence Life seeks to provide an inclusive and welcoming environment where values such as respect, civility, and accountability are upheld at all times. Students within the residential communities are required to abide by the Guide to Community Living Handbook and the terms of their Housing Contract. Additionally, residents are required to abide by the Norfolk State University Code of Student Conduct. Alleged violations of the Handbook or Code of Conduct will result in disciplinary action.

## SPARTAN HEALTH CENTER

(757) 623-3090

Student health services are provided by Fort Norfolk Plaza Urgent Care. Basic health services provided under the student health program include diagnosis and treatment of minor illnesses and injuries, provision of selected over-the-counter medication and medical supplies, general and emergency medical services, health education counseling, maintenance of immunization/ health history records, provision of forms and materials on preventive health, mental health, and other health-related areas, and injections of allergy serum (at students' expense). Should a student require consultation with a specialist, the health care provider at the Center will refer the student to a local practitioner. The Center is staffed with highly skilled health care professionals including physicians, nurse practitioners, and nurses.

The costs for the health care services listed above are paid by the University for students who are enrolled full-time. Costs incurred for care that exceeds the services listed above must be paid by the student. Students are encouraged to purchase health insurance to cover the cost of specialty referrals, prescriptions or hospitalization. Students need to bring their NSU ID

and should any insurance documentation they have in the event outside labs, imaging or referrals are needed.

It is recommended that any necessary dental and/or eye examinations be done prior to coming to the University, as the Health Center cannot provide these services.

The Spartan Health Center does not operate a pharmacy. Prescriptions may be filled at local pharmacies.

### Emergency Care

When a serious or life-threatening illness or injury occurs on campus, the NSU Campus Police Department should be contacted immediately by calling (757) 823-9000. Norfolk State University's campus has easy-to-see, blue-light emergency telephones located across campus. Blue-light phones provide a direct connection to the University Police Department. Most blue-light phones are located on each building on campus, including residence halls, and along major foot traffic areas. Phones mounted on residence halls have an emergency button that, when pushed, connects directly with the University Police Department.

If emergency medical transportation is needed, the University Police Department will make the necessary arrangements to ensure that the individual is taken to the nearest urgent health care facility. The expense of this care will be borne by the student.

### Location and Office Hours

The Spartan Health Center is housed in the Spartan Station at the east end of the campus. It is open Monday through Friday from 8:00 a.m. to 5:00 p.m. Walk-in hours will be from 8:00a.m. to 10:00 a.m. for the acutely ill. Acutely ill is defined as new onset of sickness such as fever, diarrhea, urinary problems, and upper respiratory problems. Students should call the Spartan Health Center at (757) 278-3360 or visit the Spartan Health Center's website to make an appointment to ensure prompt treatment. However, students with new onset illnesses will be seen on a walk-in basis between scheduled appointments, whenever possible.

### Appointments

Students should call for an appointment to ensure prompt treatment. However, students with new onset illnesses will be seen on a walk-in basis between scheduled appointments, whenever possible.

### Confidentiality

The relationship between a clinician and the patient is strictly confidential. To ensure this, the Spartan Health Center will not release files or information to anyone, including university officials, relatives, or prospective employers, without the expressed written consent of the patient. Only upon issuance of a legal subpoena

will records be provided without the patient's authorization.

**Medical Excuses**

Written statements verifying a student's visit to the

Health Center will be issued, if necessary, at the discretion of the Health Care Provider. An official university excuse may be obtained from the Office of the Dean of Students.

**Immunizations**

Health History Record of Immunizations Virginia State Law (Sec.23-7.7) and Norfolk State University require all full-time entering and returning students to provide documentation of immunizations and a completed health record form. The information on this health record is needed to both protect the health of the university community and to assist the Spartan Health Center staff in providing comprehensive medical care for students.

**Health Insurance**

Due to the high cost of health care, it is strongly recommended that all students be covered by some form of health insurance. This may be as a dependent on a family plan or by purchasing health insurance coverage independent of the University.

The University does not offer an Accident Medical Expense Benefit Plan or a Sickness Medical Expense Benefit Plan for Domestic Students.

International Students are automatically enrolled into the International Students Injury and Sickness Insurance Plan a the time of registration.

Health History/Record of Immunizations Virginia State Law (Sec. 23-7.7) and Norfolk State University require all full-time entering and returning students to provide documentation of immunizations and a completed health record form. The information on this health record is needed to both protect the health of the university community and to assist the Spartan Health Center staff in providing comprehensive medical care for students.

**STUDENT CENTER**

(757) 823-8200

The Norfolk State University Student Center builds a sense of community by facilitating learning, leadership and personal development to enhance the student's experience.

The Student Center is home to Student Government Association, the Office of Student Activities, meeting rooms, Spartan Commuter Lounge, computer labs, Spartan Echo and Spartan Reflection Yearbook office,

Spartan Game Zone, Spartan Training Zone, The Transformation Center, Spartan Express Café and University Bookstore. Spartan Lanes are managed by the Student Center along with Intramural Sports teams and leagues.

**STUDENT ACTIVITIES**

(757) 823-8200

The Office of Student Activities is responsible for the coordination and implementation of a creative, responsive, and diverse co-curricular program. Norfolk State University strives to cultivate individuals who have not only mastered academic coursework, but have also developed active interests and skills in interpersonal relations. To assist with this mission, the University promotes a wide range of student organizations and activities. Students are encouraged to participate in the following academic, social, athletic, literary, and religious activities:

| <b>STUDENT ORGANIZATIONS</b>                                      |
|---|
| Accounting Association  |
| 200 Plus Menu   |
| 2xclusive Hip Hop Dance Team                                      |
| Active Minds at Norfolk State University                          |
| African Student Association                                       |
| Airway Science Club   |
| Alpha Delta Mu National Social Work Honor Society                 |
| Alpha Epsilon Rho   |
| Alpha Eta Rho Fraternity, Inc.                                    |
| Alpha Kappa Alpha Sorority, Inc.                                  |
| Alpha Kappa Delta   |
| Alpha Kappa Mu Honor Society                                      |
| Alpha Lambda Delta Honors Society for First Year Students         |
| Alpha Mu Gamma National Collegiate Foreign Language Honor Society |
| Alpha Nu Omega Fraternity Inc.                                    |
| Alpha Nu Omega Sorority, Inc.                                     |
| Alpha Phi Omega Fraternity, Inc.                                  |
| Alpha Phi Sigma National Criminal Justice Honor Society           |
| Alpha Sigma Lambda  |
| American Association of University Women                          |
| American Chemical Society   |
| American Physics Society  |
| American Production and Inventory Control Society                 |
| Arabic Language & Culture Club                                    |
| Association for Computing Machinery                               |
| Association of Black Communicators                                |
| Association of Concerned Sociologists                             |

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|--|
| Association of General Contractors of America        |
| Association of Information Technology Professionals  |
| Athletes in Actin                                    |
| Banking and Finance Club                             |
| Baptist Student Union                                |
| Beta Gamma Sigma Honor Society                       |
| Beta Kappa Chi National Scientific                   |
| Beta Psi Biology Society                             |
| Boxing Club  |
| Business Honor Council                               |
| Caribbean Student Association                        |
| Cheerleaders   |
| Chemistry Club                                       |
| Chess Club   |
| Chi Eta Phi Sorority, Inc.                           |
| Christian Student Fellowship                         |
| Circle K International                               |
| Collegiate Secretaries International                 |
| Commuter Student Association                         |
| Concert Choir  |
| Consume Services and Family Studies Club             |
| Cooperative Education Club                           |
| Council for Exceptional Children                     |
| Council of Independent Organizations (C.I.O)         |
| Dance Marathon                                       |
| Data Processing Management Club                      |
| Determined Educated Sisters Taking Initiative        |
| Encouraging Dreams (D.E.S.T.I.N.E.D)                 |
| Diplomats' Circle, The                               |
| DNIMAS Student Association                           |
| Early Childhood Education Club                       |
| Eboni Rage Fashion Society                           |
| Economics Club                                       |
| Elements of Style                                    |
| English Club   |
| English and Foreign Languages major Club             |
| Entertainment Alliance                               |
| Entrepreneurship Club                                |
| Epsilon Tau Sigma                                    |
| Family and Consumer Sciences                         |
| Filipino Americans @ Norfolk State                   |
| Finance and Banking Association                      |
| Food Science and Nutrition Club                      |
| French Club  |
| Freshman Class                                       |
| Girls in Science, Engineering and Technology (GISET) |
| Genetics Society of Norfolk State University         |
| Golden Key National Honor Society                    |

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|---|
| Gospel Choir  |
| Grace Church Ministries   |
| Graduate Student Association  |
| Group for Microgravity & Environmental Biology Strategies for Ecology, Education, Diversity and Sustainability (GMEB-SEEDS) |
| Guild of Fine Arts  |
| Habitat for Humanity  |
| HBCU's Peace + Love   |
| Health Services Management Association  |
| History Club  |
| Honda Campus All-Star Challenge   |
| Honor Society of Nursing  |
| Honors College Student Association  |
| Hotel, Restaurant and Institutional Management Club   |
| Industrial Education Technology Club  |
| Institute of Electrical and Electronic Engineers  |
| Interdisciplinary Studies Student Association   |
| International Food Service Executive Association  |
| International Student Organization  |
| International Technology Education Collegiate Association   |
| Intervarsity Christian Fellowship   |
| Iota Phi Theta Fraternity, Inc  |
| James W. Howell Book Club   |
| Junior Class  |
| Kappa Alpha Psi Fraternity, Inc.  |
| Kappa Delta Epsilon   |
| Kappa Kappa Psi Fraternity, Inc.  |
| Kappa Omicron Nu  |
| Kappa Omicron Tau Society   |
| Ladies and Gentleman of Technology  |
| Leading the Education of Gay and Sraight Individuals (LEGAS)  |
| League of Extraordinary Men, The  |
| League of Extraordinary Women, The  |
| League of Gamers Inspiring Culture (L.O.G.I.C)  |
| Lyman B. Brooks Debating Society  |
| Mass Communications Student Association   |
| Master Social Work Graduate Student Organization  |
| Material Advantage (ACerS-ASM-TMS)  |
| Materials Research Society  |
| Mathematics Club  |
| Minority Association of Pre-Health Students   |
| Music Educators National Conference   |
| National Association for the Advancement of Colored People (NAACP)  |
| National Association of Black Accountants (NABA)  |
| National Association of Blacks in Criminal Justice  |

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| National Broadcasting Society                                      |
| National Council of Negro Women                                    |
| National Institutes of Science                                     |
| National Pan-Hellenic Council                                      |
| National Society of Black Student Engineers                        |
| National Society of Minorities I Hospitality                       |
| National Society of Pershing Angels Sorority, Inc.                 |
| National Society of Pershing Rifles Fraternity, Inc.               |
| National Student Nurses Association                                |
| Norfolk Review (formally the Rhetorician)                          |
| NSU Dance Theatre  |
| NSU Theatre Company  |
| Nursing Honor Society  |
| Nutrition Club (Formerly Food Science and Nutrition Club)          |
| Omega Psi Phi Fraternity, Inc.                                     |
| Online Student Organization  |
| Optical Society of America (NSU Student Chapter)                   |
| Order of Omega   |
| Organization of International Black Unity                          |
| Phi Alpha Delta Law Fraternity International                       |
| Phi alpha Delta Law Fraternity International                       |
| Phi Alpha Theta  |
| Phi Beta Delta Honor Society for International Scholars            |
| Phi Beta Lambda  |
| Phi Beta Sigma Fraternity, Inc.                                    |
| Phi Delta Psi Fraternity, Inc.                                     |
| Phi Mu Alpha Sinfania of America, Inc.                             |
| Physical Education and Exercise Science Club                       |
| Physics and Engineering Club                                       |
| Pi Gamma Psi Fraternity, Inc.                                      |
| Pi Sigma Alpha Honor Society                                       |
| Pi Sigma Epsilon Fraternity, In.(formerly American Marketing Club) |
| Political Science Association                                      |
| Pre-Alumni Club  |
| Pre-Medical Society  |
| Psi Chi (The International Honor Society in Psychology)            |
| Psychology Club  |
| Public Relations Student Society of America                        |
| Resident Hall Association  |
| SDX  |
| Senior Class   |
| Sigma Alpha Iota International Music Fraternity                    |
| Sigma Tau Delta International English Honor Society                |
| Sister Circle  |

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| Society of r the Advancement of Management         |
| Society of Manufacturing Engineers                 |
| Society of Physics Students                        |
| Society of Women Engineers                         |
| Sociology Club                                     |
| Sophomore Class                                    |
| Spanish Club                                       |
| Spartan Alpha Tau                                  |
| Spartan Cavalry                                    |
| Spartan Epidemik                                   |
| Spartan Generals                                   |
| Spartan Legion Marching Band                       |
| Student Activities Board                           |
| Student Affiliate of the American Chemical Society |
| Student Ambassadors                                |
| Student Association of Music                       |
| Student Athlete Advisory Committee                 |
| Student Government Association                     |
| Student National Technical Association             |
| Student Nurse Association                          |
| Student Virginia education Association             |
| Student in Free Enterprise                         |
| Students standing 4 Sickle-Cell                    |
| Students Taking Action Now: Darfur (S.T.A.N.D)     |
| Swim Club  |
| Taekwondo Club                                     |
| Tau Beta Sigma National Honor Band Sorority, Inc.  |
| Technology Education Collegiate Association        |
| Teacher PREP Student Support Services Program      |
| Thurgood Marshall Pre-Law Club                     |
| Upsilon Phi Delta Honor Society                    |
| Urban Control Entertainment Crew                   |
| University Dance Theater                           |
| University Players                                 |
| Veterans Club                                      |
| Virginia21   |
| Virginia Family and Consumer Sciences              |
| Vocational Industrial Clubs of America             |
| Wesley Westminster Club                            |
| Whitney Young Social Work Club                     |
| World changers                                     |
| Young Democrats                                    |
| Young Life Multicultural                           |
| Young Republicans                                  |
| Zeta Phi Beta Sorority, Inc.                       |

## STUDENT PUBLICATIONS

1. Spartan Echo Newspaper
2. Spartan Reflections Yearbook
3. The Intramural Program

## THE INTRAMURAL PROGRAM

The Intramural Program at Norfolk State University provides opportunities for students, both male and female, to participate in individual and team sports activities on a regular basis. More specifically, the program promotes:

1. Better health through exercise,
2. Social interaction and the development of friendships,
3. Sportsmanship of the highest order, and
4. Important values developed through team spirit and cooperation.

The list of competitive intramural activities includes tennis, coeducational volleyball, men's and women's basketball, flag football, softball, billiards, recreational swimming, bowling, roller skating, and ice skating. Students who do not ordinarily take part in sports are encouraged to participate in and enjoy some type of physical activity. The skills acquired in the intramural program will encourage future sports participation and healthy habits that will last a lifetime.

### Student Government Association

Students are invited to help guide the direction of the University through membership in the Student Government Association (SGA). The purpose of the SGA is to develop a cooperative spirit among students; to promote self-development through personal expression, communication, and leadership; to encourage student initiative; and to act as an intermediary between the administration and students in matters of general welfare.

Decisions rendered by the Student Government Association are subject to the approval of the Executive Council.

### Campus Program Disclaimer

University organizations frequently invite speakers and performers to campus. The views and opinions of these guests do not necessarily represent those of the University or the sponsoring organization.

## MILITARY SERVICES AND VETERANS AFFAIRS

(757) 823-2586

The Office of Military Services and Veterans Affairs (MSVA) provides support and assistance to active duty military, reservists, Veterans and family seeking to complete their education from admission through graduation. MSVA also provides counseling to students

using tuition assistance and Department of Veterans Affairs (VA) education benefits. The VA Certifying Official for Norfolk State University assists students with Education Plans and serves as a liaison between the University and the VA, providing information on university procedures and resolving problems regarding eligibility and payment of VA benefits. MSVA also provides information about Virginia State Veterans benefits, including the Virginia Military Survivors and Dependents Education Program.

Each semester, students using VA education benefits must report their enrollment to MSVA by completing the Veterans Enrollment Reporting Form. New students who are planning to use VA benefits must report to MSVA before enrolling. Students using VA benefits must immediately inform MSVA if they add, drop, audit, stop attending, have a class or enrollment cancelled, withdraw or are withdrawn from class(es) or the University, are unable to attend classes, or make any changes to their enrollment.

Educational assistance is available for U.S. military Veterans and members of the National Guard and Selected Reserve. Dependents of Veterans in certain categories may be eligible for benefits. In all instances, the VA determines eligibility. The VA sends monthly payments directly to the student following verification of enrollment each semester. Receipt of VA benefits may have an impact on levels of federal and state financial aid for which a student may be eligible; therefore inquiries regarding financial aid eligibility should be directed to the Norfolk State University Office of Financial Aid. Norfolk State University is authorized to receive tuition payments for Veterans attending school under the Veterans Readiness and Employment Program. For information on the program and eligibility requirements, Veterans should contact VA at 1-800-827-1000. The University accepts the tuition waivers under the Virginia Military Survivors and Dependents Education Program.

### U.S. Code, 38 U.S.C. 3679(c). Veterans Access, Choice, and Accountability Act of 2014

The following individuals shall be charged a rate of tuition not to exceed the in-state rate for tuition and fees purposes.

- A Veteran using educational assistance under either chapter 30 (Montgomery G.I. Bill - Active Duty Program) or chapter 33 (Post-9/11 G.I. Bill), of title 38 United States Code, who lives in the Commonwealth of Virginia while attending a school located in the Commonwealth of Virginia (regardless of his/her formal State of residence) and enrolls in the school within three years of discharge or release from a period of active duty service of 90 days or more.

## VA Delayed Payment Compliance Addendum

- Anyone using transferred Post-9/11 GI Bill benefits (38 U.S.C. § 3319) who lives in the Commonwealth of Virginia while attending a school located in the Commonwealth of Virginia (regardless of his/her formal State of residence) and enrolls in the school within three years of the transferor's discharge or release from a period of active duty service of 90 days or more.
- Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in the Commonwealth of Virginia while attending a school located in the Commonwealth of Virginia (regardless of his/her formal State of residence) and enrolls in the school within three years of the Service member's death in the line of duty following a period of active duty service of 90 days or more.
- Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school prior to the expiration of the three year period following discharge, release, or death described above and must be using educational benefits under either chapter 30 or chapter 33, of title 38, United States Code.

### Grievance Policy

The Virginia State Approving Agency (SAA), is the approving authority of education and training programs for Virginia. This office investigates complaints of GI Bill beneficiaries. While most complaints should initially follow the school grievance policy, if the situation cannot be resolved at the school, the beneficiary should contact our office via email [saa@dvs.virginia.gov](mailto:saa@dvs.virginia.gov).

Norfolk State University adheres to the requirements of 38 USC 3679(e). Norfolk State University will not impose any penalties on students entitled to educational assistance under Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post-9/11 GI Bill benefits while awaiting payments from the Department of Veterans Affairs (VA).

Norfolk State University will allow covered individuals to attend or participate in their course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under Chapter 31 or 33 and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Norfolk State University will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under Chapter 31 or 33.

**NOTE:** A certificate of eligibility can also include a Statement of Benefits obtained from the VA website eBenefits, or a VA for Chapter 31 authorization.

## DIVISION OF UNIVERSITY ADVANCEMENT

**Dr. Deborah Fontaine**  
**Vice President for University Advancement and**  
**Executive Director, NSU Foundation, Inc. (757)**  
**823-8323**

The purpose of the Division of University Advancement is to advance the University's mission by:

- involving constituents and stakeholders in the life of the University;
- informing constituents of University achievements, priorities, opportunities and challenges;
- researching, identifying, cultivating, and securing support and financial investments in the University;
- being good stewards of the institution's relationships and resources; and promoting and enhancing the University's stature and image.

The above mission is accomplished through the planning and execution of various programs that promote voluntary support for the University and ongoing liaisons with governmental agencies, foundations, business and industry, alumni and others that provide funds and resources to the University. Specific initiatives to actualize the division's goals are coordinated through the functional areas of alumni relations, development, event planning, and the L. Douglas Wilder Performing Arts Center. The NSU Foundation, Inc. is a separate entity that also advances and supports the University's mission by soliciting, receiving, investing, and administering gift resources for the University. Many need-based scholarships are administered through the NSU Foundation.



# SCHOOL OF EDUCATION

Dr. Dr. Leon Rouson, Dean (757) 823-8701

Dr. Denelle Wallace, Associate Dean (757) 823-8886

***“Preparing competent, compassionate, collaborative, and committed leaders.”***

The School of Education is responsible for providing leadership, coordination, and evaluation of all teacher education programs at the University. Its central purpose is to provide pre-service and in-service educational programs to prospective teachers, in-service teachers, administrators, and others engaged in educational activities in schools and other agencies. Corollary purposes are as follows:

1. To contribute to the knowledge base in the field of educational theory and practice in a multi-cultural, multi-lingual, multi-racial world.
2. To provide leadership in involving public schools, universities and communities in collaborative educational efforts.
3. To provide service to other agencies engaged in education in such a manner to promote the realization of equal educational opportunity and equal educational results for all children.

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## CONCEPTUAL FRAMEWORK

The conceptual framework adopted by Norfolk State University’s professional education programs describes the vision and purpose of the School of Education to prepare educators to work in PreK-12 schools. Consistent with the institution’s mission, its focus is to prepare competent, compassionate, collaborative, and committed leaders capable of meeting the diverse needs of all learners. Supported by a strong knowledge base, the conceptual framework provides a system for ensuring coherence and a well-articulated professional commitment to knowledge, teaching competence, leadership, and student learning. This is reflected in the curriculum, instruction and clinical experiences provided to develop the knowledge, skills and dispositions that are valued in teachers and other professional school personnel.

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## ACCREDITATION

All of the teacher education programs sponsored by the School of Education have been approved by the Virginia Department of Education and have been accredited by the National Council for Accreditation of Teacher Education (NCATE). Each program is designed to prepare teachers, counselors, and administrators to meet the certification and licensure requirements for the Commonwealth of Virginia.

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## ORGANIZATION OF SCHOOL

The courses of instruction offered by the School of Education are organized into departments which sponsor a wide array of specialization possibilities for students. The departments, centers, and laboratories are as follows:

- Department of Early Childhood, Elementary and Special Education
- Department of Health, Physical Education and Exercise Science
- Department of Secondary Education and School Leadership
- The H.H. Bozeman Integrated Media/Resource Center
- The Center for Professional Development
- The Student Volunteer Center
- The Praxis I Instructional Laboratory
- The Child Development Laboratory

The licensure and degree requirements for all programs offered by the School of Education may be revised due to the Virginia Department of Education’s regulations, Norfolk State University requirements or regional and national accreditation standards. Department heads and faculty advisors will inform students of the most current information due to changes from any of the agencies which may be different than the information in this catalog.

# DEPARTMENT OF EARLY CHILDHOOD, ELEMENTARY AND SPECIAL EDUCATION

Dr. Jacqueline Johnson, Department Head  
(757) 823-2700

The Elementary Education Department provides undergraduate and graduate programs for students seeking preparation to work with young children in the community, agencies, and preK-12 school settings.

## MASTER OF ARTS IN PRE-ELEMENTARY EDUCATION MA.PRE.EE.ONLINE

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### PROGRAM DESCRIPTION

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The Graduate Program for the Master of Arts in Pre-Elementary Education was authorized in 1979. The Pre-Elementary Program was designed primarily for teachers with prior certification in early childhood education (PreK-4), elementary education (PreK-6) or special education. This program does not lead toward licensure. It is an interdisciplinary program, which focuses on assessment and intervention for high risk children and family involvement in programs for young children. This program is offered completely on-line.

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### PROGRAM OBJECTIVES

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To prepare graduates to provide enhanced instruction to young children (infants to age nine) in the home, community and educational settings.

To prepare graduates to conduct research on minority children and on topics of interest in early childhood education.

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### ADMISSION

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Admission criteria to the Master of Arts Degree Program in Pre-Elementary Education are in accordance with the Graduate Council of Norfolk State University and the Admissions Committee of the School of Education. The criteria for admission are as follows:

#### Regular Status

1. A baccalaureate degree from a regionally accredited college or university. A foreign student should possess equivalent credentials as documented on an evaluated transcript.
2. A minimum overall undergraduate grade point average (GPA) of 3.0 on a four (4) point scale.

A complete application file will include the following:

1. Application to Norfolk State University and the Pre-Elementary Education Program.

2. Non-refundable application fee.
3. Three letters of recommendation from persons of professional status who are familiar with the applicant's background and prior academic and/or professional activities. The applicant is responsible for requesting letters of recommendation from those persons listed as references, and for ensuring that these letters of recommendation are forwarded.
4. An official copy of the complete transcript(s) from each college and/or university attended. An unofficial transcript will be accepted for review.
5. Personal statement of professional interest and goals. The personal statement is an important part of the application for admission and should be carefully prepared.

All application materials should be received by May 30 for consideration in the fall, and by October 1 for consideration in the spring. Candidates for admission may be requested to come to the school for a personal interview. Also, an applicant may request an interview.

#### Non-Degree Status

A person with the baccalaureate degree, seeking to take particular courses but not working toward a graduate degree may be granted such permission. These courses may be taken for credit or on a non-credit basis.

A person seeking admission to the degree program but who does not meet all requirements for regular admission may be admitted in a non-degree status. Non-degree students may be allowed to take up to nine (9) credit hours of course work and must earn a grade point average of 3.0 or better after which the student may petition the Committee to have his/her status changed to regular admission.

#### Transfer Credits

Generally, a maximum of six (6) credit hours of credit of graduate work earned at another accredited institution may be accepted as transfer credit, provided the conditions of the Graduate Council are met. However, decisions regarding the transfer credit will be made by the Graduate Program Coordinator with the approval of the department head, the Graduate School.

**M.A. PRE ELEMENTARY EDUCATION – ONLINE (NON-LICENSURE)**

**CURRICULUM**

**CORE COURSES**

| COURSE                      | COURSE TITLE  | HOURS     |
|-----------------------------|---|-----------|
| EDU 605                     | Human Growth and Development  | 3         |
| SPE 512                     | Foundations of Special Education: Legal and Ethical Aspects of Educating Exceptional Learners | 3         |
| ECS 626                     | Parent Participation in Educational Systems   | 3         |
| EED 500G                    | Language and Developmental Reading in Elementary Education                                    | 3         |
| SPE 613                     | Assessment and Evaluation   | 3         |
| ECS 683                     | Intervention Strategies for High Risk Children  | 3         |
| EED 691                     | Research and Writing  | 3         |
| EED 695                     | Thesis and one Elective or Two Electives plus Comprehensive Exam                              | 6         |
| <b>TOTAL HOURS REQUIRED</b> |   | <b>27</b> |

| COURSE                      | COURSE TITLE   | HOURS     |
|-----------------------------|--|-----------|
| EED 501                     | Diagnostic Reading   | 3         |
| EDU 636                     | Instruction and Classroom Management   | 3         |
| UED 637 or EED 503          | Curriculum Development and Technology or Teaching and Learning in Elementary School (PK-3) | 3         |
| ECS 580                     | Developmental Delays in Early Childhood  | 3         |
| <b>TOTAL HOURS REQUIRED</b> |  | <b>12</b> |

**FIELD EXPERIENCE**

*(COMPLETE 100 CLOCK-HOURS)*

| COURSE                      | COURSE TITLE | HOURS    |
|-----------------------------|--------------|----------|
| EED 696A                    | Practicum    | 3        |
| <b>TOTAL REQUIRED HOURS</b> |              | <b>3</b> |

**SUMMARY OF GRADUATION REQUIREMENTS**

*NOTE: Admission requires GPA of 3.0*

| SUBJECT AREA                       | HOURS     |
|------------------------------------|-----------|
| Major Requirements                 | 30        |
| Electives                          | 0         |
| Other Requirements                 | 12        |
| <b>TOTAL DEGREE HOURS REQUIRED</b> | <b>42</b> |

**MASTER OF ARTS IN PRE-ELEMENTARY EDUCATION WITH LICENSURE IN EARLY CHILDHOOD SPECIAL EDUCATION – ONLINE**

**DESCRIPTION**

The graduate program for the Master of Arts in Pre-Elementary Education with licensure in Early Childhood Special Education was authorized in 2002. This program was designed primarily for teachers with certification in Special Education K-12 or Elementary Education PreK-6 seeking additional licensure in Early Childhood Special Education. It is an interdisciplinary program which focuses on assessment and intervention for high risk children and family involvement in programs for young children with disabilities. This program is offered completely on-line.

**PROGRAM OBJECTIVES**

1. To prepare graduates to provide specialized services to young children (infants to age nine) who have special needs in the home, community and educational settings.
2. To prepare graduates to conduct research on minority children and topics of interest in early childhood special education.
3. To prepare graduates to receive licensure in Early Childhood Special Education.

**ADMISSION REQUIREMENTS**

1. Student must have completed an undergraduate degree from a regionally accredited college or university.
2. Student must have completed 40 semester hours in general education (liberal arts and sciences).
3. Students must have a grade point average of 3.0 in their major field.
4. Student must meet Virginia's Criteria on the Praxis Core Skills for Educators (or equivalent) before enrolling in methods courses\*.
5. Students must be admitted to a Master of Arts degree program in the education department. \*

**CURRICULUM**

**CORE COURSES**

| COURSE   | COURSE TITLE  | HOURS |
|----------|---|-------|
| EDU 605  | Human Growth and Development                                | 3     |
| ECS 626  | Parent Participation in Educational Systems                 | 3     |
| EED 500G | Language and Developmental Reading in Elementary Education  | 3     |
| ECS 684  | Assessment and Evaluation Early Childhood Special Education | 3     |
| ECS 683  | Intervention Strategies for High Risk Children              | 3     |

|                             |                                      |           |
|-----------------------------|--------------------------------------|-----------|
| EED 691                     | Research and Writing                 | 3         |
| EED 695                     | Thesis or *Comprehensive Examination | 3         |
| <b>TOTAL HOURS REQUIRED</b> |                                      | <b>21</b> |

| COURSE                      | COURSE TITLE  | HOURS     |
|-----------------------------|---|-----------|
| EED 580                     | Developmental Delays in Early Childhood                               | 3         |
| EDU 685                     | Attributes and Medical Conditions Associated with Severe Disabilities | 3         |
| ECS 686                     | Early Childhood Special Education                                     | 3         |
| ECS 687                     | Management for Early Childhood Special Education                      | 3         |
| SPE 545                     | Collaboration, Inclusion, Transition and other Curriculum Adjustments | 3         |
| EED 503                     | Teaching and Learning in the Primary Schools (PK-3)                   | 3         |
| <b>TOTAL HOURS REQUIRED</b> |   | <b>18</b> |

**FIELD EXPERIENCE**

(COMPLETE 300 CLOCK-HOURS)

| COURSE                      | COURSE TITLE | HOURS    |
|-----------------------------|--------------|----------|
| EED 696A                    | Practicum    | 3        |
| <b>TOTAL REQUIRED HOURS</b> |              | <b>3</b> |

**SUMMARY OF GRADUATION REQUIREMENTS**

| SUBJECT AREA                       | HOURS     |
|------------------------------------|-----------|
| Major Requirements                 | 30        |
| Electives                          | 0         |
| Other Requirements                 | 12        |
| <b>TOTAL DEGREE HOURS REQUIRED</b> | <b>42</b> |

\*Students must have passing scores on Praxis Core Skills for Educators (or equivalent/SAT/ACT before enrolling in more than nine (9) credit hours. Students must pass the RVE and VCLA before enrollment in the practicum if they do not possess a Post Graduate Professional License. Please note that passing Praxis II in ECSE will be required when mandated by the Commonwealth of Virginia.

**M.A. TEACHING – ELEMENTARY EDUCATION MAT. ECE. PREK-6 (ONLINE)**

**CURRICULUM**

The Master of Arts in Teaching is available to persons who have a baccalaureate degree in the arts and sciences and who wish to gain a teaching certificate in Elementary Education.

**Note: Admission Requirements GPA of 3.0 is required.**

**SEMESTER ONE**

| COURSE                      | COURSE TITLE                 | HOURS    |
|-----------------------------|------------------------------|----------|
| EED 605                     | Human Growth and Development | 3        |
| EED 500G                    | Diagnostic Reading           | 3        |
| EED 501                     | Diagnostic Reading           | 3        |
| <b>TOTAL HOURS REQUIRED</b> |                              | <b>9</b> |

**SEMESTER TWO**

| COURSE                      | COURSE TITLE  | HOURS    |
|-----------------------------|---|----------|
| EDU 501                     | Foundations of Education                              | 3        |
| EED 503                     | Teaching and Learning in The Primary School (PreK-3)  | 3        |
| EED 603                     | Teaching and Learning in the Elementary School (4- 6) | 3        |
| <b>TOTAL HOURS REQUIRED</b> |   | <b>9</b> |

**SEMESTER THREE**

| COURSE                      | COURSE TITLE   | HOURS     |
|-----------------------------|--|-----------|
| EED 601                     | Methods and Material for Teaching Science Mathematics and Technology | 3         |
| EDU 636                     | Instruction and Classroom Management                                 | 3         |
| UED 691                     | Research and Writing   | 3         |
| EED 500                     | Teaching Social Studies in Elementary School                         | 3         |
| <b>TOTAL HOURS REQUIRED</b> |  | <b>12</b> |

**SEMESTER FOUR**

| COURSE                      | COURSE TITLE | HOURS    |
|-----------------------------|--------------|----------|
| EED 696A                    | Practicum    | 9        |
| <b>TOTAL REQUIRED HOURS</b> |              | <b>9</b> |

**SUMMARY OF GRADUATION REQUIREMENTS**

| SUBJECT AREA                       | HOURS     |
|------------------------------------|-----------|
| Major Requirements                 | 30        |
| Electives                          | 0         |
| Other Requirements                 | 9         |
| <b>TOTAL DEGREE HOURS REQUIRED</b> | <b>39</b> |

\*Students must have passing scores on Praxis Core Skills for Educators (or equivalent/SAT/ACT before enrolling in more than nine (9) credit hours. Students must pass the RVE and VCLA before enrollment in the practicum if they do not possess a Post Graduate Professional License. Please note that passing Praxis II in ECSE will be required when mandated by the Commonwealth of Virginia.

Students must pass the PRAXIS II, RVE, and VCLA to be approved for Internship (student teaching).

**M.A. TEACHING – ELEMENTARY EDUCATION MAT. ECE. PREK-6 (ONLINE)**

**CURRICULUM**

The Master of Arts in Teaching is available to persons who have a baccalaureate degree in the arts and sciences and who wish to gain a teaching certificate in Elementary Education.

**Note: Admission Requirements GPA of 3.0 is required.**

**SEMESTER ONE**

| COURSE                      | COURSE TITLE                 | HOURS    |
|-----------------------------|------------------------------|----------|
| EED 605                     | Human Growth and Development | 3        |
| EED 500G                    | Diagnostic Reading           | 3        |
| EED 501                     | Diagnostic Reading           | 3        |
| <b>TOTAL HOURS REQUIRED</b> |                              | <b>9</b> |

**SEMESTER TWO**

| COURSE                      | COURSE TITLE  | HOURS    |
|-----------------------------|---|----------|
| EDU 501                     | Foundations of Education                              | 3        |
| EED 503                     | Teaching and Learning in The Primary School (PreK-3)  | 3        |
| EED 603                     | Teaching and Learning in the Elementary School (4- 6) | 3        |
| <b>TOTAL HOURS REQUIRED</b> |   | <b>9</b> |

**SEMESTER THREE**

| COURSE                      | COURSE TITLE   | HOURS     |
|-----------------------------|--|-----------|
| EED 601                     | Methods and Material for Teaching Science Mathematics and Technology | 3         |
| EDU 636                     | Instruction and Classroom Management                                 | 3         |
| UED 691                     | Research and Writing   | 3         |
| EED 500                     | Teaching Social Studies in Elementary School                         | 3         |
| <b>TOTAL HOURS REQUIRED</b> |  | <b>12</b> |

| COURSE                      | COURSE TITLE | HOURS    |
|-----------------------------|--------------|----------|
| EED 696A                    | Practicum    | 3        |
| <b>TOTAL REQUIRED HOURS</b> |              | <b>3</b> |

**SUMMARY OF GRADUATION REQUIREMENTS**

| SUBJECT AREA                       | HOURS     |
|------------------------------------|-----------|
| Major Requirements                 | 30        |
| Electives                          | 0         |
| Other Requirements                 | 9         |
| <b>TOTAL DEGREE HOURS REQUIRED</b> | <b>39</b> |

\* Students are allowed to enroll in only nine hours, (no methods of teaching courses) before submitting passing scores on PRAXIS Core Skills for Educators (or equivalent). Before full admission into the Master of Arts in Teaching Program, all students must present passing scores on the PRAXIS Core Skills for Educators (or equivalent) assessments.

Students must pass the PRAXIS II, RVE, and VCLA to be approved for Internship (student teaching).

# MASTER OF ARTS IN SPECIAL EDUCATION

The graduate program in Special Education leading to the Master of Arts Degree provides highly specialized academic and professional training for persons working in special education and related areas. Enrollees in this program gain specific knowledge and techniques related to the education and welfare of a segment of the population that experiences disabilities due to clinical/medical conditions. This program requires a minimum of thirty-nine (39) credit hours for completion. Its design is to enhance knowledge, skills and performance in accordance with current "best practices" in the treatment of the total individual with disabilities.

The Special Education program offers three course sequences: (1) teacher licensure (adapted curriculum K-12, general curriculum K-12, and vision impairment), (2) rehabilitation counseling and (3) generalist. Completion of the teacher licensure results in credentialing to teach individuals with mild to severe disabilities in grades K-12. The rehabilitation counseling sequence prepares persons to work as rehabilitation counselors. The generalist sequence is open to persons from any disciplines who wish to increase their competence in serving persons with disabilities in community agencies or organizations developed to meet their needs. The program equips individuals with skills necessary to serve in leadership roles in identification, assessment, curriculum development/modifications, instructional strategies, rehabilitation, case management, and policy making on local, state and national levels for disabled persons. After completing this program, graduates will assume specific positions such as instructional leaders, programmers, diagnosticians, data collectors/evaluators, hospital teachers, special /collaborative classroom teachers, case managers/service coordinators, and rehabilitation counselors.

## Admission Requirements

- Student must have completed an undergraduate degree from a regionally accredited college or university.
- Student must have a grade point average of 3.0.
- Student must be admitted to a Master of Arts degree program in the Education Department

**M.A. SPECIAL EDUCATION—GENERAL NON-TEACHING MA SPE SD GN**

**CURRICULUM**

**MAJOR COURSE**

| COURSE                      | COURSE TITLE   | HOURS    |
|-----------------------------|--|----------|
| SPE 512                     | Foundations of Special Education: Legal & Ethical Aspects of Educating Exceptional | 3        |
| <b>TOTAL HOURS REQUIRED</b> |  | <b>3</b> |

**CONCENTRATION COURSES**

| COURSE                      | COURSE TITLE   | HOURS    |
|-----------------------------|--|----------|
| SPE 538                     | Nature of and Strategies for Teaching Individuals with Severe Disabilities | 3        |
| SPE 643                     | Communication Development for Individuals with Severe Disabilities         | 3        |
| UED 637                     | Curriculum Development and Technology                                      | 3        |
| <b>TOTAL HOURS REQUIRED</b> |  | <b>9</b> |

**CORE COURSES**

| COURSE                      | COURSE TITLE              | HOURS    |
|-----------------------------|---------------------------|----------|
| SPE 501                     | Foundations of Education  | 3        |
| SPE 613                     | Assessment and Evaluation | 3        |
| UED 691                     | Research & Writing        | 3        |
| <b>TOTAL HOURS REQUIRED</b> |                           | <b>9</b> |

**OTHER COURSES**

| COURSE                      | COURSE TITLE | HOURS    |
|-----------------------------|--------------|----------|
| EED 696A                    | Electives    | 9        |
| <b>TOTAL REQUIRED HOURS</b> |              | <b>9</b> |

**SPECIAL COURSE**

| COURSE                      | COURSE TITLE   | HOURS    |
|-----------------------------|--|----------|
| SPE 516                     | Managing Human Behaviors                                       | 3        |
| SPE 523                     | Attributes and Medical Conditions Associated with Disabilities | 3        |
| SPE 641                     | Physical and Occupational Therapy                              | 3        |
| <b>TOTAL HOURS REQUIRED</b> |  | <b>9</b> |

**SUMMARY OF GRADUATION REQUIREMENTS**

| SUBJECT AREA                       | HOURS     |
|------------------------------------|-----------|
| Major Requirements                 | 21        |
| Electives                          | 9         |
| Other Requirements                 | 9         |
| <b>TOTAL DEGREE HOURS REQUIRED</b> | <b>39</b> |

**CURRICULUM**

This Master of Arts degree offers the required coursework for K-12 teacher licensure in teaching students with severe disabilities. Courses are offered through the Virginia Severe Disabilities Consortium program which may provide tuition assistance.

**ADMISSIONS REQUIREMENTS**

- Student must have completed an undergraduate degree from an accredited college or university.
- Student must have completed 40 semester hours in general education (liberal arts and sciences).
- Student must have a grade point average of 3.0 in the major field.
- Student must be admitted to a Master of Arts degree program in the Education Department.
- Student must be admitted to a Master of Arts degree program in the Special Education Department

Degree prerequisites (course equivalents may be taken at the undergraduate level) for 3 credits:

- SPE 512 Foundations of Education: Legal and Ethical Aspects of Educating Exceptional Learners
- EDU 605 Human Growth and Development

**CURRICULUM**

**CORE COURSES**

| COURSE                      | COURSE TITLE                      | HOURS    |
|-----------------------------|-----------------------------------|----------|
| SPE 542A                    | Reading and Literacy Instruction  | 3        |
| SPE 613A                    | Assessment and Evaluation ADAPTED | 3        |
| UED 691                     | Research and Writing              | 3        |
| <b>TOTAL HOURS REQUIRED</b> |                                   | <b>9</b> |

**SPECIALTY COURSES**

| COURSE                      | COURSE TITLE   | HOURS    |
|-----------------------------|--|----------|
| SPE 516A                    | Managing Human Behavior ADAPTED  | 3        |
| SPE 523A                    | Attributes and Medical Conditions Associated with Disabilities ADAPTED | 3        |
| SPE 641A                    | Physical and Occupational Therapy Procedures ADAPTED                   | 3        |
| <b>TOTAL HOURS REQUIRED</b> |  | <b>9</b> |

**CONCENTRATION COURSES**

| COURSE                      | COURSE TITLE   | HOURS     |
|-----------------------------|--|-----------|
| SPE 538A                    | Nature of and Strategies for Teaching Individuals with Severe Disabilities | 3         |
| SPE 540A                    | Collaboration Procedures ADAPTED   | 3         |
| SPE 545A                    | Transition Procedures ADAPTED  | 3         |
| SPE 643A                    | Communication Development For Individuals with Severe Disabilities         | 3         |
| UED 637                     | Curriculum Development and Technology                                      | 3         |
| <b>TOTAL HOURS REQUIRED</b> |  | <b>15</b> |

| COURSE                      | COURSE TITLE                    | HOURS    |
|-----------------------------|---------------------------------|----------|
| SPE 699A                    | Internship in Special Education | 6        |
| <b>TOTAL HOURS REQUIRED</b> |                                 | <b>6</b> |

NOTE: Student must pass Praxis core skills for educators (or equivalent) prior to enrolling in SPE 538 and SPE 699

**SUMMARY OF GRADUATION REQUIREMENTS**

| SUBJECT AREA                       | HOURS     |
|------------------------------------|-----------|
| Major Requirements                 | 33        |
| Other Requirements                 | 6         |
| <b>TOTAL DEGREE HOURS REQUIRED</b> | <b>39</b> |

**M.A. SPECIAL EDUCATION REHABILITATION COUNSELING MA SPE SD RC**

**CURRICULUM**

**MAJOR COURSES**

| COURSE                      | COURSE TITLE  | HOURS    |
|-----------------------------|---|----------|
| SPE 512                     | Foundations of Special Education: Legal & Ethical Aspects of Educating Exceptional Learners | 3        |
| <b>TOTAL HOURS REQUIRED</b> |   | <b>3</b> |

**CORE COURSES**

| COURSE                      | COURSE TITLE              | HOURS    |
|-----------------------------|---------------------------|----------|
| SPE 613                     | Assessment and Evaluation | 3        |
| UED 691                     | Research and Writing      | 3        |
| <b>TOTAL HOURS REQUIRED</b> |                           | <b>6</b> |

**SPECIALTY COURSES**

| COURSE                      | COURSE TITLE   | HOURS    |
|-----------------------------|--|----------|
| SPE 516                     | Managing Human Behaviors                                       | 3        |
| SPE 523                     | Attributes and Medical Conditions Associated with Disabilities | 3        |
| SPE 641                     | Physical and Occupational Therapy                              | 3        |
| <b>TOTAL HOURS REQUIRED</b> |  | <b>9</b> |

**CONCENTRATION COURSES**

| COURSE                      | COURSE TITLE  | HOURS     |
|-----------------------------|---|-----------|
| UED 622                     | Urban Counseling and Psychotherapy                  | 3         |
| SPE 662                     | Guidance and Counseling in                          | 3         |
| SPE 663                     | Case Work and Rehabilitation Counseling             | 3         |
| SPE 665                     | Rehabilitation Counseling: Occupational Information | 3         |
| <b>TOTAL HOURS REQUIRED</b> |   | <b>12</b> |

**INTERNSHIP**

| COURSE                      | COURSE TITLE                            | HOURS    |
|-----------------------------|---|----------|
| SPE 699E                    | Internship in Rehabilitation Counseling | 6        |
| <b>TOTAL HOURS REQUIRED</b> |   | <b>6</b> |

**SUMMARY OF GRADUATION REQUIREMENTS**

| SUBJECT AREA                       | HOURS     |
|------------------------------------|-----------|
| Major Requirements                 | 24        |
| Electives                          | 6         |
| Other Requirements                 | 6         |
| <b>TOTAL DEGREE HOURS REQUIRED</b> | <b>36</b> |

M.A. SPECIAL EDUCATION GENERAL TEACHING LICENSURE K 12 MA SPE GEN. K 12

CURRICULUM

FIRST

| COURSE                      | COURSE TITLE   | HOURS    |
|-----------------------------|--|----------|
| EDU 605                     | Human Growth and Development                               | 3        |
| EDU 501                     | Foundations of Education (10 hours observation)            | 3        |
| EED 500G*                   | Language and Developmental Reading in Elementary Education | 3        |
| <b>TOTAL HOURS REQUIRED</b> |  | <b>9</b> |

SECOND

| COURSE                      | COURSE TITLE  | HOURS    |
|-----------------------------|---|----------|
| SPE 512                     | Foundations of Special Education: Characteristics, Legal, and Ethical Aspects of Educating Exceptional Learners | 3        |
| SPE 542                     | Reading and Literacy Instruction for Exceptional  | 3        |
| SPE 516*                    | *Managing Human Behavior  | 3        |
| <b>TOTAL HOURS REQUIRED</b> |   | <b>9</b> |

THIRD

| COURSE                      | COURSE TITLE   | HOURS    |
|-----------------------------|--|----------|
| SPE 523                     | Attributes and Medical Conditions Associated with Disabilities   | 3        |
| SPE 532                     | Curriculum & Instructional Procedures for Teaching Students with Mild Disabilities                                   | 3        |
| SPE 534                     | Individualized Education Program Implementation: Alternative Strategies for Teaching Students with Mild Disabilities | 3        |
| <b>TOTAL HOURS REQUIRED</b> |  | <b>9</b> |

FOURTH

| COURSE                      | COURSE TITLE  | HOURS    |
|-----------------------------|---|----------|
| SPE545*                     | * Collaboration, Inclusion, Transition, and Other Curricular Adjustments for Exceptional Learners | 3        |
| UED 691                     | Research & Writing  | 3        |
| SPE 613*                    | Assessment and Evaluation   | 3        |
| <b>TOTAL HOURS REQUIRED</b> |   | <b>9</b> |

FIFTH

| COURSE                      | COURSE TITLE                  | HOURS    |
|-----------------------------|-------------------------------|----------|
| SPE 699                     | Internship (Student Teaching) | 3        |
| <b>TOTAL HOURS REQUIRED</b> |                               | <b>3</b> |

SUMMARY OF GRADUATION REQUIREMENTS

| SUBJECT AREA                       | HOURS     |
|------------------------------------|-----------|
| Major Requirements                 | 24        |
| Electives                          | 6         |
| Other Requirements                 | 9         |
| <b>TOTAL DEGREE HOURS REQUIRED</b> | <b>39</b> |

**M.A. SPECIAL EDUCATION POST BACCALAUREATE ENDORSEMENT PROGRAM: VISUAL IMPAIRMENTS  
PREK-12**

**CURRICULUM**

This endorsement offers the required coursework for PreK-12 teacher licensure in Teaching Students with Visual Impairments through the Virginia Visual Impairment Consortium Program which may provide tuition assistance. 15-31 credits — Students who have completed graduate or undergraduate coursework in a special education university program prior to admission to the program may request that courses in the endorsement program be waived based on completion of the content in prior coursework. Students waiving coursework must complete a minimum of 15 credits to be eligible for the certification endorsement.

Co/Pre-requisite to entry into the program: SPE 321/512 Intro to Special Education.

Pre-requisite to internship (prior to completion of the program): Language Development and Literacy course (SPE 344/542), passing VCLA and RVE or VRA score, or current collegiate professional license.

**ADMISSION REQUIREMENTS:**

Students must have completed an undergraduate degree from an accredited college or university. Students must have completed 40 semester hours in general education (liberal arts and sciences). Students must have a grade point average of 2.75 in the major field. Students must meet Virginia's criteria on the PRAXIS I or Praxis Core Academic Skills for Educators Test or hold a collegiate professional license.

STUDENTS MUST APPLY AND BE ADMITTED TO THE NORFOLK STATE UNIVERSITY GRADUATE SCHOOL.

**PREREQUISITE COURSE**

| COURSE                      | COURSE TITLE   | HOURS    |
|-----------------------------|--|----------|
| SPE 321/512                 | Foundations of special education: Characteristics, Legal and Ethical Aspects | 3        |
| <b>TOTAL HOURS REQUIRED</b> |  | <b>3</b> |

**CERTIFICATIONS COURSES**

| COURSE   | COURSE TITLE  | HOURS |
|----------|---|-------|
| SPE 523V | Characteristics of Students with Visual Impairments (pre/co-requisite course) | 2     |
| SPE 526V | Orientation and Mobility for Students with Visual Impairments                 | 2     |
| SPE 524V | Braille Code  | 3     |
| SPE 525V | Medical and Educational Implications of Visual Impairments                    | 3     |

|                             |  |           |
|-----------------------------|--|-----------|
| SPE 532V                    | Curriculum and Assessment for Students with Visual Impairments | 3         |
| SPE 533V                    | Assistive Technology for Individuals with Sensory Impairments  | 3         |
| SPE 613V                    | Teaching Methods for Students with Visual Impairments          | 3         |
| SPE 616V                    | Braille Reading and Writing                                    | 3         |
| SPE 545                     | Consultation and Collaboration                                 | 3         |
| <b>TOTAL HOURS REQUIRED</b> |  | <b>25</b> |

**INTERNSHIP**

| COURSE                      | COURSE TITLE                    | HOURS    |
|-----------------------------|---------------------------------|----------|
| SPE 699V                    | Internship in Visual Impairment | 6        |
| <b>TOTAL HOURS REQUIRED</b> |                                 | <b>6</b> |

**PROFESSIONAL STUDIES REQUIREMENTS:  
UNDERGRADUATE OR GRADUATE COURSES**

| COURSE                          | COURSE TITLE                            | HOURS     |
|---------------------------------|---|-----------|
| EDU 486/605                     | Human Growth and Development            | 3         |
| EDU 201/501                     | Foundations of Education                | 3         |
| SPE 344/542                     | Language Development and Reading        | 3         |
| SPE 312/516                     | Managing Human Behavior                 | 3         |
| SPE 332/532                     | Curriculum and Instructional Procedures | 3         |
| <b>TOTAL HOURS REQUIREMENTS</b> |   | <b>15</b> |

# DEPARTMENT OF SECONDARY EDUCATION AND SCHOOL LEADERSHIP

**Dr. Larry Ferguson**  
Department Head (757) 823-9095

The Department of Secondary Education and School Leadership (SESL) offers multi-dimensional programs in urban education and teacher preparation to assist in-service and pre-service practitioners interested in acquiring state- endorsements and licensure as well as enhancing their professional development. The programs offered in the SESL Department include: Master of Arts (MA) in Urban Education with concentrations in Professional School Counseling, Community Counseling, Principal Preparation, and Curriculum Development and Supervision; Master of Arts in Teaching (MAT) with concentrations in Fine Arts, Biology, Chemistry, English, History, Mathematics, Music, and Physics; and a Master of Arts in Subject Area Concentrations (MASAC) for those who hold a prior license or certification in a content area.

The Department historically has focused its attention principally on those educational issues germane to the urban experience; however, in this rapidly changing age of information, the department of Secondary Education and School Leadership has, in the last few years, expanded its purview and globalized its perspective. The intention is to provide students with the types of broad-based learning experiences that engender standards of excellence and equity as preparation for leadership in urban educational settings. The Department is committed to infusing technology and diversity throughout all of its programs. The goal is to prepare competent, compassionate, collaborative and committed leaders capable of meeting the diverse needs of all learners.

All programs are approved by the Virginia Department of Education and/or the National Association for the Accreditation of Teacher Education.

## ADMISSIONS REQUIREMENTS

For admission to any of the degree or non-degree-seeking programs in the Department of Secondary Education and School Leadership, each applicant should apply online at [www.nsu.edu](http://www.nsu.edu) and include the following:

1. Graduate application
2. An official transcript for each regionally accredited college or university attended
3. Three letters of recommendation
- 4.

[Evaluation Forms](#) (Principal Preparation and Curriculum Development Program candidates only)

5. An active teaching license and 3 years of teaching experience (only for Principal Preparation and Curriculum Development and Supervision Program candidates)
6. Passing PRAXIS/SAT/ACT- test scores (only for MAT initial teacher certification seekers)
7. A personal statement
8. Current criminal background check
9. [Certificate of Preliminary Endorsement](#) (for MAT, MASAC and teacher certification candidates)
10. Interview (for advanced licensure candidates)
11. All candidates must have a baccalaureate degree from a regionally accredited college or university.
12. A minimum grade point average (GPA) of 2.75 for the last 60 credit hours of undergraduate work and a cumulative GPA between 2.50 – 3.0 (depending on the degree sought)
13. A non-refundable application processing fee.

## Non-Degree Status

The non-degree status is also available to students not wishing to work toward a degree, but who wish to take courses only. In addition, applicants unable to meet the minimum GPA or immediate acceptance into a degree seeking program may opt to be admitted as a non-degree seeking student, upon approval from the department committee or the department head. Non-degree seeking students are not eligible for financial aid. A non-degree seeking student may apply for admission to a graduate degree program. However, non-degree status does not guarantee future admission.

## Transfer Credit

Students who are admitted with prior graduate study may transfer a maximum of six credit hours or the equivalent in quarter credit hours. Those courses submitted for transfer must have a grade of "B" (3.0) or better, must have similar course descriptions as those offered in the curriculum, and must be no more than four years old. Students wishing to receive transfer credits must do so within the first semester following acceptance. Requests submitted after the first semester may not be accepted.

## Background Verification

Please understand that you may have difficulty receiving an education license in the Commonwealth of Virginia if you have been convicted of any felony. If anytime during the duration of your graduate program you receive a criminal charge or proceedings pending against you, you must notify your advisor and the department chair immediately.

## MINIMUM GRADE REQUIREMENTS

A cumulative grade point average (GPA) of 3.00 (B) from semester to semester, is required to (1) maintain good academic standing as a graduate student, and to (2) meet requirements for a graduate degree. Any student who fails to maintain the 3.00 GPA will be automatically placed in probationary status and must, within one semester, elevate his/her GPA to 3.00 in order to remain in the graduate program. Grades in all courses taken as a graduate student are used in determining whether a student has met the 3.00 (B) cumulative grade point average requirements to remain in good academic standing.

## ACADEMIC STANDARDS

The student is responsible for knowing the academic standards of his/her academic unit and of the School of Graduate Studies and Research. Graduate students must maintain a cumulative grade point average of 3.0 on a 4.0 point scale and make satisfactory progress towards degree completion to remain in good academic standing. The Secondary Education and School Leadership Student Handbook states that more than two (2) grades of "B-" are permitted in a student's academic program. A grade of "B-" or below is interpreted as a failing grade and a student will be required to repeat the course.

### SESL ACADEMIC GOOD STANDING REQUIREMENTS

1. Students must:
  - a) Maintain a cumulative 3.0 GPA;
  - b) Earn no more than two grades below "B-";
  - c) Repeat any core course that they receive a "B-".
2. Students obtaining three (3) grades below a "B-" may lead to expulsion from the program.
3. Students obtaining two (2) or more incomplete grades ("I"s) will be prohibited from enrolling in courses until the incomplete grades have been removed.
4. Students must complete all prerequisite courses with a grade of "B" before internship.

### SESL Exit Requirements

1. Students must:
  - a) Successfully complete course of study;
  - b) Have a minimum 3.0 GPA.

# MASTER OF ARTS IN TEACHING – SECONDARY EDUCATION

**Dr. Cynthia Nicholson**  
Program Coordinator

**(757) 823-2926**

The M.A.T. is a (39) thirty-nine credit hour initial teacher certification program that enables its candidates to receive a Master's degree and certification in a content area and become qualified to teach in the Commonwealth of Virginia.

Candidates must pass the Praxis II exam (content area) and the VCLA (Virginia Communication and Literacy Assessment) or the RVE, if applicable, before the program is completed. Candidates must have a baccalaureate degree in a liberal arts discipline or one of the nine certified teaching areas: Fine Arts, Biology, Chemistry, Physics, English, History, Music, and Mathematics. Before an applicant is admitted to the program, he/she will be interviewed. The application will be reviewed by an admissions committee within the Department of Secondary Education and School Leadership. In addition, each candidate must take the following professional education core courses as prescribed in the respective areas:

| COURSE                  | COURSE TITLE                            | HOURS |
|-------------------------|---|-------|
| UED 505                 | Reading in the Content Areas            | 3     |
| EDU 501                 | Foundations of Education                | 3     |
| UED 599                 | Teaching Internship                     | 3     |
| EDU 605                 | Human Growth and Development            | 3     |
| EDU 636                 | Classroom and Behavior Management       | 3     |
| UED 684/685/686/687/690 | Curriculum and Instructional Procedures | 3     |
| UED 691                 | Research and Writing                    | 3     |

Twelve (12) or more credits in the content areas are also required.

For information on the subject-specific courses needed to complete the program, applicants should consult with the academic advisor for the MAT program.

**M.A.T. -- Biology**

**CURRICULUM**

**SEMESTER ONE**

| COURSE                      | COURSE TITLE                 | HOURS    |
|-----------------------------|------------------------------|----------|
| EDU 605                     | Human Growth and Development | 3        |
| UED 505                     | Reading in the Content Areas | 3        |
| EDU 501                     | Foundations of Education     | 3        |
| <b>TOTAL HOURS REQUIRED</b> |                              | <b>9</b> |

**SEMESTER TWO**

| COURSE                      | COURSE TITLE                            | HOURS    |
|-----------------------------|---|----------|
| BIO 501                     | History of Biological Concepts          | 3        |
| UED 685                     | Curriculum and Instructional Procedures | 3        |
| UED 691                     | Research and Writing                    | 3        |
| <b>TOTAL HOURS REQUIRED</b> |   | <b>9</b> |

**SEMESTER THREE**

| COURSE                      | COURSE TITLE                      | HOURS     |
|-----------------------------|-----------------------------------|-----------|
| BIO 502                     | Modern Biology                    | 3         |
| BIO 510                     | Experiences in Biology            | 3         |
| EDU 636                     | Classroom and Behavior Management | 3         |
| BIO 520                     | Special Problems in               | 3         |
| <b>TOTAL HOURS REQUIRED</b> |                                   | <b>12</b> |

**SEMESTER FOUR**

| COURSE                      | COURSE TITLE        | HOURS    |
|-----------------------------|---------------------|----------|
| UED 599                     | Teaching Internship | 9        |
| <b>TOTAL HOURS REQUIRED</b> |                     | <b>9</b> |

**SUMMARY OF GRADUATION REQUIREMENTS**

| SUBJECT AREA                       | HOURS     |
|------------------------------------|-----------|
| Major Requirements                 | 30        |
| Electives                          | 0         |
| Other Requirements                 | 9         |
| <b>TOTAL DEGREE HOURS REQUIRED</b> | <b>39</b> |

**M.A.T. -- CHEMISTRY**

**CURRICULUM**

**SEMESTER ONE**

| COURSE                      | COURSE TITLE                 | HOURS    |
|-----------------------------|------------------------------|----------|
| EDU 605                     | Human Growth and Development | 3        |
| UED 505                     | Reading in the Content Areas | 3        |
| EDU 501                     | Foundations of Education     | 3        |
| <b>TOTAL HOURS REQUIRED</b> |                              | <b>9</b> |

**SEMESTER TWO**

| COURSE                      | COURSE TITLE                            | HOURS    |
|-----------------------------|---|----------|
| CHM 521                     | Computations in Chemistry               | 3        |
| UED 685                     | Curriculum and Instructional Procedures | 3        |
| UED 691                     | Research and Writing                    | 3        |
| <b>TOTAL HOURS REQUIRED</b> |   | <b>9</b> |

**SEMESTER THREE**

| COURSE                      | COURSE TITLE                      | HOURS     |
|-----------------------------|-----------------------------------|-----------|
| CHM 581                     | Special Topics                    | 3         |
| CHM 531                     | Biochemistry                      | 3         |
| EDU 636                     | Classroom and Behavior Management | 3         |
| CHM 502                     | Biochemistry                      | 3         |
| <b>TOTAL HOURS REQUIRED</b> |                                   | <b>12</b> |

**SEMESTER FOUR**

| COURSE                      | COURSE TITLE        | HOURS    |
|-----------------------------|---------------------|----------|
| UED 599                     | Teaching Internship | 9        |
| <b>TOTAL HOURS REQUIRED</b> |                     | <b>9</b> |

**SUMMARY OF GRADUATION REQUIREMENTS**

| SUBJECT AREA                       | HOURS     |
|------------------------------------|-----------|
| Major Requirements                 | 30        |
| Electives                          | 0         |
| Other Requirements                 | 9         |
| <b>TOTAL DEGREE HOURS REQUIRED</b> | <b>39</b> |

**M.A.T. -- ENGLISH**

**CURRICULUM**

**SEMESTER ONE**

| <b>COURSE</b>               | <b>COURSE TITLE</b>          | <b>HOURS</b> |
|-----------------------------|------------------------------|--------------|
| <b>EDU 605</b>              | Human Growth and Development | 3            |
| <b>UED 505</b>              | Reading in the Content Areas | 3            |
| <b>EDU 501</b>              | Foundations of Education     | 3            |
| <b>TOTAL HOURS REQUIRED</b> |                              | <b>9</b>     |

**SEMESTER TWO**

| <b>COURSE</b>               | <b>COURSE TITLE</b>                     | <b>HOURS</b> |
|-----------------------------|---|--------------|
| <b>COM 519</b>              | Contemporary American English Grammar   | 3            |
| <b>UED 691</b>              | Research and Writing                    | 3            |
| <b>UED 687</b>              | Curriculum and Instructional Procedures | 3            |
| <b>TOTAL HOURS REQUIRED</b> |   | <b>9</b>     |

**SEMESTER THREE**

| <b>COURSE</b>               | <b>COURSE TITLE</b>                  | <b>HOURS</b> |
|-----------------------------|--------------------------------------|--------------|
| <b>COM 550</b>              | Assessment and Evaluation of Writing | 3            |
| <b>COM 648</b>              | Language and Culture                 | 3            |
| <b>EDU 636</b>              | Classroom and Behavior Management    | 3            |
| <b>COM 654</b>              | Professional Writing                 | 3            |
| <b>TOTAL HOURS REQUIRED</b> |                                      | <b>12</b>    |

**SEMESTER FOUR**

| <b>COURSE</b>               | <b>COURSE TITLE</b> | <b>HOURS</b> |
|-----------------------------|---------------------|--------------|
| <b>UED 599</b>              | Teaching Internship | 9            |
| <b>TOTAL HOURS REQUIRED</b> |                     | <b>9</b>     |

**SUMMARY OF GRADUATION REQUIREMENTS**

| <b>SUBJECT AREA</b>                | <b>HOURS</b> |
|------------------------------------|--------------|
| Major Requirements                 | 30           |
| Electives                          | 0            |
| Other Requirements                 | 9            |
| <b>TOTAL DEGREE HOURS REQUIRED</b> | <b>39</b>    |

**M.A.T. – FINE ARTS**

**CURRICULUM**

**SEMESTER ONE**

| COURSE                      | COURSE TITLE                 | HOURS    |
|-----------------------------|------------------------------|----------|
| EDU 605                     | Human Growth and Development | 3        |
| UED 505                     | Reading in the Content Areas | 3        |
| EDU 501                     | Foundations of Education     | 3        |
| <b>TOTAL HOURS REQUIRED</b> |                              | <b>9</b> |

**SEMESTER TWO**

| COURSE                      | COURSE TITLE                            | HOURS    |
|-----------------------------|---|----------|
| FIA 513                     | Computer Graphics                       | 3        |
| UED 691                     | Research and Writing                    | 3        |
| UED 686                     | Curriculum and Instructional Procedures | 3        |
| <b>TOTAL HOURS REQUIRED</b> |   | <b>9</b> |

**SEMESTER THREE**

| COURSE                      | COURSE TITLE                      | HOURS     |
|-----------------------------|-----------------------------------|-----------|
| FIA 514                     | Fine Arts Methods                 | 3         |
| FIA 515                     | Fine Arts Units                   | 3         |
| EDU 636                     | Classroom and Behavior Management | 3         |
| FIA 599                     | Seminar in Art Education          | 3         |
| <b>TOTAL HOURS REQUIRED</b> |                                   | <b>12</b> |

**SEMESTER FOUR**

| COURSE                      | COURSE TITLE        | HOURS    |
|-----------------------------|---------------------|----------|
| UED 599                     | Teaching Internship | 9        |
| <b>TOTAL HOURS REQUIRED</b> |                     | <b>9</b> |

**SUMMARY OF GRADUATION REQUIREMENTS**

| SUBJECT AREA                       | HOURS     |
|------------------------------------|-----------|
| Major Requirements                 | 30        |
| Electives                          | 0         |
| Other Requirements                 | 9         |
| <b>TOTAL DEGREE HOURS REQUIRED</b> | <b>39</b> |

**M.A.T. – HISTORY**

**CURRICULUM**

**SEMESTER ONE**

| COURSE                      | COURSE TITLE                 | HOURS    |
|-----------------------------|------------------------------|----------|
| EDU 605                     | Human Growth and Development | 3        |
| UED 505                     | Reading in the Content Areas | 3        |
| EDU 501                     | Foundations of Education     | 3        |
| <b>TOTAL HOURS REQUIRED</b> |                              | <b>9</b> |

**SEMESTER TWO**

| COURSE                      | COURSE TITLE  | HOURS    |
|-----------------------------|---|----------|
| HIS 501                     | Topics in American History                                  | 3        |
| UED 690                     | Curriculum and Instructional Procedures in Secondary Social | 3        |
| UED 691                     | Research and Writing  | 3        |
| <b>TOTAL HOURS REQUIRED</b> |   | <b>9</b> |

**SEMESTER THREE**

| COURSE                      | COURSE TITLE                                     | HOURS     |
|-----------------------------|--|-----------|
| HIS 502                     | Topics in European History                       | 3         |
| HIS 503                     | Topics in Non-Western History                    | 3         |
| HIS 516                     | America and the Rise of the City 1865 to Present | 3         |
| EDU 636                     | Classroom and Behavior Management                | 3         |
| <b>TOTAL HOURS REQUIRED</b> |  | <b>12</b> |

**SEMESTER FOUR**

| COURSE                      | COURSE TITLE        | HOURS    |
|-----------------------------|---------------------|----------|
| UED 599                     | Teaching Internship | 9        |
| <b>TOTAL HOURS REQUIRED</b> |                     | <b>9</b> |

**SUMMARY OF GRADUATION REQUIREMENTS**

| SUBJECT AREA                       | HOURS     |
|------------------------------------|-----------|
| Major Requirements                 | 30        |
| Electives                          | 0         |
| Other Requirements                 | 9         |
| <b>TOTAL DEGREE HOURS REQUIRED</b> | <b>39</b> |

**M.A.T. – MATHEMATICS**

**CURRICULUM**

**SEMESTER ONE**

| COURSE                      | COURSE TITLE                 | HOURS    |
|-----------------------------|------------------------------|----------|
| EDU 605                     | Human Growth and Development | 3        |
| UED 505                     | Reading in the Content Areas | 3        |
| EDU 501                     | Foundations of Education     | 3        |
| <b>TOTAL HOURS REQUIRED</b> |                              | <b>9</b> |

**SEMESTER TWO**

| COURSE                      | COURSE TITLE                            | HOURS    |
|-----------------------------|---|----------|
| MTH 511                     | Topics in American History              | 3        |
| UED 684                     | Curriculum and Instructional Procedures | 3        |
| UED 691                     | Research and Writing                    | 3        |
| <b>TOTAL HOURS REQUIRED</b> |   | <b>9</b> |

**SEMESTER THREE**

| COURSE                      | COURSE TITLE                         | HOURS     |
|-----------------------------|--------------------------------------|-----------|
| MTH 520                     | Mathematical Logical and Set Theory  | 3         |
| MTH 531                     | Topics in Algebra and Analysis       | 3         |
| MTH 540                     | Mathematical Models and Applications | 3         |
| EDU 636                     | Classroom and Behavior Management    | 3         |
| <b>TOTAL HOURS REQUIRED</b> |                                      | <b>12</b> |

**SEMESTER FOUR**

| COURSE                      | COURSE TITLE        | HOURS    |
|-----------------------------|---------------------|----------|
| UED 599                     | Teaching Internship | 9        |
| <b>TOTAL HOURS REQUIRED</b> |                     | <b>9</b> |

**SUMMARY OF GRADUATION REQUIREMENTS**

| SUBJECT AREA                       | HOURS     |
|------------------------------------|-----------|
| Major Requirements                 | 30        |
| Electives                          | 0         |
| Other Requirements                 | 9         |
| <b>TOTAL DEGREE HOURS REQUIRED</b> | <b>39</b> |

**M.A.T. – MATHEMATICS SPECIALIST**

**CURRICULUM**

**MATHEMATICS CORE**

| <b>COURSE</b>               | <b>COURSE TITLE</b>                         | <b>HOURS</b> |
|-----------------------------|---|--------------|
| MTH 500L                    | Geometry and Measurement                    | 3            |
| MTH 500S                    | Probability and Statistics                  | 3            |
| MTH 501J                    | Number Systems and Operations               | 3            |
| MTH 501K                    | Algebra and Functions                       | 3            |
| MTH 501L                    | Rational Numbers and Proportional Reasoning | 3            |
| <b>TOTAL HOURS REQUIRED</b> |   | <b>15</b>    |

**SUMMARY OF GRADUATION REQUIREMENTS**

| <b>SUBJECT AREA</b>                | <b>HOURS</b> |
|------------------------------------|--------------|
| Major Requirements                 | 30           |
| Electives                          | 0            |
| Other Requirements                 | 9            |
| <b>TOTAL DEGREE HOURS REQUIRED</b> | <b>39</b>    |

**SEMESTER TWO**

| <b>COURSE</b>               | <b>COURSE TITLE</b>                                    | <b>HOURS</b> |
|-----------------------------|--|--------------|
| UED 610                     | Advanced Educational Psychology and Learning Theory    | 3            |
| UED 690                     | Curriculum and Instructional Procedures in Mathematics | 3            |
| UED 691                     | Topics in Research and Writing                         | 3            |
| UED 791                     | Applied Research I                                     | 3            |
| UED 792                     | Applied Research II                                    | 3            |
| EED 551                     | Education Leadership I                                 | 3            |
| EED 552                     | Education Leadership II                                | 3            |
| EED 553                     | Education Leadership III                               | 3            |
| <b>TOTAL HOURS REQUIRED</b> |  | <b>24</b>    |

**M.A.T. – MUSIC**

**CURRICULUM**

**SEMESTER ONE**

| COURSE                      | COURSE TITLE                 | HOURS    |
|-----------------------------|------------------------------|----------|
| EDU 605                     | Human Growth and Development | 3        |
| UED 505                     | Reading in the Content Areas | 3        |
| EDU 501                     | Foundations of Education     | 3        |
| <b>TOTAL HOURS REQUIRED</b> |                              | <b>9</b> |

**SEMESTER TWO**

| COURSE                      | COURSE TITLE  | HOURS    |
|-----------------------------|---|----------|
| MUS 650                     | Vocal Education or MUS 561 Instrumental Education   | 3        |
| UED 632                     | Curriculum and Instructional Procedures (I) Instrumental or (V) Vocal or UED 683I or UED 683V | 3        |
| UED 691                     | Research and Writing  | 3        |
| <b>TOTAL HOURS REQUIRED</b> |   | <b>9</b> |

**SEMESTER THREE**

| COURSE                      | COURSE TITLE                                      | HOURS     |
|-----------------------------|---|-----------|
| MUS 680                     | History and Philosophy of Music Education         | 3         |
| MUS 681                     | Current Trends in Music Education                 | 3         |
| MUS 682                     | Administration and Supervision in Music Education | 3         |
| EDU 636                     | Classroom and Behavior Management                 | 3         |
| <b>TOTAL HOURS REQUIRED</b> |   | <b>12</b> |

**SEMESTER FOUR**

| COURSE                      | COURSE TITLE        | HOURS    |
|-----------------------------|---------------------|----------|
| UED 599                     | Teaching Internship | 9        |
| <b>TOTAL HOURS REQUIRED</b> |                     | <b>9</b> |

**SUMMARY OF GRADUATION REQUIREMENTS**

| SUBJECT AREA                       | HOURS     |
|------------------------------------|-----------|
| Major Requirements                 | 30        |
| Electives                          | 0         |
| Other Requirements                 | 9         |
| <b>TOTAL DEGREE HOURS REQUIRED</b> | <b>39</b> |

**M.A.T. – PHYSICS**

**CURRICULUM**

**SEMESTER ONE**

| COURSE                      | COURSE TITLE                 | HOURS    |
|-----------------------------|------------------------------|----------|
| EDU 605                     | Human Growth and Development | 3        |
| UED 505                     | Reading in the Content Areas | 3        |
| EDU 501                     | Foundations of Education     | 3        |
| <b>TOTAL HOURS REQUIRED</b> |                              | <b>9</b> |

**SEMESTER TWO**

| COURSE                      | COURSE TITLE                            | HOURS    |
|-----------------------------|---|----------|
| PHY 590                     | Physics Demonstration                   | 3        |
| UED 685                     | Curriculum and Instructional Procedures | 3        |
| UED 691                     | Research and Writing                    | 3        |
| <b>TOTAL HOURS REQUIRED</b> |   | <b>9</b> |

**SEMESTER THREE**

| COURSE                      | COURSE TITLE                      | HOURS     |
|-----------------------------|-----------------------------------|-----------|
| PHY 565                     | Physical Mechanics                | 3         |
| PHY 591                     | Experimental Concepts in Physics  | 3         |
| EDU 636                     | Classroom and Behavior Management | 3         |
| PHY 566                     | Electricity and Magnetism         | 3         |
| <b>TOTAL HOURS REQUIRED</b> |                                   | <b>12</b> |

**SEMESTER FOUR**

| COURSE                      | COURSE TITLE        | HOURS    |
|-----------------------------|---------------------|----------|
| UED 599                     | Teaching Internship | 9        |
| <b>TOTAL HOURS REQUIRED</b> |                     | <b>9</b> |

**SUMMARY OF GRADUATION REQUIREMENTS**

| SUBJECT AREA                       | HOURS     |
|------------------------------------|-----------|
| Major Requirements                 | 30        |
| Electives                          | 0         |
| Other Requirements                 | 9         |
| <b>TOTAL DEGREE HOURS REQUIRED</b> | <b>39</b> |

# MASTER OF ARTS IN A SUBJECT AREA CONCENTRATION (MASAC)

**Dr. Larry Ferguson, Chair and  
Program Coordinator  
823-9095**

MASAC is a (39) thirty-nine credit hour degree program which serves the needs and interests of in- service teachers teaching in the arts or the sciences. This degree program is designed to help in-service teachers meet Virginia state guidelines for re- certification in the subject area in which they are certified to teach as well as prepare them to earn the Master's degree.

There are nine subject concentration areas available: Fine Arts, Biology, Chemistry, Physics, English, History, Music, Mathematics, and Algebra. MASAC candidates will be required to take (15) fifteen graduate credit hours of professional education courses and (15) fifteen graduate credit hours in their respective subject concentration area. The remaining (9) nine graduate credit hours will be satisfied in the research component.

For more information regarding the subject-specific courses and the research option needed to complete MASAC, applicants should consult with the MASAC coordinator or call the office of Secondary Education and School Leadership for a curriculum sheet. The number for that office is (757) 823-2926.

**MASTER OF ARTS IN. SUBJECT AREA CONCENTRATION (MASAC)**

**CURRICULUM**

**FINE ARTS**

| <b>COURSE</b>               | <b>COURSE TITLE</b>                          | <b>HOURS</b> |
|-----------------------------|--|--------------|
| <b>SPE 510</b>              | Introduction to Exceptional Children         | 3            |
| <b>UED 617</b>              | Organizational Behavior in Classroom Society | 3            |
| <b>FIA 513</b>              | Computer Graphics                            | 3            |
| <b>UED 637</b>              | Curriculum Development and Technology        | 3            |
| <b>FIA 514</b>              | Fine Arts Methods                            | 3            |
| <b>FIA 515</b>              | Fine Arts Units                              | 3            |
| <b>UED 670</b>              | School Law                                   | 3            |
| <b>UED 691</b>              | Research & Writing                           | 3            |
| <b>FIA 599</b>              | Seminar in Art Education                     | 3            |
| <b>UED 791</b>              | Applied Research I                           | 3            |
| <b>UED 792</b>              | Applied Research II                          | 3            |
| <b>FIA</b>                  | Restricted Elective                          | 3            |
| <b>TOTAL HOURS REQUIRED</b> |  | <b>36</b>    |

**BIOLOGY**

| <b>COURSE</b>               | <b>COURSE TITLE</b>                          | <b>HOURS</b> |
|-----------------------------|--|--------------|
| <b>SPE 510</b>              | Introduction to Exceptional Children         | 3            |
| <b>UED 617</b>              | Organizational Behavior in Classroom Society | 3            |
| <b>BIO 501</b>              | History of Biological Concepts               | 3            |
| <b>UED 637</b>              | Curriculum Development and Technology        | 3            |
| <b>BIO 502</b>              | Modern Biology                               | 3            |
| <b>BIO 510</b>              | Experiences in Biology                       | 3            |
| <b>UED 670</b>              | School Law                                   | 3            |
| <b>UED 691</b>              | Research & Writing                           | 3            |
| <b>BIO 520</b>              | Special Problems in Biology                  | 3            |
| <b>UED 791</b>              | Applied Research I                           | 3            |
| <b>UED 792</b>              | Applied Research II                          | 3            |
| <b>BIO</b>                  | Restricted Elective                          | 3            |
| <b>TOTAL HOURS REQUIRED</b> |  | <b>36</b>    |

**MASTER OF ARTS IN. SUBJECT AREA CONCENTRATION (MASAC)**

**CURRICULUM**

**CHEMISTRY**

| <b>COURSE</b>               | <b>COURSE TITLE</b>                          | <b>HOURS</b> |
|-----------------------------|--|--------------|
| <b>SPE 510</b>              | Introduction to Exceptional Children         | 3            |
| <b>UED 617</b>              | Organizational Behavior in Classroom Society | 3            |
| <b>CHM 521</b>              | Chemical Demonstration                       | 3            |
| <b>UED 637</b>              | Curriculum Development and Technology        | 3            |
| <b>CHM 581</b>              | Special Topics in Chemistry                  | 3            |
| <b>CHM 531</b>              | Biochemistry                                 | 3            |
| <b>UED 670</b>              | School Law                                   | 3            |
| <b>UED 691</b>              | Research & Writing                           | 3            |
| <b>CHM 532</b>              | Biochemistry                                 | 3            |
| <b>UED 791</b>              | Applied Research I                           | 3            |
| <b>UED 792</b>              | Applied Research II                          | 3            |
| <b>CHM</b>                  | Restricted Elective                          | 3            |
| <b>TOTAL HOURS REQUIRED</b> |  | <b>36</b>    |

**ENGLISH**

| <b>COURSE</b>               | <b>COURSE TITLE</b>                          | <b>HOURS</b> |
|-----------------------------|--|--------------|
| <b>SPE 510</b>              | Introduction to Exceptional Children         | 3            |
| <b>UED 617</b>              | Organizational Behavior in Classroom Society | 3            |
| <b>COM 519</b>              | Contemporary American English Grammar        | 3            |
| <b>UED 637</b>              | Curriculum Development and Technology        | 3            |
| <b>COM 632</b>              | Design, Teaching, and Evaluating Writing     | 3            |
| <b>COM 648</b>              | Language and Culture                         | 3            |
| <b>UED 670</b>              | School Law                                   | 3            |
| <b>UED 691</b>              | Research & Writing                           | 3            |
| <b>COM 654</b>              | Professional Writing                         | 3            |
| <b>UED 791</b>              | Applied Research I                           | 3            |
| <b>UED 792</b>              | Applied Research II                          | 3            |
| <b>COM</b>                  | Restricted Elective                          | 3            |
| <b>TOTAL HOURS REQUIRED</b> |  | <b>36</b>    |

**MASTER OF ARTS IN. SUBJECT AREA CONCENTRATION (MASAC)**

**CURRICULUM**

**HISTORY**

| COURSE                      | COURSE TITLE                                 | HOURS     |
|-----------------------------|--|-----------|
| SPE 510                     | Introduction to Exceptional Children         | 3         |
| UED 617                     | Organizational Behavior in Classroom Society | 3         |
| GEO 510                     | Urban Geography                              | 3         |
| UED 637                     | Curriculum Development and Technology        | 3         |
| HIS 610                     | Selected Topics in Urban History             | 3         |
| UAF 611                     | Urban Probl. Contemporary America            | 3         |
| UED 670                     | School Law                                   | 3         |
| UED 691                     | Research & Writing                           | 3         |
| HIS 516                     | America & The Rise of the City: 1865 to      | 3         |
| UED 791                     | Applied Research I                           | 3         |
| UED 792                     | Applied Research II                          | 3         |
| HIS                         | Restricted Elective                          | 3         |
| <b>TOTAL HOURS REQUIRED</b> |  | <b>36</b> |

**MATHEMATICS**

| COURSE                      | COURSE TITLE                                 | HOURS     |
|-----------------------------|--|-----------|
| SPE 510                     | Introduction to Exceptional Children         | 3         |
| UED 617                     | Organizational Behavior in Classroom Society | 3         |
| MTH 500                     | Advanced Topics in Geometry                  | 3         |
| UED 637                     | Curriculum Development and Technology        | 3         |
| MTH 510                     | Mathematical Logic and Set Theory            | 3         |
| MTH 520                     | Topics in Algebra and Analysis               | 3         |
| UED 670                     | School Law                                   | 3         |
| UED 691                     | Research & Writing                           | 3         |
| MTH 530                     | Mathematical Models and Applications         | 3         |
| UED 791                     | Applied Research I                           | 3         |
| UED 792                     | Applied Research II                          | 3         |
| MTH                         | Restricted Elective                          | 3         |
| <b>TOTAL HOURS REQUIRED</b> |  | <b>36</b> |

**MASTER OF ARTS IN. SUBJECT AREA CONCENTRATION (MASAC)**

**CURRICULUM**

**MUSIC**

| COURSE                      | COURSE TITLE                                 | HOURS     |
|-----------------------------|--|-----------|
| SPE 510                     | Introduction to Exceptional Children         | 3         |
| UED 617                     | Organizational Behavior in Classroom Society | 3         |
| MUS 650 OR 651              | Vocal or Instrumental                        | 3         |
| UED 637                     | Curriculum Development and Technology        | 3         |
| MUS 682                     | Admin. & Supervision Music Education         | 3         |
| MUS 681                     | Current Trends in Music Education            | 3         |
| UED 670                     | School Law                                   | 3         |
| UED 691                     | Research & Writing                           | 3         |
| MUS 680                     | History & Philosophy of Music Education      | 3         |
| UED 791                     | Applied Research I                           | 3         |
| UED 792                     | Applied Research II                          | 3         |
| MUS                         | Restricted Elective                          | 3         |
| <b>TOTAL HOURS REQUIRED</b> |  | <b>36</b> |

**MATHEMATICS SPECIALIST**

Mathematics Core (15 hours)

| COURSE   | COURSE TITLE                              | HOURS |
|----------|---|-------|
| MTH 500L | Geometry & Measurement                    | 3     |
| MTH 500S | Probability & Statistics                  | 3     |
| 501J     | Number Systems & Operations               | 3     |
| 501K     | Algebra & Functions                       | 3     |
| 501L     | Rational Numbers & Proportional Reasoning | 3     |

**PROFESSIONAL EDUCATION CORE (9 HOURS)**

| COURSE  | COURSE TITLE                                    | HOURS |
|---------|---|-------|
| UED 617 | Organizational Behavior in Classroom Society    | 3     |
| UED 637 | Curriculum Development & Educational Technology | 3     |
| UED 691 | Topics in Research & Writing                    | 3     |
| UED 791 | Applied Research I                              | 3     |
| UED 792 | Applied Research II                             | 3     |

**PROFESSIONAL EDUCATION CORE (9 HOURS)**

| COURSE  | COURSE TITLE             | HOURS |
|---------|--------------------------|-------|
| EED 551 | Education Leadership I   | 3     |
| EED 552 | Education Leadership II  | 3     |
| EED 553 | Education Leadership III | 3     |

|                             |           |
|-----------------------------|-----------|
| <b>TOTAL SEMESTER HOURS</b> | <b>39</b> |
|-----------------------------|-----------|

# MASTER OF ARTS IN URBAN EDUCATION

**PRINCIPAL PREPARATION PRE- K – 12 On-Line**  
**Dr. Angela Goodloe, Program Coordinator**  
**(757) 823-8736**

The Urban Education Principal Preparation PreK-12 degree program is designed to prepare the candidate to be an effective assistant principal or principal. Candidates must have at least three years of certified teaching experience. They must submit three evaluation forms from the appropriate school leader, documenting the applicant's ability and potential to be an effective principal or assistant principal. Applicants already holding a master's degree may receive the endorsement without pursuing the research option or the pre-requisite research course. However, they will need to complete all other courses. The program is divided into three parts: theory, practice, and research with a primary goal to prepare students to becoming competent, compassionate, collaborative and committed leaders. Prior to the internship experience, all candidates will be required to take the School Leaders Licensure Assessment (SLLA), a requirement for endorsement in Virginia.

## PREREQUISITES:

Certification as Teacher and 3 years of teaching experience

## PART ONE

| COURSE                      | COURSE TITLE                                     | HOURS     |
|-----------------------------|--|-----------|
| UED 617                     | Organization Behavior in a Multicultural Society | 3         |
| UED 630                     | School and Community Relations                   | 3         |
| UED 637                     | Curriculum Development                           | 3         |
| UED 600                     | Introduction to Administration and Leadership    | 3         |
| UED 670                     | School Law                                       | 3         |
| <b>TOTAL HOURS REQUIRED</b> |  | <b>15</b> |

## PART TWO

| COURSE                      | COURSE TITLE                               | HOURS     |
|-----------------------------|--|-----------|
| EDU 641                     | Supervision and Evaluation of Instruction  | 3         |
| UED 681                     | Personnel Management and Staff Development | 3         |
| UED 601                     | Data Driven Leadership and Technology      | 3         |
| UED 671                     | School Finance                             | 3         |
| <b>TOTAL HOURS REQUIRED</b> |  | <b>12</b> |

## PART THREE

### SLLA EXAM

SLLA exam must be passed prior to internship.

| COURSE                      | COURSE TITLE                        | HOURS    |
|-----------------------------|-------------------------------------|----------|
| UED 691                     | Research and Writing                | 3        |
| UED 791                     | Applied Research I                  | 3        |
| UED 603                     | School Leadership Issues and Trends | 3        |
| <b>TOTAL HOURS REQUIRED</b> |                                     | <b>9</b> |

## SUMMARY OF GRADUATION REQUIREMENTS

| SUBJECT AREA                       | HOURS     |
|------------------------------------|-----------|
| Major Requirements                 | 27        |
| Electives                          | 0         |
| Other Requirements                 | 15        |
| <b>TOTAL DEGREE HOURS REQUIRED</b> | <b>42</b> |

# M.A. IN URBAN EDUCATION – MENTAL HEALTH COUNSELING

Naval Base  
Dr. Keesha Kerns Program Coordinator  
(757) 823-8036 or (757) 489-8516

The Urban Education Norfolk State University's Mental Health Counseling Program is designed to train and prepare candidates who plan to pursue careers in community settings (i.e. community services boards, social service boards, penal institutions, rehabilitation facilities, court services, public, private community agencies). The coursework offered in this degree program will prepare candidates to meet the minimum requirements for national state licensure in mental health counseling. Master of Arts degree program requires 60 semester hours of academic credit (no more than 6 credit hours may be transferred from another university) that includes a 600-hour internship experience.

## CURRICULUM

### COMMON COUNSELING COURSES

| COURSE  | COURSE TITLE                                   | HOURS |
|---------|--|-------|
| UED 606 | Multicultural Counseling                       | 3     |
| UED 612 | Counseling for Human Growth & the Lifespan     | 3     |
| UED 620 | Legal & Ethical Issues in Counseling           | 3     |
| UED 622 | Counseling Theory and Psychotherapy            | 3     |
| UED 623 | Counseling Techniques and Skills               | 3     |
| UED 632 | Group Counseling Theories and Techniques       | 3     |
| UED 640 | Family Systems                                 | 3     |
| UED 644 | Addiction Counseling                           | 3     |
| UED 650 | Diagnosis and Treatment                        | 3     |
| UED 677 | Foundations of Career Development & Counseling | 3     |
| UED 680 | Introduction to Counseling Supervision         | 3     |
| UED 692 | Research Methods                               | 3     |

### COMMUNITY COUNSELING CORE COURSES

| COURSE   | COURSE TITLE                            | HOURS |
|----------|---|-------|
| UED 621C | Introduction to Professional Counseling | 3     |
| UED 630C | Community and Agency Counseling         | 3     |
| UED 645C | Testing & Assessment in Counseling      | 3     |
| UED 700C | Psychopathology                         | 3     |
| UED 710C | Counseling Practicum I (100 hours)      | 3     |
| UED 720C | Counseling Practicum II (100 hours)     | 3     |
| UED 793C | Internship I (300 hours)                | 3     |
| UED 794C | Internship II (300 hours)               | 3     |

**M.A. URBAN EDUCATION– CURRICULUM DEVELOPMENT AND SUPERVISION**

**CURRICULUM**

**PART ONE**

| COURSE                      | COURSE TITLE                                     | HOURS     |
|-----------------------------|--|-----------|
| UED 617                     | Organization Behavior in a Multicultural Society | 3         |
| UED 630                     | School and Community Relations                   | 3         |
| UED 637                     | Curriculum Development                           | 3         |
| UED 641                     | Supervision and Evaluation of Instruction        | 3         |
| <b>TOTAL HOURS REQUIRED</b> |  | <b>12</b> |

**PART TWO**

| COURSE                      | COURSE TITLE                               | HOURS     |
|-----------------------------|--|-----------|
| EDU 605                     | Human Growth and Development               | 3         |
| UED 670                     | School Law                                 | 3         |
| UED 671                     | School Finance                             | 3         |
| UED 681                     | Personnel Management and Staff Development | 3         |
| <b>TOTAL HOURS REQUIRED</b> |  | <b>12</b> |

**PART THREE**

| COURSE                      | COURSE TITLE                        | HOURS    |
|-----------------------------|-------------------------------------|----------|
| UED 691                     | Research and Writing                | 3        |
| UED 791                     | Applied Research I                  | 3        |
| UED 603                     | School Leadership Issues and Trends | 3        |
| <b>TOTAL HOURS REQUIRED</b> |                                     | <b>9</b> |

**SLLA EXAM**

SLLA exam must be passed prior to internship

| COURSE                      | COURSE TITLE  | HOURS    |
|-----------------------------|---------------|----------|
| UED 793                     | Internship    | 3        |
| UED 794                     | Internship II | 3        |
| <b>TOTAL HOURS REQUIRED</b> |               | <b>6</b> |

**SUMMARY OF GRADUATION REQUIREMENTS**

| SUBJECT AREA                       | HOURS     |
|------------------------------------|-----------|
| Major Requirements                 | 30        |
| Electives                          | 0         |
| Other Requirements                 | 9         |
| <b>TOTAL DEGREE HOURS REQUIRED</b> | <b>39</b> |

# M.A. IN URBAN EDUCATION -- PROFESSIONAL SCHOOL COUNSELING PREK-12

**Dr. Melendez Byrd Program Coordinator**  
(757) 823-8178 or (757) 823-2926

Norfolk State University's School Counseling Program is designed to train and prepare candidates in the specialty of professional school counseling. The school counseling courses are designed to prepare candidates for careers in school counseling and related educational settings at grade levels PreK-12. The Master of Arts degree program requires 60 semester hours of academic credit (no more than 6 credit hours may be transferred from another university) and includes a 600 hour internship experience.

## CURRICULUM

### COMMON COUNSELING COURSES

| Course  | Course Title                                   | Hours |
|---------|--|-------|
| UED 606 | Multicultural Counseling                       | 3     |
| UED 612 | Counseling for Human Growth & the Lifespan     | 3     |
| UED 620 | Legal & Ethical Issues in Counseling           | 3     |
| UED 622 | Counseling Theory and Psychotherapy            | 3     |
| UED 623 | Counseling Techniques and Skills               | 3     |
| UED 632 | Group Counseling Theories and Techniques       | 3     |
| UED 677 | Foundations of Career Development & Counseling | 3     |
| UED 692 | Research Methods                               | 3     |

### SCHOOL COUNSELING CORE COURSES

| COURSE  | COURSE TITLE  | Hours |
|---------|---|-------|
| SPE 512 | Legal & Ethical Aspects in Special Ed                       | 3     |
| UED 621 | Principles of Counseling                                    | 3     |
| UED 626 | Organization & Administration of School Counseling Programs | 3     |
| UED 645 | Assessment & Appraisal in School Counseling                 | 3     |
| UED 638 | Classroom Management for School Counselors                  | 3     |
| UED 793 | Internship I (300 hours at elementary, grades PreK-5)       | 3     |
| UED 794 | Internship II (300 hours at secondary, grades 6-12)         | 3     |

|                             |           |
|-----------------------------|-----------|
| <b>TOTAL HOURS REQUIRED</b> | <b>48</b> |
|-----------------------------|-----------|

# COLLEGE OF LIBERAL ARTS

**Dr. Cassandra Newby-Alexander, Dean**  
**Professor Chinedu Okala, Associate Dean**  
**(757) 823-8118**

The College of Liberal Arts is comprised of a broad range of academic disciplines in the humanities and social sciences with undergraduate and graduate degrees housed in seven departments: English and Foreign Languages, Mass Communications and Journalism, History and Interdisciplinary Studies, Political Science, Psychology, Sociology, and Visual and Performing Arts (Fine Arts, and Music). In addition, General Studies, and WNSB 91.1 FM are housed in the College of Liberal Arts.

**THE MISSION OF THE COLLEGE** is to provide a transformative education that enables students to maximize their potential to become creative, independent thinkers and lifelong learners who adapt and contribute ethically to evolving national and international societies.

The College of Liberal Arts impacts every student who matriculates through Norfolk State University. In addition to nine undergraduate academic degree programs and four graduate academic degree programs, the college serves as a service area for students taking introductory courses in the general education core. Exposure to courses in the areas of English, Music, Fine Arts, History, Sociology, and Psychology affords students many opportunities to appreciate and understand their role in a global society.

Within the context of the University's strategic plan, the overall goals of the College of Liberal Arts are to:

- Provide students with a liberating education that is conducive to life-long learning.
- Impart knowledge, strengthen communicative and quantitative abilities, and enhance research and inquiry skills in the various subject matter areas.
- Develop habits of independent thought and critical thinking.
- Promote attitudes of understanding, respect, and tolerance for one's own culture and the cultures of other peoples.
- Engender in students an appreciation of the moral and ethical components of life.
- Define educational standards that address the changing paradigms and diverse needs of students in a changing global society.
- Provide highly qualified graduates for the global workforce.

Contribute to the social consciousness, civic engagement, and cultural enrichment of the community through the provision of programs, exhibits and workshops in the arts, humanities, and social sciences.

## DEPARTMENT OF VISUAL AND PERFORMING ARTS

**Sam Dorsey, Chair**  
**757) 823-8544**

The mission of the Department of Visual and Performing Arts is to cultivate artistic expression that empowers a diverse student body to achieve maximum human potential in the disciplines within the context of the larger Norfolk Student University Mission and Charter; to promote Universal understanding through Drama, Fine Art & Music; foster enlightenment to the campus and community at-large, advance scholarship, and provide high-quality instruction in Drama, Fine Art, Music Education and Music Media.



## DIVISION OF FINE ARTS

**Mr. Solomon Isekeije, Director of Fine Arts**  
**Program Coordinator (757) 823-8855**

Fine Arts Department offers a program rich in core art course and electives, allowing students to concentrate on their own area of interest. The department has one of the finest computer imaging labs in the country and house excellent studios for traditional media including print-making, painting, drawing, photography, ceramics, sculpture, and fashion design

# MASTER OF ARTS/ MASTER OF FINE ARTS IN VISUAL STUDIES

Mr. Solomon Isekeije  
Program Coordinator  
(757) 823-8844

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## PROGRAM DESCRIPTION

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The Master of Arts/ Master of Fine Arts Program in Visual Studies, offered at Norfolk State University, is a unique program which provides highly motivated and mature students with an intensive, multifaceted educational experience in the visual arts. The Master of Arts program is a one and one half year degree program; while the Master of Fine Arts in Visual Studies (M.F.A.), the terminal professional degree in Fine Arts, is usually completed in two and one half years or more depending on the candidate's academic pace. Study for the M.F.A. culminates in a solo graduate exhibition, written thesis documentation, and an oral defense of the candidate's work.

### Path to the degree completion

At the end of the first year of study (12-18) credit hours), a mandatory General Review is facilitated by the graduate faculty. Based on the result of the review process, the faculty determines whether the student will continue in the graduate program or is terminated from the program. At the end of the first year of study, the graduate faculty will conduct a Continuance and Candidacy Review. Based on the result of the Continuance and Candidacy Review process, the faculty will determine whether the student continues in the graduate program as a degree candidate or is terminated from the program. If continuance is recommended, candidacy for the Master of Arts or the Master of Fine Arts degree will be indicated. The faculty's decision will be submitted in written form to the student, signed by the student's advisory committee and the program coordinator.

Final degree requirements include the following:

- A solo exhibition of work completed during the program. This exhibition is presented to the public in a professional art venue in the Hampton Roads area. The student is responsible for securing the venue, selecting the work, hanging the show, creating exhibition announcements and all publicity as well as organizing a reception.
- The student writes a thesis based on his/her area of inquiry. This comprehensive work includes a literary review and visual documentation of work color photographs of the works, or a visual format best suited to the nature of the work. This becomes a permanent record of the student's

work while matriculating in the program.

- The graduate committee conduct an oral examination covering issues raised in the thesis document and thesis exhibition.

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## ADMISSION REQUIREMENTS

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The applicant must have 3.0 GPA in their undergraduate degree and must have completed 36 credit hours (or its equivalent) in studio art and 12 hours in art history at the undergraduate level. Additionally, applicants must submit a portfolio, which indicates creative ability, evidence of a developing focus, innovative techniques, and a capacity for growth. Admission to the program is competitive with a limited number of spaces available. Indication of the ability to work independently is important. Three letters of reference and a statement addressing the student's background and professional goals must accompany the portfolio. There is no GRE test required in the Visual Studies Program.

### Application Deadline

The deadline for application to the Master of Arts and the Master of Fine Arts Graduate Program in Visual Studies is June 30th of each year. for fall November 1 for spring. ALL application materials MUST be complete and received at Norfolk State University on or before the deadline. Enrollment in the program begins the semester following admission. Applications are available [online](#) Please upload all supporting documents.

### Application Review

The admission committee, composed of graduate faculty and the graduate coordinator, will review the portfolios of all applicants, and the decision of the committee will be communicated in writing to the Dean of the School of Graduate School and Research and then to the applicant.

A completed application file includes the following:

1. Completed admissions application.
2. A non-refundable application fee.
3. Three letters of recommendation from faculty members, or persons familiar with the applicant's interest and ability in art.
4. A portfolio of 10-20 representative examples of the applicant's work— three dimensional work should have two views each. Each piece of work should be labeled with the, title of the work, medium, date, and numbered in the order in which it is to be viewed. A list should also be included which corresponds to the numerical ordering. The list must include the title of each work, medium, dimensions of work, and date completed.
5. One transcript from each college and/or university previously attended An unofficial transcript can be uploaded for admission's

- decisions but an official transcript is required if admitted prior to enrolling in courses.
- A written statement, not to exceed four (4) pages, describing background and professional goals expected from this program.

## DEGREE REQUIREMENTS

The Master of Arts degree requires a minimum of 33 credit hours, including 18 hours in graduate studio, six hours in related academics, six hours in graduate seminar, and three hours in documentation (exhibition). The Master of Fine Arts degree requires a minimum of 60 credit hours, including 27 hours in graduate studio, 12 hours in related academics, nine hours in graduate seminars, six hours in directed field experience appropriate to the student's professional goals, and six hours in documentation (including the solo exhibition).

### Masters of Fine Arts (MFA)

The credit hours will be divided in the following manner:

| COURSE TITLE                                       | HOURS |
|--|-------|
| Graduate Studio                                    | 27    |
| Courses in Related Academics                       | 12    |
| Directed Field Experience                          | 6     |
| Graduate Seminars                                  | 9     |
| Documentation ( <i>Including Solo Exhibition</i> ) | 6     |
| Total Hours Required                               | 60    |

### M.A. in Visual Studies

Candidates for the Master of Arts degree in Visual Studies will complete 33 credit hours divided in the following manner:

| COURSE TITLE                 | HOURS |
|------------------------------|-------|
| Graduate Studio              | 18    |
| Graduate Seminars            | 6     |
| Courses in Related Academics | 6     |
| Graduate Exhibition          | 3     |
| Total Hours Required         | 33    |

Students must earn at least a B (3.00) in all courses used to fulfill the graduate class requirements.

### Letter grades of "I" in Studio Courses, Seminars, Topics Courses, and Art History Courses

At the end of the semester, a professor of the Visual Studies Program may assign a grade of "I" (Incomplete) when the instructor deems such a grade to be appropriate and believes that circumstances warrant an extension of the student's coursework. Such a decision is completely at the discretion of the individual professor, and in this regard the professor's decision is final.

If an "I" grade is assigned, the professor will set the conditions for its removal in writing. The student is then entirely responsible for its timely removal. In order to receive a passing grade, the student must complete requirements for the removal by the date established with professor of no later than the end of the next academic year. Otherwise, the "I" grade will be converted to a failing grade by the instructor or the University Registrar.

### FIA 701 Documentation/Thesis

A student enrolling for FIA-701 Documentation and Thesis (required only of students in the M.F.A. terminal degree program) may be eligible to receive a grade of "I" if the student is unable to complete the thesis or documentation during a single semester. Students are encouraged to complete this requirement in a timely manner, but the program also recognizes that more than a single semester of work may be necessary for students to complete a comprehensive thesis statement or comprehensive documentation. In each case, the student's major advisor and advisory committee will be entirely responsible for determining whether assigning an "I" is appropriate. If all other coursework is completed, the student must enroll in FIA-750, Continuing Registration, while finishing his/her thesis documentation. The thesis must be complete and approved by the student's graduate committee before the thesis exhibition is mounted and oral examination is completed.

### FIA 702 Exhibition

This is a comprehensive solo exhibition and the culmination of the graduate experience. The thesis exhibition provides evidence of the student's professionalism, maturity and conceptual development. The exhibition may be held on campus, but students are also urged to find suitable professional venues off campus.

A student enrolling for FIA-702 Graduate Exhibition (required of students in both the M.A. and M.F.A. degree programs) may be eligible to receive a grade of "I" if the student is unable to complete the body of work necessary for mounting a comprehensive graduate exhibition in a single semester. Students are encouraged to complete the exhibition requirement in a timely manner, but the program recognizes that the scheduling for exhibitions sometimes makes the completion of the requirement in a single semester impossible. In each case, the student's major advisor and advisory committee will be entirely responsible for determining whether assigning an "I" is appropriate. If all other coursework is completed, the student must enroll in FIA-750 Continuing Registration while preparing the exhibition.

All students must take FIA 610, which is a course with changing art criticism topics. The remainder of the graduate seminar requirement may be fulfilled by FIA

695 (another series of changing contemporary topics) and FIA 610A.

Upon completion of 12-18 hours of graduate work, each student will present a selection of work to the faculty for discussion and evaluation as part of a general review. After completing this general review, a major advisor and two advisory committee members are selected for the student, after a consultation with the student by the program coordinator.

The resulting advisory committee will then invite additional faculty members to complete a committee to assess the Continuance and Candidacy Review. The committee will decide the continuance status of the student after the CC Review and include appropriate explanations of its decision. In the case of continuance, the committee will indicate candidacy for the Master of Arts or M.F.A. degree.

M.F.A. candidates must register for FIA 701 during the final semester of study. By review of the student's work, the advisory committee will determine the nature of required documentation. The student's advisory committee will then submit the documentation requirements, in writing, to the student and the program coordinator.

Each student is required to enroll in FIA 702 during the final semester of study. For this requirement the student will present a public exhibition of work.

The student's thesis committee composed of the major advisor and two faculty of the advisory committee will be responsible for evaluating all preparation and work done for FIA 701-702. The committee will submit its recommendations and grade assignments for each course to the student and the program coordinator.

The committee will conduct an oral defense and assess the quality of the final exhibitions. The exhibited work may serve as a basis for review by the admissions committee for those students wishing to pursue the Master of Fine Arts degree.

#### **Transfer Credit**

Transfer credit will be considered at the time of admission. Applicants desiring graduate transfer credit must submit a written request along with transcripts of the courses for which transfer credit is desired and the request must accompany the initial entry application. A maximum of 12 credit hours may be transferred into the program.

#### **Non-Degree Status**

The policy on non-degree status is in accord with the University's policy as stated under General Policies and Procedures. Should the student apply for formal admission into the program, credit for courses already taken will be treated the same as transfer credit. A maximum of 12 hours is transferable.

#### **Graduation**

Students should refer to the academic calendar

published on Norfolk State University's web site concerning deadlines for graduation, procedures for applying for graduation, fees, etc. Application for graduation must be in the department. For additional information, students should contact:

#### **Timeline**

The Master of Arts degree has a four year time limit as described in the general graduate student requirements. The Master of Fine Arts degree has a limit of seven years for completion from the date of entry

Graduate Program Coordinator  
Department of Visual Studies and Performing Arts  
Norfolk State University 700 Park Avenue  
Norfolk, Virginia 23504

Phone: (757) 823-8844  
FAX: (757) 823-2186  
[sriekeje@nsu.edu](mailto:sriekeje@nsu.edu)

## DEPARTMENT OF SOCIOLOGY

Dr. Robert Perkins, Department Head  
(757) 823-8164

The Sociology Department focuses on providing understanding of social issues such as crime, poverty, injustice, urban and family problems based on scientific principles of society. The Department is committed to student excellence, preparing students to address these issues in society by working closely with them to encourage and develop their skills. Through research and scholarly activities, faculty contribute to the further understanding of human behavior and involve students in these activities. Simultaneously, the Department seeks to serve as an interface between the theoretically-oriented university and the pragmatically-oriented community and to be involved in community service. As a channel of scientific knowledge, the Sociology Department is prepared to introduce innovative programs to meet the needs of a dynamic, diverse society. The Department offers a Bachelor of Arts degree in Sociology and Masters of Arts degrees in Criminal Justice, and Urban Affairs.

# MASTER OF ARTS IN CRIMINAL JUSTICE

**Dr. Robert Perkins, Program Coordinator**

**Virginia Beach Higher Education Center  
Norfolk State University  
1881 University Drive, RM 268 Virginia Beach,  
Virginia 23453**

**Phone: (757) 823-8436**

**Fax: (757) 82308167**

**Email: [criminaljustice@nsu.edu](mailto:criminaljustice@nsu.edu)**

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## ADMISSION REQUIREMENTS

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### Regular Admission

1. Bachelor's degree from a regionally accredited university
2. Minimum GPA of 3.0 on a 4.00 scale
3. Successful completion of at least 15 semester credit hours of undergraduate criminal justice courses, including Theory, Research Methods, and Statistics or related degree

### Provisional Admission

Applicants who do not qualify for regular admission will be evaluated on a case by case basis.

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## PROGRAM STRUCTURE

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The Master of Arts in Criminal Justice consists of a core of five courses (15 credit hours) that set the foundation and parameters for specialization in two concentrations: (1) Management and Planning or (2) Juvenile Justice. The specialized concentrations consist of an additional three required courses (9 semester credit hours). The remaining twelve (12) semester credit hours consist of electives. Students may select the thesis or comprehensive examination option. Students must successfully complete a total of 36 semester credit hours to be awarded the Master of Arts degree.

**M.A. IN CRIMINAL JUSTICE-MANAGEMENT AND PLANNING**

**CURRICULUM**

**CORE COURSES**

| COURSE                      | COURSE TITLE                              | HOURS     |
|-----------------------------|---|-----------|
| CJS 610                     | Theories of Crime and Delinquency         | 3         |
| CJS 644                     | Research Methods in Criminal Justice      | 3         |
| CJS 645                     | Quantitative Analysis in Criminal Justice | 3         |
| CJS 650                     | Criminal Justice Policy Analysis          | 3         |
| CJS 651                     | Criminal Justice Ethics                   | 3         |
| <b>TOTAL HOURS REQUIRED</b> |   | <b>15</b> |

**REQUIRED CONCENTRATION COURSES**

| COURSE                      | COURSE TITLE                                     | HOURS    |
|-----------------------------|--|----------|
| CJS 611                     | Administration of Criminal Justice Organizations | 3        |
| CJS 612                     | Strategic Planning for Criminal Justice          | 3        |
| CJS 618                     | Legal Issues in Criminal Justice Management      | 3        |
| <b>TOTAL HOURS REQUIRED</b> |  | <b>3</b> |

**ELECTIVES**

| COURSE                      | COURSE TITLE                              | HOURS     |
|-----------------------------|---|-----------|
| CJS                         | Crime Prevention                          | 3         |
| CJS 571                     | Youth Crime and the School                | 3         |
| CJS 575                     | Legal Aspects of Juvenile Justice         | 3         |
| CJS 590                     | Criminal Justice Readings                 | 3         |
| CJS 592                     | Criminal Justice Special Topics           | 3         |
| CJS 601                     | Systems of Criminal Justice               | 3         |
| CJS 607                     | Minorities in Criminal Justice            | 3         |
| CJS 613                     | Community Policing                        | 3         |
| CJS 614                     | Jails and Prisons                         | 3         |
| CJS 615                     | Community Corrections                     | 3         |
| CJS 616                     | Restorative Justice                       | 3         |
| CJS 617                     | Offender Reentry Programs                 | 3         |
| CJS 646                     | Computer Applications in Criminal Justice | 3         |
| CJS 660                     | Crime Victims and Victim Services         | 3         |
| CJS 665                     | Criminal Justice Internship               | 3         |
| CJS 670                     | History/Philosophy of Juvenile Justice    | 3         |
| CJS 678                     | Juvenile Offenders and Youth Gangs        | 3         |
| CJS 680                     | Status Offenders and the Community        | 3         |
| CJS 681                     | Youth and Society                         | 3         |
| CJS 688                     | Family Based Intervention                 | 3         |
| CJS 689                     | Gender, Crime, and Justice                | 3         |
| CJS 690                     | Independent Study in Criminal Justice     | 3         |
| CJS 699                     | Thesis                                    | 3         |
| CJS 750                     | Continuing Registration                   | 0         |
| CJS 752                     | Comprehensive Examination                 | 0         |
| <b>TOTAL HOURS REQUIRED</b> |   | <b>12</b> |

**SUMMARY OF GRADUATION REQUIREMENTS**

| SUBJECT AREA                       | HOURS     |
|------------------------------------|-----------|
| Major Requirements                 | 15        |
| Concentration Requirements         | 9         |
| Electives                          | 12        |
| <b>TOTAL DEGREE HOURS REQUIRED</b> | <b>36</b> |

**M.A IN CRIMINAL JUSTICE- JUVENILE JUSTICE**

**CURRICULUM**

**CORE COURSES**

| COURSE                      | COURSE TITLE                              | HOURS     |
|-----------------------------|---|-----------|
| CJS 610                     | Theories of Crime and Delinquency         | 3         |
| CJS 644                     | Research Methods in Criminal Justice      | 3         |
| CJS 645                     | Quantitative Analysis in Criminal Justice | 3         |
| CJS 650                     | Criminal Justice Policy Analysis          | 3         |
| CJS 651                     | Criminal Justice Ethics                   | 3         |
| <b>TOTAL HOURS REQUIRED</b> |   | <b>15</b> |

**REQUIRED CONCENTRATION COURSES**

| COURSE                      | COURSE TITLE                                | HOURS    |
|-----------------------------|---|----------|
| CJS 672                     | Policing and Adjudicating Juveniles         | 3        |
| CJS 674                     | Juvenile Corrections and Treatment          | 3        |
| CJS 676                     | Juvenile Delinquency and the Justice System | 3        |
| <b>TOTAL HOURS REQUIRED</b> |   | <b>3</b> |

**Summary of Graduation Requirements**

| SUBJECT AREA                       | HOURS     |
|------------------------------------|-----------|
| Major Requirements                 | 15        |
| Concentration Requirements         | 9         |
| Electives                          | 12        |
| <b>TOTAL DEGREE HOURS REQUIRED</b> | <b>36</b> |

**ELECTIVES**

| COURSE                      | COURSE TITLE                              | HOURS     |
|-----------------------------|---|-----------|
| CJS 510                     | Crime Prevention                          | 3         |
| CJS 571                     | Youth Crime and the School                | 3         |
| CJS 575                     | Legal Aspects of Juvenile Justice         | 3         |
| CJS 590                     | Criminal Justice Readings                 | 3         |
| CJS 592                     | Criminal Justice Special Topics           | 3         |
| CJS 601                     | Systems of Criminal Justice               | 3         |
| CJS 607                     | Minorities in Criminal Justice            | 3         |
| CJS 613                     | Community Policing                        | 3         |
| CJS 614                     | Jails and Prisons                         | 3         |
| CJS 615                     | Community Corrections                     | 3         |
| CJS 616                     | Restorative Justice                       | 3         |
| CJS 617                     | Offender Reentry Programs                 | 3         |
| CJS 646                     | Computer Applications in Criminal Justice | 3         |
| CJS 660                     | Crime Victims and Victim Services         | 3         |
| CJS 665                     | Criminal Justice Internship               | 3         |
| CJS 670                     | History/Philosophy of Juvenile Justice    | 3         |
| CJS 678                     | Juvenile Offenders and Youth Gangs        | 3         |
| CJS 680                     | Status Offenders and the Community        | 3         |
| CJS 681                     | Youth and Society                         | 3         |
| CJS 688                     | Family Based Intervention                 | 3         |
| CJS 689                     | Gender, Crime, and Justice                | 3         |
| CJS 690                     | Independent Study in Criminal Justice     | 3         |
| CJS 699                     | Thesis                                    | 3         |
| CJS 750                     | Continuing Registration                   | 0         |
| CJS 752                     | Comprehensive Examination                 | 0         |
| <b>TOTAL HOURS REQUIRED</b> |   | <b>12</b> |

# MASTER OF ARTS IN MEDIA AND COMMUNICATIONS

**Dr. Cathy Jackson**  
Program Coordinator  
(757) 823-2442

The program leading to the Master of Arts in Media and Communications offers two (2) sequences: mass communications and journalism.

- The Mass Communications sequence has two tracks: (1) Media Management and (2) Media Production. The Media Management track is designed to provide students with academic knowledge and work experience required for careers in the administration of the print and electronic media (cable, satellite, radio and television) at the mid-management level. The Media Production track is designed to provide students with advanced skills and work experience in planning, creating, organizing and producing a wide variety of media audio and video productions.
- The Journalism sequence has two tracks: (1) News Editorial Management and (2) Public Relations. The sequence is designed as a mid-career program for journalists and media and public relations practitioners or those who want to build upon a baccalaureate degree from an accredited college or university.

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## ADMISSION REQUIREMENTS

Admission to the program leading to a Master of Arts in Media and Communications may be admitted on a degree or non-degree basis. To be admitted as a possible degree candidate, a student must hold a baccalaureate degree from an accredited college or university with an overall academic average of 2.75 (based on a 4.0 scale), and have a 3.0 average in his/her major field of study from an accredited college or university. A personal interview may be required. Graduate Record Exam (GRE) scores are required if the overall academic average is below 2.65 and should be sent to the Program Coordinator.

A student who otherwise meets all of the general requirements for admission but whose overall undergraduate academic average falls below the required 2.75 yet exceeds 2.49 (based on a 4.0 scale), may be accepted on provisional status and may take up to nine credit hours in the program, as a non-degree student. Upon completing the first nine hours of approved graduate work with a 3.0 or above average, the student may petition the Master of Arts in Media and Communications Graduate Admissions

Committee for regular admission to the program as a degree seeking student.

### Re-admission

Re-admission to the program is not automatic. After an absence of one semester, a former student must apply to the Graduate School for re-admission to the program and follow the regular re-admission procedure. In lieu of the re-admission process, a student may maintain his/her matriculation status by enrolling in a continuous registration course and paying the appropriate fee.

### Non-Degree Status

A person with a baccalaureate degree and who seeks to take particular courses but not work toward a graduate degree on a matriculating basis may be admitted in a non-degree status. The student may at a later date apply for admission to degree status. A change in status does not imply, however, that course work completed in the non-degree status will be automatically accepted and applied to degree requirements.

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## APPLICATION PROCEDURE

A completed application consists of the following:

1. A fully completed graduate application form.
2. An official academic transcript showing that a baccalaureate degree has in fact been awarded to the applicant.
3. Three (3) letters of recommendation.
4. A personal statement of goals relative to the graduate field of study.
5. A minimum score on the TOEFL Exam as required by the Graduate School at Norfolk State University (international students only).

Only fully completed applications will be reviewed by the Master of Arts in Media and Communications Graduate Admissions Committee. The deadline for all fully completed applications is June 30 for fall and summer and November 15 for spring.

### Transfer Credit

Up to six (6) hours of graduate level transfer credit course work may be approved by the Master of Arts in Media and Communications Graduate Admissions Committee. Students must have earned a grade point average of at least 3.0 (on a 4.0 scale) for each hour of transfer credit accepted.

### Residence Requirement

The residency requirement is one academic year. At least eighteen (18) hours of graduate work in Media and Communications must be taken in continuous matriculation at Norfolk State University.

### Course Load

A full-time graduate student enrolled during an academic year is permitted to carry a maximum course load of twelve (12) credit hours per semester and six (6) credit hours during a summer session. To be considered in full-time study, the student must be registered for at least nine (9) credit hours each semester during the regular academic year. Any departure from these regulations must be approved by the Master of Arts in Media and Communications Graduate Admissions Committee.

### Thesis

The master's thesis provides an opportunity for scholarly mass media and/or communications research. In preparation for such research, the student must have taken COM 651- Communications Research Methods. Before initiating a thesis, the student must select a thesis committee composed of three members of the graduate faculty in the Media and Communications graduate program. One of the committee members must agree to be the student's thesis advisor. The student may submit his/her thesis proposal to the committee upon completion of twelve (12) hours of graduate course work in the program.

### Project

The project for the master's degree provides the student an opportunity for artistic creativity by his/her writing, producing and directing a quality audio and video media production. Before initiating a production project, the student must select a production project committee composed of three members of the graduate faculty in the Media and Communications graduate program. One of the committee members must agree to be the student's production project advisor. The student may submit his/her production project proposal to the committee upon completion of twelve (12) hours of course work in the program.

### Internship

The internship for the master's degree provides a student with practical experience in a setting in which the student expects to be employed. After completing the residency requirement, the student who chooses an internship, in partial fulfillment of the master's degree requirement, must submit a viable internship proposal to the Master of Arts in Media and Communications Graduate Internship Committee for approval. The student must submit as part of his/her proposal the name of the approved agency, the nature of the student's responsibilities during the internship, and a signed statement from the person(s) who will be the student's supervisor during the internship, indicating a willingness to supervise the student and in turn submit the student's evaluation to the student's academic advisor. The student must perform satisfactorily for not less than 180 clock hours in the approved agency during the semester(s) he/she is enrolled in the internship course.

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## DEGREE REQUIREMENTS

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To meet the requirements for the Master of Arts degree in Media and Communications, a student may select one of two options:

Complete 30 credit hours of course work for a total of 30 credit hours

Complete 24 credit hours of course work and 6 credit hours for a thesis or project for a total of 30 credit hours

The time limit for completion of the Master of Arts in Media and Communications is four (4) years.

Students must have an overall 3.0 grade point average for all course work in the degree program in order to graduate.

### CORE COURSES

| COURSE  | COURSE TITLE   | HOURS |
|---------|----------------|-------|
| MCM 620 | Media Theory   | 3     |
| MCM 610 | Media Research | 3     |
| MCM 653 | Media Law      | 3     |

**M.A. IN MEDIA AND COMMUNICATIONS– JOURNALISM**

**CURRICULUM**

**NEWS EDITORIAL AND MANAGEMENT CURRICULUM**

**CORE COURSES**

| COURSE                      | COURSE TITLE                        | HOURS     |
|-----------------------------|-------------------------------------|-----------|
| MCM 620                     | Media Theory                        | 3         |
| MCM 610                     | Media Research                      | 3         |
| MCM 653                     | Media Law                           | 3         |
| MCM 510                     | Introduction to Mass Communications | 3         |
| MCM 545                     | Media Management Administration     | 3         |
| MCM 513                     | Specialized Writing                 | 3         |
| XXX XXX                     | Internship/Thesis/Electives         | 12        |
| <b>TOTAL HOURS REQUIRED</b> |                                     | <b>30</b> |

**SUMMARY OF GRADUATION REQUIREMENTS**

| SUBJECT AREA                       | HOURS     |
|------------------------------------|-----------|
| Major Requirements                 | 18        |
| Thesis/Internship/Electives        | 12        |
| <b>TOTAL DEGREE HOURS REQUIRED</b> | <b>30</b> |

**PUBLIC RELATIONS CURRICULUM**

**CORE COURSES**

| COURSE                      | COURSE TITLE                | HOURS     |
|-----------------------------|-----------------------------|-----------|
| MCM 620                     | Media Theory                | 3         |
| MCM 610                     | Media Research              | 3         |
| MCM 653                     | Media Law                   | 3         |
| MCM 652                     | Public Relations            | 3         |
| MCM 512                     | Editing Publications        | 3         |
| MCM 513                     | Specialized Writing         | 3         |
| XXX XXX                     | Internship/Thesis/Electives | 12        |
| <b>TOTAL HOURS REQUIRED</b> |                             | <b>30</b> |

**SUMMARY OF GRADUATION REQUIREMENTS**

| SUBJECT AREA                       | HOURS     |
|------------------------------------|-----------|
| Major Requirements                 | 18        |
| Thesis/Internship/Electives        | 12        |
| <b>TOTAL DEGREE HOURS REQUIRED</b> | <b>30</b> |

**M.A. IN MEDIA AND COMMUNICATIONS – MASS COMMUNICATIONS**

**CURRICULUM**

**MEDIA MANAGEMENT CURRICULUM**

**CORE COURSES**

| COURSE                      | COURSE TITLE                              | HOURS     |
|-----------------------------|---|-----------|
| MCM 620                     | Media Theory                              | 3         |
| MCM 610                     | Media Research                            | 3         |
| MCM 653                     | Media Law                                 | 3         |
| MCM 545                     | Media Management & Administration Methods | 3         |
| MCM 660                     | Seminar in Radio TV-Film                  | 3         |
| MCM 680                     | Global Media                              | 3         |
| XXX XXX                     | Internship/Thesis/Electives               | 12        |
| <b>TOTAL HOURS REQUIRED</b> |   | <b>30</b> |

**SUMMARY OF GRADUATION REQUIREMENTS**

| SUBJECT AREA                       | HOURS     |
|------------------------------------|-----------|
| Major Requirements                 | 18        |
| Thesis/Internship/Electives        | 12        |
| <b>TOTAL DEGREE HOURS REQUIRED</b> | <b>30</b> |

**MEDIA PRODUCTION CURRICULUM**

**CORE COURSES**

| COURSE                      | COURSE TITLE                          | HOURS     |
|-----------------------------|---------------------------------------|-----------|
| MCM 620                     | Media Theory                          | 3         |
| MCM 610                     | Media Research                        | 3         |
| MCM 653                     | Media Law                             | 3         |
| MCM 550                     | Introduction to Television Production | 3         |
| MCM 650                     | Directing                             | 3         |
| MCM 660                     | Seminar in Radio-TV-Film              | 3         |
| XXX XXX                     | Internship/Thesis/Electives           | 12        |
| <b>TOTAL HOURS REQUIRED</b> |                                       | <b>30</b> |

**SUMMARY OF GRADUATION REQUIREMENTS**

| SUBJECT AREA                       | HOURS     |
|------------------------------------|-----------|
| Major Requirements                 | 18        |
| Thesis/Internship/Electives        | 12        |
| <b>TOTAL DEGREE HOURS REQUIRED</b> | <b>30</b> |

## DIVISION OF MUSIC

**Mr. Gregory Gardner, Director**  
**(757) 823-8544**

The Division of Music offers one undergraduate degree with two emphases and one graduate degree with three concentrations. The Master of Music program offers concentrations in music education, performance, and theory-composition, each of which requires a minimum of thirty credit hours and certain terminal options. A required number of core courses are common to all three concentrations.

Eligibility to major in music is determined by the Music faculty on the basis of musical background and experience, results of auditions and tests, and general qualifications to pursue Music as a major field. The Music Program is a member of the National Association of Schools of Music.



# MASTER OF MUSIC

Dr. Anne Neikirk, Program Coordinator  
(757) 823-9112

Dr. Matthew Russell, Program  
Coordinators (757) 823-9119

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## PURPOSE AND OBJECTIVES

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The main purpose of the Master of Music program is to enable its graduates to perform at levels of competence and responsibility equal to the technical and artistic demands of specialist or leadership roles as they are defined within the professional discipline. Specific objectives for each sequence are as follows:

**Music Education** - to explore, through research and practice, pedagogical and performance techniques applicable to leadership roles in a variety of instructional settings.

**Performance** - to develop interpretive and technical skills in applied music through selected concert literature of advanced complexity as appropriate to the medium and required by professional standards of performance.

**Theory-Composition** - to develop the facility for applying the science of musical structure and analysis to the creative act, and to advance and refine skills in critical analysis of available or self-created works.

In its total design, the program aims to do the following:

1. Encompass related areas of study,
2. Provide for the attainment of proficiencies requisite to career advancement, and to
3. Further professional study.

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## THE STUDENT

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A student in the Master of Music degree program must consult with the Music Division Graduate Program Coordinator or advisor upon entry and periodically thereafter, to ensure that he/she is working consistently and accurately toward specific curricular goals within the required time limits. Before admission to analytical techniques courses, the student must take a diagnostic examination in theory. Before admission to degree status, the student must take a diagnostic examination in music history. In addition, an audition is required on the student's principal instrument.

Specifically, the student must do the following:

1. Select one of the three sequences.
2. Complete eleven credit hours of prescribed core courses.
3. Establish candidacy according to program criteria.

4. Complete other required and elective coursework as specified by the selected sequence.
5. Select a terminal option involving related examinations.

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## THE MUSIC FACULTY

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The music faculty is qualified and competent to teach in their respective areas. Doctoral degree holders as well as experienced music practitioners with master's degrees represent an excellent faculty complement that has been graduating competent music majors for many years.

Further, to ensure that the specific needs of graduate students are met, the Music Faculty and Division Chair select a Graduate Program Coordinator to be responsible for all matters pertaining to the Graduate School in the Music Division. The coordinator works closely with the Division Chair, the Dean of the College of Liberal Arts as well as with the Dean of the School of Graduate Studies and Research to discuss, examine, and develop new strategies and initiatives to ensure that the program remains current. Thus, the coordinator receives a reduced teaching and committee workload to allow for the provision of the necessary leadership for the graduate program in the music division.

Specifically, the coordinator does the following:

1. Meets regularly with the Dean of the School of Graduate Studies and Research to discuss matters relating to the Music Program.
2. Ensures an efficient registration process for graduate students within the Division.
3. Ensures that student applications are reviewed and the recommendations forwarded to the Graduate School according to schedule.
4. Ensures that students with incomplete applications are notified.
5. Assumes the responsibility for maintaining accurate records within the Division of Music.
6. Assists in recommending courses and time schedules for each semester.
7. Assists in recommending faculty to teach courses.
8. Monitors new student orientation.
9. Assists in recruitment efforts.

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## ADMISSION REQUIREMENTS

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### Degree Status

Admission criteria to the Master of Music program are in accordance with the Graduate Council of Norfolk State University and the Admissions Committee of the Music Division. The criteria for admission to regular status are as follows:

1. A baccalaureate degree in music from an accredited college or university. A foreign student should possess equivalent credentials.

2. A minimum overall undergraduate grade point average (G.P.A.) of 2.5 on a 4.0 scale.
3. Three letters of recommendation from persons of professional status that are familiar with the applicant's background and prior performance in academic and/or musical activities (faculty and/or employers).

A complete application file will include the following:

1. Online application to the Norfolk State University Master of Music program
2. Non-refundable application fee (must be paid online to submit application).
3. Three letters of recommendation submitted electronically
4. A complete and official transcript from each college and/or university attended.
5. Personal statement of professional interest and goals. The personal statement is an important part of the application for admission and should be carefully prepared and submitted electronically.

*NOTE: All application materials should be received by November 15, for consideration for the spring and summer semesters and June 30 for fall.*

### Non-Degree Status

Non-degree status is reserved for (1) applicants who meet all requirements for regular admission, but who do not seek to take courses leading to a degree, and (2) applicants who meet all the general requirements for admission, but whose overall undergraduate academic average falls below the required 2.5 grade point average.

A person with a baccalaureate degree may be granted permission to take particular courses without pursuing a graduate degree. The courses may be taken on a credit or non-credit basis. If the applicant chooses to apply for the Master of Music program and is accepted, a maximum of six (6) hours with a 3.00 average or above taken by the student may be applied toward degree requirements.

Upon completing nine hours of core courses in the Master of Music curriculum at Norfolk State University with a 3.00 average or above, the student may petition for a change from non-degree to degree status.

Candidates for admission may be requested to attend a personal interview. If desired, an applicant

May also request an interview. Persons seeking additional information or forms should call or write to

**Admission Committee Chair Master of Music  
Program Norfolk State University  
700 Park Avenue  
Norfolk, Virginia 23504 Phone: (757) 823-9112**

### Transfer of Credit

A maximum of twelve credit hours may be approved by the Admissions Committee as transfer credit from another institution if the work represents courses comparable to those offered in the Master of Music curriculum in which the student has earned either "A" or "B" grades. No work completed at another institution more than five years prior to the student's registration at Norfolk State University can be transferred to this program. Decisions regarding transfer of credit will be made by the Admissions Committee.

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### DIAGNOSTIC EXAMINATIONS AND AUDITIONS

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As a part of admission to degree status, full-time and part-time applicants will be required to take diagnostic examinations in music history and in theory. These examinations are given for placement purposes and normally do not constitute a basis for actual admission. If the student is deficient in certain areas, additional work will be required. The Admissions Committee reserves the right to require a student to take one or more undergraduate or review courses, if needed.

An audition of twenty minutes duration is required on the student's principal instrument. Applicants should prepare their auditions according to the following guidelines:

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### MUSIC EDUCATION/PERFORMANCE MAJORS

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#### Piano

A work by J. S. Bach or Scarlatti, a classical sonata, and one or two compositions from the 19th and 20th centuries.

#### Organ

Three or four works drawn from the Baroque period and the 19th and 20th centuries. A typical program might consist of a trio sonata movement or a prelude or fugue by Bach, a sonata by Mendelssohn or a comparable work by Franck, and a representative work by Hindemith, Dupre, or Messiaen.

#### Voice

An Italian song, an aria from an opera or oratorio, French Art Song, and a German Lied should be performed. In addition, a work in English should be chosen. All works should be performed in the original language.

#### Guitar

Works including a major Baroque or twentieth century piece, such as, but not limited to, any lute or cello suite by J. S. Bach, the lute suites of S. Weiss, the Partita by Stephen Dodgson, the Theme and Variations or Sonatina by Lennox Berkley, the Variations sur "Solía De Espana" et Fugue by Manuel M. Ponce, or the Nocturnal, by Benjamin Britten.

### Woodwind/Brasswind

Perform musically and fluently several compositions from the various style periods. A brief listing of representative works and technical requirements for each wind instrument may be obtained from the Music Department office.

### Percussion

A high degree of snare techniques should be demonstrated through such works as Wilcoxon's Swing Solo, Cirone's Portraits in Rhythm, or any excerpt from the standard symphonic literature. Mallet percussion technique should be shown by the performance of all major and minor scales and such works as Creston's Concerto for Marimba or Goldenberg Etude. The tympani part of a Beethoven symphony should also be played.

|    |                         |
|----|-------------------------|
| B- | Average                 |
| C  | Below Average F Failure |
| I  | Incomplete              |

Students should consult the Graduate Catalog for complete policies regarding the University grading system, minimum grade requirements, withdrawal from courses, auditing courses, withdrawal from the University, residence requirements, continuous registration, thesis, and time limit.

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## THEORY-COMPOSITION MAJORS

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Submission of a minimum of three compositions from various media with at least one of the works for an ensemble of four or more instruments and/or voices. Tape recordings of the compositions may be included.

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## CANDIDACY

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A student in the Master of Music program may petition the Department Graduate Committee for candidacy upon (a) the successful completion of fifteen credit hours, including the core courses, and (b) the attainment of a 3.0 grade point average or above. The decision of the Committee will be forwarded to the student and to the Graduate School

### Re-admission

Re-admission to the program is not automatic. After an absence of a semester or longer, a former student must apply for re-admission to the program and follow the regular admission procedure. In lieu of the re-admission process, a student may maintain his/her matriculation status while he/she is not registered for classes by filing a "continuous matriculation" form and paying the appropriate fee. 83

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## GRADING SYSTEM

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The grade will indicate a student's level of

achievement as follows:

| Grade | Interpretation |
|-------|----------------|
| A     | Excellent      |
| A-    | Excellent      |
| B+    | Good           |
| B     | Satisfactory   |

## M.M – MUSIC EDUCATION

### CURRICULUM

#### CORE COURSES

| COURSE                      | COURSE TITLE   | HOURS     |
|-----------------------------|--|-----------|
| MUS 590                     | Introduction to Music Research   | 3         |
| MUS 540-541                 | Analytical Techniques I, II<br><i>(Pre-requisite, placement test or MUS 512)</i> | 4         |
| MUS 510-511                 | Ensemble   | 2         |
| MUS 535                     | Contemporary Music   | 2         |
| <b>TOTAL HOURS REQUIRED</b> |  | <b>11</b> |

#### PROGRAM HOURS

| COURSE TITLE            | HOURS |
|-------------------------|-------|
| Core Program            | 11    |
| Music Education         | 9     |
| Music History Electives | 4     |
| Emphasis Area           | 6     |
| Terminal Option         | 3     |

#### Keyboard Emphasis

**MUS 521-522 Applied Keyboard 4 credit hours**  
Plus choice of (one)

| COURSE  | COURSE TITLE                            | HOURS |
|---------|---|-------|
| MUS 628 | Piano Literature                        | 2     |
| MUS 623 | Organ Literature                        | 2     |
| MUS 527 | Organ Improvisation and Service Playing | 2     |

#### INSTRUMENTAL EMPHASIS

**MUS 521-522 Applied Instrument 4 credit hours**  
Plus choice of (one)

| COURSE  | COURSE TITLE                     | HOURS |
|---------|----------------------------------|-------|
| MUS 651 | Band Management                  | 2     |
| MUS 551 | Advanced Instrumental Conducting | 2     |
| MUS 685 | Teaching Practicum in Brasswinds | 2     |
| MUS 686 | Teaching Practicum in Woodwinds  | 2     |
| MUS 687 | Teaching Practicum in Strings    | 2     |
| MUS 688 | Teaching Practicum in Percussion | 2     |

#### VOCAL EMPHASIS

**MUS 521-522 Applied Voice 4 credit hours**  
Plus choice of (one)

| COURSE  | COURSE TITLE                          | HOURS |
|---------|---------------------------------------|-------|
| MUS 650 | Choral Technique                      | 3     |
| MUS 550 | Advanced Choral Conducting            | 2     |
| MUS 629 | Graduate Diction and Vocal Literature | 3     |
| MUS 520 | Vocal Pedagogy                        | 2     |

#### COURSE OF STUDY AREA

| COURSE  | COURSE TITLE                                      | HOURS |
|---------|---|-------|
| MUS 680 | History of Philosophy of Music Education          | 3     |
| MUS 681 | Current Trends in Music Education                 | 3     |
| MUS 682 | Administration and Supervision in Music Education | 3     |

#### MUSIC HISTORY ELECTIVES

Choose two:

| COURSE  | COURSE TITLE                    | HOURS |
|---------|---------------------------------|-------|
| MUS 531 | Music in the Renaissance        | 2     |
| MUS 532 | Music of the Baroque Era        | 2     |
| MUS 533 | Music of the Classical Period   | 2     |
| MUS 534 | Music of the Nineteenth Century | 2     |

#### TERMINAL OPTIONS

**Thesis** – extended research on a theoretical subject. Enrollment in MUS 690A required in the initial semester. Later enrollment in MUS 750 is required if no other coursework is taken.

**Lecture/Recital** – a public performance eighty minutes in length with lecture commentary during the course of the program. Enrollment in MUS 690C required.

**Non – Thesis** – specialized field research reporting accomplishment of innovative school program of definite merit. Enrollment in MUS 683-684 required.

#### TERMINAL EXAMINATIONS

**Thesis Option** - Oral Examination (including defense of thesis)

**Lecture/Recital** – Written Examination

**Non-Thesis Option** - Written and Oral Examinations.

## M.M.–THEORY COMPOSITION

### CURRICULUM

#### CORE COURSES

| COURSE                      | COURSE TITLE   | HOURS     |
|-----------------------------|--|-----------|
| MUS 590                     | Introduction to Music Research   | 3         |
| MUS 540-541                 | Analytical Techniques I, II<br><i>(Pre-requisite, placement test or MUS 512)</i> | 4         |
| MUS 510-511                 | Ensemble   | 2         |
| MUS 535                     | Contemporary Music   | 2         |
| <b>TOTAL HOURS REQUIRED</b> |  | <b>11</b> |

#### PROGRAM HOURS

| COURSE TITLE           | HOURS |
|------------------------|-------|
| Core Program           | 11    |
| Theory/Composition     | 11    |
| Emphasis Area          | 6     |
| Music History Elective | 2     |
| Terminal Option        | 3     |

#### EMPHASIS AREA (KEYBOARD, INSTRUMENTAL, OR VOICE)

**MUS 521-522 Applied**  
Keyboard/instrumental/Voice      **4 credit hours**

Plus choice of one course from keyboard, instrumental, or voice performance contraction emphasis area:

| COURSE  | COURSE TITLE                         | HOURS |
|---------|--------------------------------------|-------|
| MUS 651 | Band Management                      | 2     |
| MUS 551 | Advanced Instrumental Conducting     | 2     |
| MUS 685 | Teaching Practicum in Brasswinds     | 2     |
| MUS 686 | Teaching Practicum in Woodwinds      | 2     |
| MUS 687 | Teaching Practicum in Strings        | 2     |
| MUS 688 | Teaching Practicum in Percussion     | 2     |
| MUS 620 | Seminar in Performance and Repertory | 2     |

#### COURSE OF STUDY AREA

| COURSE  | COURSE TITLE                      | HOURS |
|---------|-----------------------------------|-------|
| MUS 642 | Theory Pedagogy                   | 2     |
| MUS 643 | Composition Seminar I and II      | 4     |
| MUS 654 | Invertible Counterpoint and Fugue | 3     |
| MUS 546 | Advanced Orchestration            | 2     |

#### TERMINAL OPTIONS

**Thesis** – extended research on a theoretical subject. Enrollment in MUS 690A required in the initial semester. Later enrollment in MUS 750 is required if no other work is taken.

**Composition** – an original work in three or more extended movements for four or more instruments or a work for large chorus and/or ensemble as approved by the advisor. A lecture on the composition/s is given. Enrollment in MUS 690A.

#### TERMINAL EXAMINATIONS

**Thesis Option** – Oral Examination (including defense of thesis)

**Composition Option** - Written Examination

**M.M.– PERFORMANCE**

**CURRICULUM**

**CORE COURSES**

| COURSE                      | COURSE TITLE   | HOURS     |
|-----------------------------|--|-----------|
| MUS 590                     | Introduction to Music Research   | 3         |
| MUS 540-541                 | Analytical Techniques I, II<br><i>(Pre-requisite, placement test or MUS 512)</i> | 4         |
| MUS 510-511                 | Ensemble   | 2         |
| MUS 535                     | Contemporary Music   | 2         |
| <b>TOTAL HOURS REQUIRED</b> |  | <b>11</b> |

**PROGRAM HOURS**

| COURSE TITLE           | HOURS |
|------------------------|-------|
| Core Program           | 11    |
| Emphasis Area          | 14    |
| Music History Elective | 4     |
| Terminal Option        | 3     |

**INSTRUMENTAL EMPHASIS**

**MUS 525-526 Applied Music Instrumental 8 credit hours**

Choose 3:

| COURSE  | COURSE TITLE                         | HOURS |
|---------|--------------------------------------|-------|
| MUS 651 | Band Management                      | 2     |
| MUS 620 | Seminar in Performance and Repertory | 2     |
| MUS 551 | Advanced Instrumental Conducting     | 2     |
| MUS 685 | Teaching Practicum in Brasswinds     | 2     |
| MUS 686 | Teaching Practicum in Woodwinds      | 2     |
| MUS 687 | Teaching Practicum in Strings        | 2     |
| MUS 688 | Teaching Practicum in Percussion     | 2     |

**VOICE EMPHASIS**

**MUS 525-526 Applied Music - Voice 8 credit hours**

Choose 1

| COURSE  | COURSE TITLE                          | HOURS |
|---------|---------------------------------------|-------|
| MUS 520 | *Voice Pedagogy                       | 2     |
| MUS 629 | Graduate Diction and Vocal Literature | 3     |
| MUS 650 | Choral Techniques                     | 3     |
| MUS 550 | Advanced Choral Conducting            | 2     |
| MUS 620 | Seminar in Performance and Repertory  | 2     |

\*Required

**KEYBOARD EMPHASIS**

**MUS 525-526 Applied Music – Keyboard 8 credit hours**

Choose 3:

| COURSE  | COURSE TITLE   | HOURS |
|---------|--|-------|
| MUS 628 | Piano Literature or MUS 623 Organ Literature                               | 2     |
| MUS 527 | Organ Improvisation and Service Playing                                    | 2     |
| MUS 650 | Service Playing Choral Techniques  | 3     |
| MUS 550 | Advanced Choral Conducting or MUS 620 Seminar in Performance and Repertory | 2     |

**MUSIC HISTORY ELECTIVES**

Choose 2

| COURSE  | COURSE TITLE                    | HOURS |
|---------|---------------------------------|-------|
| MUS 531 | Music in the Renaissance        | 2     |
| MUS 532 | Music of the Baroque Era        | 2     |
| MUS 533 | Music of the Classical Period   | 2     |
| MUS 534 | Music of the Nineteenth Century | 2     |

**TERMINAL OPTION**

**Recital** – a public performance sixty minutes in length. Enrollment in MUS 690B required.

**Lecture/Recital** – a public performance eighty minutes in length with lecture commentary during the course of the program. Enrollment in MUS 690C required.

**TERMINAL EXAMINATION**

Written Examination

# MASTER OF ARTS IN URBAN AFFAIRS

Dr. Robert Perkins, Program Coordinator  
(757) 368-8436

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## DESCRIPTION

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The Graduate Program in Urban Affairs, which offers the Master of Arts degree, is located on NSU's main campus in the Department of Sociology. It is a multidisciplinary program, utilizing the resources of the Social Science disciplines. As over half the world's population lives in or near urban areas, the study of urban affairs represents an important discipline.

The program is structured to meet the career development needs of adults desiring to work in urban administration or professional positions that address urban issues.

Persons who have an interest in the following areas will find the study of Urban Affairs to be of particular interest: Urban/city planning and administration and other areas of government, including local, state and federal, urban revitalization, human resources development, community organizations, public health, urban problems (housing, criminal justice, education, transportation), civics, urban studies or other urban environments. In addition, urban affairs students are increasingly being recruited for private and non-profit career opportunities.

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## ADMISSION REQUIREMENTS

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For admission to the graduate program in Urban Affairs, applicants must fulfill the requirements established by the Graduate Council of Norfolk State University and the Admissions Committee of the Urban Affairs Program. The requirements for admission are as follows:

1. A baccalaureate degree from a regionally accredited college or university, or equivalent qualifications for a foreign student.
  2. A minimum overall undergraduate Grade Point Average (G.P.A.) of 2.8 on a 4.0 scale.
  3. Three written letters of recommendation from faculty members familiar with the applicant. Applicant's current employer's recommendation (if current job is related to urban affairs) may be substituted for one of the faculty letters.
- 
1. One official transcript from each college and/or university attended.
  2. Statement of professional interest and goals.

All application materials should be sent to the following address:

Norfolk State University  
School of Graduate Studies and Research  
McDemmond Center for Applied Research Suite 602  
700 Park Avenue  
Norfolk, VA 23504  
(757) 823-8015

Applicants are admitted to study at the graduate level in one of two classifications: degree seeking (regular) and non-degree seeking.

### Degree Status

To be admitted as a degree candidate a student must hold a baccalaureate degree from an accredited institution with a minimum overall grade point average of 2.8 on four-point scale.

### Non-Degree Status

Non-degree status is reserved for students who meet all requirements for regular admission but who do not seek to take courses leading to a particular degree, or for students who hold a baccalaureate degree from an accredited institution but whose academic record reflects less than the required minimum G.P.A. for regular admission. Such persons may be admitted as non-degree seeking students. However, upon completion of nine (9) credit hours of coursework with a "B" or better grade point average, the non-degree student may petition for a change to regular admission status. The change in status does not imply that all coursework completed will be automatically applied to the degree requirements, since the courses may have been taken on a non-credit basis. Generally, a maximum of nine (9) credit hours may be applied toward degree requirements.

### Application Deadline

The deadline for the fall term is June 30. November 15 is the deadline for the spring term.

### Application Review

A program committee reviews applications. A decision on admission status is sent to the Graduate School. Persons seeking additional information may write, call or email:

Dr. David Spinner  
Urban Affairs Program, Department of Sociology  
Norfolk State University  
700 Park Avenue  
Norfolk, Virginia 23504  
Phone: (757) 823-8436  
Email: [dspinner@nsu.edu](mailto:dspinner@nsu.edu)

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## DEGREE REQUIREMENTS

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### Time Limit

A student matriculating in a master's degree program at Norfolk State University will be expected to complete all requirements for his/her degree within a four academic calendar-year period.

### Thesis or Comprehensive Exam

Each student is expected to write a thesis or take a comprehensive exam for the completion of the Master's of Urban Affairs. The thesis must involve a significant problem and be demonstrative of the student's competency in research methods. The comprehensive examinations are used to test students' knowledge of the subject area in two or more related areas. It is necessary that the student (candidate) be enrolled in the Graduate Program of Urban Affairs during the thesis defense presentation or to take the comprehensive examination.

### Credit Hours

The thirty-six (36) credit hour curriculum consists of two parts: core courses (24 hours) and electives, (12 hours).

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## COURSE LOAD

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A full-time graduate student enrolled during an academic year is permitted to carry a class load of twelve (12) credit hours per semester, and six (6) credit hours during the Summer Session. To be considered in full-time study, the student must be registered for 9 or more credit hours each semester during the academic year. The Departmental Graduate Coordinator must approve any departure from these regulations.

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## TRANSFER CREDIT

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A maximum of six (6) credit hours may be allowed as transfer credit for students who have completed graduate courses at Norfolk State University and other accredited institutions. These credits should have been taken during the last five years and should not have been previously applied to a degree at another institution. The Coordinator of the Graduate Program in Urban Affairs will make decisions regarding transfer of credit.

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## WITHDRAWAL FROM COURSES

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A graduate student may officially withdraw from a course in accordance with the dates stipulated in the University Calendar. To withdraw, a student must file a withdrawal petition proving y the Graduate Office.

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## ADVANCEMENT/ADVISMENT AND EVALUATION

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Incoming students to the graduate program are expected to identify with a specialization. A faculty member is assigned to advise the student and monitor his/her progress and performance during the tenure in the program. All candidates for the Master of Arts degree in Urban Affairs are expected to maintain a minimum of a 3.0 cumulative index out of a possible 4.0. The grades are reviewed by the program coordinator after each semester. In cases of sub-standard performance, actions are initiated. These include warning, probation, and termination. Decisions which would result in termination of a student in the Graduate Program require the review and confirmation of a majority of the faculty on the screening subcommittee.

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## APPLICATION FOR DEGREE

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Prospective graduates should see the University Calendar for the deadline for filing an application for graduation. Applications must be filed in the program office. The application for graduation form will initiate clearance toward graduation by the Graduate Coordinator and the Registrar. The student is asked to pay the graduation fee at the time that he/she files the application. If all requirements for the degree are not met at the end of the last semester or summer session's work, the student will be required to file an update with the Graduation Audit Office in order that the corrected date is reflected on the diploma.

## THESIS OPTION

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## CURRICULUM

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### CORE COURSES

| COURSE                      | COURSE TITLE   | HOURS |
|-----------------------------|--|-------|
| UAF 570                     | Introduction to Urban Studies                                  | 3     |
| UAF 611                     | Urban Problems in Contemporary America                         | 3     |
| UAF 690                     | Advanced Seminar: Urban Policy Analysis and Program Evaluation | 3     |
| UAF 693                     | Urban Community Placement                                      | 3     |
| UAF 697                     | Urban Research Methods I                                       | 3     |
| UAF 698                     | Urban Research Methods II                                      | 3     |
| UAF 699                     | Thesis   | 6     |
| <b>TOTAL HOURS REQUIRED</b> |  |       |

### SELECT 4 COURSES

(12 Credit Hours) from Below

| COURSE  | COURSE TITLE   | HOURS |
|---------|--|-------|
| UAF 575 | Information Systems and Urban Administration Research and Evaluation | 3     |
| UAF 614 | Structured Models for Urban Action                                   | 3     |
| UAF 616 | Executive Management and Leadership                                  | 3     |
| UAF 620 | Housing and Redevelopment Policy in Urban Change                     | 3     |
| UAF 660 | Urban Administration   | 3     |
| UAD 661 | Urban Finance Administration   | 3     |

*NOTE: A student needs to complete 4 of the 6 courses to meet the concentration requirements.*

**COURSE OPTION**

**CURRICULUM**

**CORE COURSES**

| COURSE                      | COURSE TITLE  | HOURS     |
|-----------------------------|---|-----------|
| UAF 570                     | Introduction of Urban Studies                             | 3         |
| UAF 611                     | Contemporary Problems in Urban America                    | 3         |
| UAF 697                     | Urban Research Methods I                                  | 3         |
| UAF 698                     | Urban Research Methods II                                 | 3         |
| UAF 690                     | Advanced Seminar: Policy Analysis and Program Development | 3         |
| UAF 693                     | Urban Community Field Placement                           | 3         |
| UAF 752                     | Comprehensive Examination                                 | 0         |
| <b>TOTAL HOURS REQUIRED</b> |   | <b>18</b> |

**SELECT 6 COURSES**

*18 credit hours) from below*

| COURSE  | COURSE TITLE   | HOURS |
|---------|--|-------|
| UAF 575 | Information Systems and Urban Administration Research and Evaluation | 3     |
| UAF 614 | Structured Models for Urban Action                                   | 3     |
| UAF 616 | Executive Management and Leadership                                  | 3     |
| UAF 620 | Housing and Redevelopment Policy in Urban Change                     | 3     |
| UAF 660 | Urban Administration   | 3     |
| UAF 661 | Urban Finance Administration   | 3     |

| COURSE                      | COURSE TITLE  | HOURS     |
|-----------------------------|---|-----------|
| UAF 570                     | Introduction to Urban Studies   | 3         |
| UAF 575                     | Information Systems and Urban Administration, Research and Evaluation | 3         |
| UAF 611                     | Contemporary Problems   | 3         |
| UAF 614                     | Structural Models for Urban Action                                    | 3         |
| UAF 616                     | Executive Management and Leadership                                   | 3         |
| UAF 620                     | Housing and Redevelopment Policy in Urban Change                      | 3         |
| UAF 697                     | Urban Research Methods I  | 3         |
| UAF 698                     | Urban Research Methods II   | 3         |
| UAF 690                     | Advanced Seminar: Urban Policy Analysis and Program Development       | 3         |
| UAF 693                     | Urban Community Field Placement                                       | 3         |
| UAF 699                     | Thesis (Required)   | 6         |
| POS 660                     | Urban Administration  | 3         |
| UAF 750                     | Continuing Education  | 0         |
| UAF 752                     | Comprehensive Examination   | 0         |
| <b>TOTAL HOURS REQUIRED</b> |   | <b>39</b> |

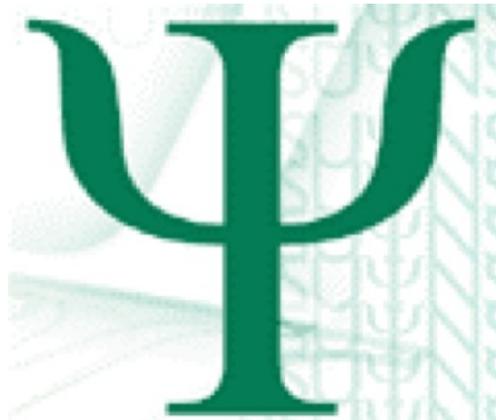
# DEPARTMENT OF PSYCHOLOGY

**Dr. Ernestine Duncan, Department Head**  
**(757) 823-8310**

The Department of Psychology offers the Doctor of Philosophy Degree (Ph.D.) in Clinical Psychology through the Virginia Consortium which is jointly sponsored by Norfolk State University, Old Dominion University, and Eastern Virginia Medical School. The Psychology Department also awards several undergraduate degrees which include the Bachelor of Arts Degree with concentrations in General Psychology, Teacher Certification in Early Childhood Education, and Teacher Certification in Special Education. The Psychology Department plays a significant role in the overall mission of the University by contributing to the development of students in the behavioral sciences..

The major aims of the Department are as follows:

1. To provide a flexible, relevant, and fundamentally sound curriculum for students majoring in psychology.
2. To prepare students thoroughly to render services initially as entry-level professionals, teachers and behavioral scientists.
3. To provide a thorough behavioral science background for students whose expertise can be utilized in related human service fields of employment.
4. To prepare students to work as professional psychologists.



# DOCTOR OF PHILOSOPHY IN CLINICAL PSYCHOLOGY

**Dr. Desideria Hacker**  
**Associate Director of Clinical Training**  
**(757) 823-2893**

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## PROGRAM DESCRIPTION

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The Program is jointly sponsored by Norfolk State University, Eastern Virginia Medical School, and Old Dominion University. It is administered through The Virginia Consortium Program in Clinical Psychology, a cooperative mechanism for coordinating the resources of the sponsoring schools. Students interested in the program may visit the website at [www.odu.edu/vcpcp](http://www.odu.edu/vcpcp) for current information and application materials.

The mission of the Virginia Consortium is to graduate practicing clinical psychologists who are prepared to pursue research and clinical careers. The Program aims to provide balanced training in both science and practice. We strive to graduate clinical psychologists who are competent in individual and cultural diversity, educated in the basic subjects and methods of psychological science, capable of generating and critically assimilating new knowledge, proficient in the delivery and evaluation of psychological services, and able to assume leadership positions in academic or health service delivery systems.

The Program is accredited by the American Psychological Association. Please see the Consortium website at [www.odu.edu/vcpcp](http://www.odu.edu/vcpcp) for the most up-to-date program and catalog information.

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## ADMISSION REQUIREMENTS

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Academic qualifications of applicants are evaluated to assure that students are capable of meeting the educational requirements of the Program. Applications are evaluated with regard to undergraduate and graduate grade point average, letters of recommendation, relevant clinical experience and GRE scores. Of equal importance are personal characteristics conducive to the development of professional competence in dealing effectively with a variety of underserved populations. An attempt is made to admit students who are a "good match" with the Program, its resources and its mission.

Admission to the Program is limited to 6-10 students per year. To be considered for admission to the Program, an applicant must satisfy the following criteria:

1. Hold a baccalaureate degree from an accredited institution of higher education;

2. Have an acceptable academic background in psychology - approximately 20-30 credit hours;
3. Submit official transcripts indicating all coursework completed, grades achieved, and degrees received;
4. Submit recent (past five years) official test scores on General Aptitude (Verbal/Quantitative/Analytical) of the Graduate Record Examination;
5. Submit a statement indicating professional goals and academic objectives (refer to application blank for specific detail) - and include a vita or resume;
6. Submit three letters of recommendation;
7. Complete a personal interview.

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## APPLICATION PROCEDURES

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Application to The Virginia Consortium must be made on Consortium materials only. The Virginia Consortium's deadlines, application fee, and evaluation procedures are independent and separate from the three Consortium universities' graduate school policies.

### How to Obtain an Application

Application materials are available from August - December. They may be accessed from the Program's web site at [www.odu.edu/vcpcp/](http://www.odu.edu/vcpcp/)

### Application Deadline

Complete application by going to Admissions page at [www.odu.edu/vcpcp](http://www.odu.edu/vcpcp). Application materials and fee must be received by December 1. There is no fee waiver policy.

### Application Review

Applications are reviewed by members of the Program's Admissions Committee and potential research mentors. Selected applicants will be invited to an interview. Interviews are required for admission. Interviews are typically conducted in January and February. Applicants are notified of the Committee's decisions by April.

### Degree Requirements

To be awarded the degree of Doctor of Philosophy, the student must have met the following specific requirements:

- The successful completion of four full years (Fall, Spring and Summer semesters) of full-time study beyond the baccalaureate, or the equivalent. In addition, the successful completion of an internship that is a full-time experience for one calendar year or a half-time experience for two calendar years, with at least two hours per week of formally scheduled individual supervision. See [www.odu.edu/vcpcp](http://www.odu.edu/vcpcp) under program for our

Program Handbook that contains curriculum information.

- Each doctoral student must pass the comprehensive written and oral qualifying examination before being admitted to candidacy.
- Students must complete a foundational research project (FRP) by the end of fall semester of their third year. Students entering with a master's degree may be exempt from the FRP but are expected to be actively engaged in research with their research mentor beginning in the first year.
- Each student must propose, conduct, and successfully defend a clinical dissertation. The defense is not limited to the topic of the dissertation.
- Students are required to have a GPA of 3.00 or better to be awarded the Ph.D. degree. Those who complete the course requirements for the degree but have a deficiency in GPA may be given an opportunity to increase their GPA by repeating up to 9 credits of prior coursework in which relative deficiencies were exhibited.
- All requirements for the doctoral degree must be completed within seven calendar years from the time the student begins the doctoral program.

#### **Exemption from Required Courses**

On the basis of demonstrated proficiency, a student may be granted a reduction in required courses. Proficiency must be established to the satisfaction of the course instructor and the Directors.

Required courses within The Virginia Consortium curriculum previously completed in another program at one of the participating institutions will be documented on the student's transcript. The student will not be required to duplicate the course(s).

The entire exemption process must be completed no later than two weeks after the beginning of the course(s) in question. Course waiver forms are available in the Program's Administrative Office.

#### **Practicum Training**

Development of clinical skills and competencies through supervised experience is a crucial component of the Program. The Virginia Consortium provides a systematic sequence of supervised practica in which students apply the knowledge and skills acquired in the classroom. Placements are arranged to assure that each student is exposed to several settings and populations.

Practicum training is offered in a variety of diverse settings, such as mental health centers, medical

hospitals, a veterans' medical center, psychiatric hospitals, public school systems, university counseling centers, social services clinics, private practices, and neuropsychology - rehabilitation. Some practicum sites require criminal background checks and drug testing.

**DOCTOR OF PHILOSOPHY IN CLINICAL PSYCHOLOGY**

**CURRICULUM**

**CORE COURSES**

| <b>COURSE</b> | <b>SITE</b> | <b>COURSE TITLE</b>                          | <b>HOURS</b> |
|---------------|-------------|--|--------------|
| CPS 632       | NSU         | Intellectual Assessment                      | 3            |
| CPS 635       | NSU         | Social and Multicultural Psychology          | 3            |
| PSY 651       | ODU         | Developmental Psychology                     | 3            |
| PSYS 661      | ODU         | Psychopathology                              | 3            |
| CPS 700       | NSU         | Clinical and Ethical Practice                | 3            |
| CPS 705       | NSU         | History & Systems                            | 3            |
| PSYC 801      | ODU         | Empirically Supported Therapies              | 3            |
| PSYC 813      | ODU         | Research Methods                             | 3            |
| PSYC 824      | ODU         | Analysis of Variance                         | 4            |
| PSYC 825      | ODU         | Regression/Correlations Design               | 4            |
| PSYC 890      | ODU         | Internship in Clinical Psychology            | 12           |
| CPSY 895      | NSU         | Clinical Practicum                           | 21           |
| CPSY 936      | EVMS        | Personality Assessment                       | 3            |
| PSY 936       | EVMS        | Cognitive Behavior Therapy                   | 3            |
| CPSY 961      | EVMS        | Biological and Cognitive Aspects of Behavior | 3            |
| CPSY 971      | EVMS        | Consultation/Supervision                     | 3            |
|               | ANY         | Research in Clinical Practicum               | 16           |
|               | ANY         | Advanced Clinical Practicum                  | 12           |
|               | ANY         | Clinical Dissertation                        | 12           |
|               | ANY         | Therapy Elective                             | 3            |
|               | ANY         | Free Elective                                | 3            |
| <b>TOTAL</b>  |             |  | <b>123</b>   |

## PROGRAM WITHDRAWAL

### Voluntary Leave of Absence

A student who wishes to withdraw temporarily from the Program must submit, through his or her advisor, a written request for a review by the Directors. The request outlines the reasons for withdrawing and includes a proposal describing how the student plans to remove the problematic conditions during the period of temporary withdrawal. This proposal serves as a problem-oriented goal statement which directs the activities of the student during the withdrawal period.

The Directors approve or deny the request. An approved request specifies the maximum period that the student may be absent from the Program. During the leave of absence the student does not pay tuition and may not utilize Program resources (including working on the dissertation). Unless special circumstances exist, the maximum period of time is one calendar year. During an approved absence, a student may not be registered for courses offered in the Program's curriculum.

At the end of the approved absence, a student may apply for an extension by requesting another review. A student returning from an approved absence commences study in the first semester following reinstatement. However, the Directors cannot guarantee that the specific courses required by the student will be offered that semester.

A reinstated student may not enroll in courses for which prerequisites have not been satisfied. A student in good standing at the time of withdrawal will be in good standing upon returning.

After beginning a semester, a student may request a leave of absence retroactively only under extenuating circumstances beyond the student's control. In such situations, the student must also follow the policies for withdrawal from courses at the institutions where he or she is enrolled.

### Involuntary

A student may be terminated from the Program upon recommendation by the Directors to the Graduate Officer Designate for the following reasons:

1. Failure to increase the cumulative GPA to 3.00 within two semesters after having been placed on academic probation;
2. Failure to pass any failed section of the Comprehensive Examination on the second attempt;
3. Failure to maintain professional demeanor, as evidenced by, but not limited to, failure to adhere to the principles in the Program's

- Evaluation Policy or to the ethical principles of the American Psychological Association;
4. Extended, unauthorized absence from the Program, or
5. Failure to complete all degree requirements within the seven year limit.

# COLLEGE OF SCIENCE, ENGINEERING, AND TECHNOLOGY

Dr. Michael Keeve, Dean

(757) 823-8180

The College of Science, Engineering and Technology is a dynamic school. It has been, and remains, a major force for change within the University as an innovator and initiator of most of the high demand and high technological programs on campus. It is represented by a wide array of course selections in eight (8) major areas: Computer Science, Engineering, Health Sciences, Mathematics, Natural and Applied Sciences, Nursing, Naval Science, and Technology. Through the initiative of Norfolk State University's president, the College has also embarked upon a program for excellence in science called the Dozoretz National Institute for Mathematics and Applied Sciences (DNIMAS). The Institute accepts only exceptionally prepared students. Entrance into the Institute is through special application. The school commits to accountability in providing excellence in instruction through departmental programs which integrate communication, mathematics, science, technology, and professional concerns, while addressing a wide spectrum of individual needs and abilities. The overall mission of the College of Science, Engineering and Technology is as follows:

1. To develop humanistic and competent professionals who can serve as science and technology specialists and health-care providers.
2. To apply state-of-the-art scientific research and technological know-how to the problems and needs of the region and the nation.
3. To foster scholarship and leadership in the sciences, in technology, in engineering, and in health professions in the community.

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## ACCREDITATION/APPROVALS

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The following programs, sponsored by the College of Science, Engineering, and Technology, have been approved by the State Council of Higher Education for Virginia (SCHEV). They have also been accredited and/or approved by appropriate national accrediting agencies.

1. **Computer Science**  
Computing Accreditation Commission of ABET 415 N. Charles Street, Baltimore, Maryland 21201, (410) 347-7700, <http://www.abet.org>.
2. **Chemistry-American Chemical Society (ACS)**  
1155 Sixteenth Street, N.W., Washington, DC 20036, (202) 872-4589, <http://www.acs.org/cpt>
3. **Engineering**  
The Engineering Accreditation Commission of ABET  
415 N. Charles Street, Baltimore, MD 21210  
(410) 347-7700, <http://www.abet.org>
4. **Food Science and Nutrition Concentration**  
Accreditation Council for Education in Nutrition and Dietetics (ACEND)  
120 S. Riverside Plaza, Suite 2190, Chicago, IL 60606-6995  
(800) 877-1600, <http://www.eatrightpro.org>
5. **Medical Technology**  
National Accrediting Agency for Clinical Laboratory Science (NAACLS)  
5600 N. River Rd., Suite 720, Rosemont, IL 60018-5119, (773) 714-8880, [www.naacls.org](http://www.naacls.org)
6. **Nursing B.S.**  
Accreditation Commission for Education in Nursing (ACEN)  
3343 Peachtree Rd, NE, Suite 850 Atlanta, GA 30326 (404) 975-5000; Fax: (404) 975-5020;  
and the Virginia Board of Nursing  
Perimeter Center, 9960 Maryland Drive, Suite 300, Henrico, VA 23233-1463 (804) 367-4515,  
[www.acenursing.org](http://www.acenursing.org)

7. **Technology**

The Association of Technology,  
Management, and Applied Engineering  
(ATMAE), 275 N. York St., Suite 401,  
Elmhurst, Illinois 60126, (630)  
433-4514, <http://www.atmae.org>

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**ORGANIZATION OF THE SCHOOL**

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The courses offered by the College of Science, Engineering, and Technology are organized into departments, which sponsor a wide array of possibilities for students. The following departments are included:

- Department of Biology Department of Chemistry Department of Computer Science Department of Engineering Department of Mathematics
- Department of Nursing and Allied Health
- Department of Physics
- Department of Technology

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**DEGREES OFFERED**

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The College of Science, Engineering, and Technology offer programs terminating at the associate, baccalaureate and master degree levels. Students admitted to the College of Science, Engineering, and Technology may choose from fields of study in programs terminating at the associate, baccalaureate, and master's degree levels.

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**ADMISSION REQUIREMENTS**

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Admission to Norfolk State University does not imply automatic admission to the following programs:

1. DNIMAS
2. Engineering
3. Nursing

# DEPARTMENT OF COMPUTER SCIENCE

**Dr. Claude Turner, Department Head**  
**(757) 823-9454**

Formed in 1990, the Norfolk State University Department of Computer Science was designed to provide students with fundamental training in the theoretical and practical aspects of computer science and information technology. The department offers a general computer science degree and options in Information Assurance, Information Systems and Computer Engineering. This wide range of options gives students the opportunity to pursue studies in Cybersecurity, Robotics, Software Engineering, Computer Networking, Web Design and Development.

The B.S. degree in Computer Science at Norfolk State University is accredited by the Computing Accreditation Commission of ABET, 415 N. Charles Street, Baltimore, Maryland 21201, (410) 347-7700, <http://www.abet.org>.

The Department of Computer Science offers the B.S. Degree in Computer Science, which includes the following specialty areas:

- Computer Science (General Program)
- Computer Engineering
- Information Systems
- Information Assurance

The program addresses a number of career opportunities within the curriculum. The Computer Engineering option is suitable for students who are interested in the design and implementation of hardware. The Information Systems option qualifies students for employment in business environments. The Information Assurance option is suitable for students who have an interest in securing the nation's critical infrastructure from terrorists, hackers, criminals and other individuals intending harm against the nation and its people.

The Department of Computer Science also offers the B.S. degree in Information Technology. The BS.ITE program aims to provide graduates with the skills and knowledge to take on appropriate professional positions in information technology upon graduation and grow into leadership positions or pursue research or graduate studies in the field. This option is suitable for students who are interested in information technology applications especially networking, web design and management.

The Department of Computer Science offers two graduate programs: a Master of Science Degree in Computer Science and a Master of Science Degree in Cybersecurity. The Master of Science degree in Computer Science was initiated in August 2003.

This degree program has a general computer science concentration as well as concentrations in information assurance and communication networks. The Master of Science degree in Cybersecurity was started in 2015. The purpose this program is to produce professionals who will manage, maintain, and integrate cybersecurity in organization settings. The M.S. in Cybersecurity is designed to focus on computer security and to increase the pool of well-educated security professionals. Theory and practical training will be combined with critical thinking and communication skills that are required by professionals in the cybersecurity field. Students will be prepared to apply their knowledge to defend against cyber threats directed toward the USA. In addition, students will be prepared to provide needed cybersecurity services to US agencies and organizations. Students will not only be trained to defend against cybersecurity attacks but also to use digital forensics to identify attackers.

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## CURRICULUM REQUIREMENTS

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The standard curriculum for the M.S. in Computer Science degree requires 30 hours of course work including six hours of thesis work (CSC 798 and 799). There is a project option where a student needs to complete 30 hours of course work plus the Master's Project course (CSC 795).

No more than 15 credits of 500-level courses may be used to satisfy the M.S.CSC degree requirements. All students must take four core courses: CSC 530 Data Communications, CSC 564 Operating Systems, CSC 625 Analysis of Algorithms, and CSC 668 Advanced Computer Architecture

# MASTER OF SCIENCE IN COMPUTER SCIENCE

**Dr. Rasha Morsi, Program Coordinator**  
(757) 823-9448

The Master of Science in Computer Science program at Norfolk State University provides a quality graduate education to students, especially those from the underrepresented sector of the population, by strengthening analytic skills, offering valuable research experiences, and promoting professional development in computer science.

There are four choices of study:

1. General Study in Computer Science
2. Emphasis in Information Assurance
3. Emphasis in Computational Science and Engineering
4. Emphasis in Communication Networks

The Master of Science (Master of Science) degree requires 30 graduate credit hours of course work including a thesis (6 credits), or 33 graduate credit hours of course work including a project (3 credits). All degree requirements must be completed within four calendar years. No more than 6 graduate credits may be transferred from other graduate schools. Full-time students starting with a B.S. degree in Computer Science should expect to take 1-1/2 to 2 years to complete the Master of Science degree.

## ADMISSIONS

Apply online, or mail your official transcript to:  
Norfolk State University  
School of Graduate Studies and Research Suite  
602/McDemmond Center for Applied Research  
700 Park Avenue  
Norfolk, VA 23504  
Phone: (757) 823-8015

The Graduate School will review your file and forward information to the Computer Science Graduate Program. The Departmental Graduate Admissions Committee makes the final selection for admission and assistantship and scholarship awards.

### Academic Preparation

Undergraduate degree from a regionally accredited 4-year college or university. Generally, the overall major GPA should be at least 3.0.

### English Proficiency

The TOEFL will be waived if a student has completed at least one year of full-time study at a college or university in an English speaking country. The TOEFL score should be 80.

### GRE

GRE scores are required of all applications seeking assistantships and scholarships. GRE scores should be sent to the School of Graduate Studies and Research. Generally, the minimum GRE score required is (155) on Verbal, and (155) on Quantitative, and 2.5 on Analytical. The Graduate Admissions Committee may waive GRE requirements if an applicant majored in computer science or computer engineering and has a GPA of 3.2 or higher in computer courses.

### Financial Assistance

Financial assistance for graduate work can include standard federal and state financial aid. There will be a limited number of teaching, research and laboratory assistantships awarded each year.

Renewals of TA, RA, and LA awards are not automatic, and are subject to annual review and available funding. Normally the length of support is no longer than two academic years.

## EXPECTED LEARNING OUTCOMES

- Mastery at an advanced level of data communications, advanced operating systems, computer architecture, and algorithm analysis and design.
- Proficiency in applying computing fundamentals in several application areas.
- Mastery of a significant body of advanced course work in computing, computational science, communication networks, or information assurance.

## PROGRAM EMPHASIS

| COURSE  | COURSE TITLE                             |
|---------|--|
|         | <b>Information Assurance</b>             |
| CSC 535 | Computer Security I                      |
| CSC 555 | Management of Information Security       |
| CSC 635 | Computer Security II                     |
| CSC 650 | Cryptography                             |
| CSD 745 | Network Defense                          |
| CSC 760 | Secure Software Development              |
| CSC 765 | Advanced Topics in Information Assurance |
|         | <b>Communication Networks</b>            |
| CSC 530 | Data Communications                      |
| CSC 630 | Computer Networks                        |
| CSC 720 | Wireless Sensor Networks                 |
| CSC 730 | Advanced Topics in Networking            |
| CSC 745 | Network Defense                          |
| CSC 782 | Advance Computer Topics II               |
|         | <b>Computational Science</b>             |
| CSC 611 | Computational Science I                  |
| CSC 612 | Computational Science II                 |
| CSC 660 | Parallel Computing                       |
| CSC 678 | Scientific Visualization                 |

**M.S. IN COMPUTER SCIENCE**

**CURRICULUM**

**CORE COURSES**

| COURSE    | COURSE TITLE                             |
|-----------|--|
| CSC 530*  | Data Communications                      |
| CSC 535   | Computer Security I                      |
| CSC 555   | Management of Information Security       |
| CSC 564*  | Operating Systems                        |
| CSC 566   | Advanced Computer Topics I               |
| CSC 567   | Advanced Computer Topics II              |
| CSC 570   | Artificial Intelligence                  |
| CSC 576   | Advanced Computer Topics III             |
| CSC 577   | Advanced Computer Topics IV              |
| CSC 580   | Computer Graphics                        |
| CSC 593   | Systems Programming                      |
| CSC 596   | Compiler Construction                    |
| CSC 611   | Computational Science I                  |
| CSC 612   | Computational Science II                 |
| CSC 625*  | Analysis of Algorithms                   |
| CSC 630   | Computer Networks                        |
| CSC 635   | Computer Security II                     |
| CSC 650   | Cryptography                             |
| CSC 660   | Parallel Computing                       |
| CSC 668*  | Advanced Computer Architecture           |
| CSC 678   | Scientific Visualization                 |
| CSC 691   | Independent Study I                      |
| CSC 701** | Continuing Registration (1 credit)       |
| CSC 702** | Practicum (1 credit)                     |
| CSC 720   | Wireless Sensor Networks                 |
| CSC 730   | Advanced Topics in Networking            |
| CSC 745   | Network Defense                          |
| CSC 750   | Evolutionary Computing                   |
| CSC 760   | Secure Software Development              |
| CSC 765   | Advanced Topics in Information Assurance |
| CSC 781   | Advanced Computer Topics I               |
| CSC 782   | Advanced Computer Topics II              |
| CSC 791   | Independent Study II                     |
| CSC 795   | Master's Project                         |
| CSC 798   | Master's Thesis I                        |
| CSC 799   | Master's Thesis II                       |

\*Required Core Courses \*\*Does not count toward degree

**FIRST YEAR**

| COURSE                      | COURSE TITLE                          | HOURS     |
|-----------------------------|---------------------------------------|-----------|
| CSC 530                     | Data Communications                   | 3         |
| CSC 564                     | Operating Systems (CORE)              | 3         |
| CSC 669                     | Advanced Computer Architecture (CORE) | 3         |
| CSC 625                     | Analysis of Algorithms (CORE)         | 3         |
| CSC XXX                     | Graduate Elective or Emphasis Course  | 3         |
| CSC XXX                     | Graduate Elective or Emphasis Course  | 3         |
| <b>TOTAL HOURS REQUIRED</b> |                                       | <b>18</b> |

**SECOND YEAR**

| COURSE                      | COURSE TITLE                         | HOURS     |
|-----------------------------|--------------------------------------|-----------|
| CSC 798                     | Master's Thesis                      | 3         |
| CSC XXX                     | Graduate Elective of Emphasis Course | 3         |
| CSC XXX                     | Graduate Elective or Emphasis Course | 3         |
| CSC 799                     | Master's Thesis II                   | 3         |
| <b>TOTAL HOURS REQUIRED</b> |                                      | <b>12</b> |

**SECOND YEAR WITH PROJECT OPTION**

| COURSE                      | COURSE TITLE                         | HOURS     |
|-----------------------------|--------------------------------------|-----------|
| CSC 796                     | Master's Project                     | 3         |
| CSC XXX                     | Graduate Elective of Emphasis Course | 3         |
| CSC XXX                     | Graduate Elective or Emphasis Course | 3         |
| CSC XXX                     | Graduate Elective or Emphasis Course | 3         |
| CSC XXX                     | Graduate Elective or Emphasis Course | 3         |
| <b>TOTAL HOURS REQUIRED</b> |                                      | <b>15</b> |

**SUMMARY OF GRADUATION REQUIREMENTS**

| SUBJECT AREA                       | HOURS     |
|------------------------------------|-----------|
| Major Requirements                 | 18        |
| Electives                          | 12        |
| <b>TOTAL DEGREE HOURS REQUIRED</b> | <b>30</b> |

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## COMPUTER SCIENCE GRADUATE FACULTY

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**Dr. Felicia Doswell, Associate Professor**

Networks, security, privacy, internet technology, web performance evaluation, and game design.

**Dr. Jonathan Graham Jr., Professor**

Computational intelligence, digital forensics, smart intrusion detection systems, cybersecurity research, education and development.

**Dr. Cheryl Hinds, Assistant Professor**

Wireless Sensor Network Security, Usability Security.

**Dr. Mary Ann Hoppa, Assistant Professor**

Information visualization, metrics, microlearning, knowledge management, “hard problems” in cybersecurity, and wearable technology.

**Dr. George Hsieh, Professor**

Networking, network security, information assurance, communication systems and applications.

**Dr. Yen-Hung Hu, Associate Professor**

Network Security, Secure Programming, IT Compliance and Trustworthy Computing

**Dr. Thorna Humphries, Associate Professor and Graduate Program Director**

Software engineering, data management, computer science education, and security.

**Dr. Samuel Olatunbosum, Associate**

**Professor** Cybercrime and internet security, cloud computing efficiency, and societal impact of social networks.

**Dr. Claude Turner, Associate Professor**

Security and privacy in wireless and data networks, Digital Forensics, Resource impact of security, Computer Science and Cyber Security Education.

**Dr. Luay Wahsheh, Associate Professor**

Computer security, information assurance, wireless network security, software security, and database security.

**Dr. Aurelia T. Williams, Professor**

Information assurance, computer forensics, network security, data communications, and computer science education.

For more information contact the Graduate Program Coordinator:

**Dr. Rasha Morsi**

Computer Science  
Department Norfolk State  
University  
(757) 823-9448

[morsi@nsu.edu](mailto:morsi@nsu.edu) | <http://www.cs.nsu.edu>

# MASTER OF SCIENCE IN CYBERSECURITY

Dr. Mary Hoppa, Program Coordinator  
(757) 823-8654

The Master of Science in Cybersecurity program at Norfolk State University provides a quality graduate education to students, especially those from the underrepresented sector of the population, by strengthening analytic skills, offering valuable research experiences, and promoting professional development in cybersecurity.

The Master of Science (M.S.) in Cybersecurity is a non-thesis degree that consists of 36 graduate credit hours of course work including a capstone project (6 credits). All degree requirements must be completed within four calendar years. No more than 6 graduate credits may be transferred from other graduate schools. Full-time students should expect to take 1-1/2 to 2 years to complete the Master of Science in Cybersecurity degree.

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## ADMISSIONS

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Apply online, and mail your official transcript to:  
Norfolk State University  
School of Graduate Studies and Research Suite  
602/McDemmond Center for Applied Research  
700 Park Avenue  
Norfolk, VA 23504  
Phone: (757) 823-8015

The Graduate School will review your file and forward information to the Computer Science Graduate Program. The Departmental Graduate Admissions Committee makes the final selection for admission and assistantship and scholarship awards.

### Academic Preparation

An undergraduate degree from a regionally accredited 4-year college or university is required to be eligible to apply. Generally, the overall undergraduate major GPA should be at least 2.8/4.0.

### English Proficiency

The TOEFL will be waived if a student has completed at least one year of full-time study at a college or university in an English speaking country. The TOEFL score should be at least 550 on the written test or 213 on the computer-based test with no section score of less than 13.

### GRE

GRE scores are required of all applications seeking assistantships and scholarships. GRE scores should be sent to the School of Graduate Studies and Research. Generally, the minimum GRE score required is (155) on Verbal, and (155) on Quantitative, and 2.5 on Analytical. The Graduate Admissions

Committee may waive GRE requirements if an applicant majored in computer science or computer engineering and has a GPA of 3.2 or higher in computer courses.

### Financial Assistance

Financial assistance can include standard federal and state financial aid. There will be a limited number of assistantships awarded each year.

Renewals of tuition assistance awards are not automatic, and are subject to annual review and available funding. Normally the length of support is no longer than two academic years.

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## EXPECTED LEARNING OUTCOMES

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- Students will have the ability to work with a team of individuals to analyze and solve an assigned problem scenario.
- Students will be able to identify vulnerabilities, access threats and implement security controls to protect an IT environment.
- Students will be able to explain the fundamentals of digital forensics for both computers and mobile devices and the use of popular digital forensics software and tools.
- Students will be able to use ethical hacking techniques to assess the security of enterprise systems.
- Students will be able to apply acquired knowledge gained in previous courses to conduct in-depth research into a specific Cybersecurity topic, including finding and integrating relevant research results of others.
- Students will analyze the security challenges of operating an e-commerce venture; specifically, the securing of the data and ensuring safe transactions and suggest feasible solutions.
- Students will demonstrate knowledge of the importance of security policies as a complement to security technology.
- Students will demonstrate knowledge of the security challenges involved in managing an information systems enterprise.

**M.S. IN CYBERSECURITY**

**CURRICULUM**

**CORE COURSES**

| <b>COURSE</b> | <b>COURSE TITLE</b>                    |
|---------------|--|
| CSC 535       | Computer Security                      |
| CYS 573       | Network Fundamentals                   |
| CYC 564       | Secure Operating Systems               |
| CSC 555       | Management of Information Security     |
| CYS 672       | Computer and Network Forensics         |
| CYC 688       | Human Aspects of Cybersecurity         |
| CYS 697       | Ethical Hackin and Penetration Testing |
| CYS 721       | Database Security                      |
| CYS 755       | Healthcare Information Security        |
| CYS 765       | Advanced Topic in Cybersecurity        |
| CYS 795       | Cybersecurity Capstone                 |

**FIRST YEAR**

| <b>COURSE</b>               | <b>COURSE TITLE</b>                     | <b>HOURS</b> |
|-----------------------------|---|--------------|
| CYS 564                     | Secure Operating Systems                | 3            |
| CYS 573                     | Network Fundamentals                    | 3            |
| CYS 535                     | Computer Security                       | 3            |
| CYS 555                     | Management of Information               | 3            |
| CYS 688                     | Human Aspects of Cybersecurity          | 3            |
| CYS 697                     | Ethical Hacking and Penetration Testing | 3            |
| CYS 721                     | Database Security                       | 3            |
| CYS 755                     | Healthcare Information                  | 3            |
| <b>TOTAL HOURS REQUIRED</b> |   | <b>24</b>    |

**SECOND YEAR**

| <b>COURSE</b>               | <b>COURSE TITLE</b>              | <b>HOURS</b> |
|-----------------------------|----------------------------------|--------------|
| CYS 672                     | Computer and Network Forensics   | 3            |
| CYS 765                     | Advanced Topics in Cybersecurity | 3            |
| CYS 795                     | Cybersecurity Capstone           | 6            |
| <b>TOTAL HOURS REQUIRED</b> |                                  | <b>12</b>    |

**SUMMARY OF GRADUATION REQUIRMENTS**

| <b>SUBJECT AREA</b>                | <b>HOURS</b> |
|------------------------------------|--------------|
| Major Requirements                 | 36           |
| <b>TOTAL DEGREE HOURS REQUIRED</b> | <b>36</b>    |

## CURRICULUM REQUIREMENTS

The curriculum for the M.S. in Cybersecurity degree requires 36 hours of course work including six hours of a Capstone course CYS 795. All courses are required.

### CYBERSECURITY GRADUATE FACULTY

**Dr. Felicia Doswell, Associate Professor**

Networks, security, privacy, internet technology, web performance evaluation, and game design.

**Dr. Cheryl Hinds, Associate Professor**

Wireless Sensor Network Security, Usability Security, Digital Forensics.

**Dr. Jonathan Graham, Professor**

Computational intelligence, Digital Forensics, sSmart intrusion detection systems, cybersecurity research, education and development.

**Dr. Mary Ann Hoppa, Associate Professor**

Information visualization, metrics, microlearning, knowledge management, "hard problems" in cybersecurity, and wearable technology.

**Dr. George Hsieh, Professor**

Networking, network security, information assurance, communication systems and applications.

**Dr. Thorna Humphries, Associate Professor**

Software engineering, data management, computer science education, and security.

**Dr. Yen-Hung Hu, Associate Professor**

Network Security, Secure Programming, IT Compliance and Trustworthy Computing.

**Dr. Claude Turner, Associate Professor and Department Chair**

Security and privacy in wireless and data networks, Digital Forensics, Resource impact of security, Computer Science and Cyber Security Education.

**Dr. Luay Wahsheh, Associate Professor**

Computer security, information assurance, wireless network security, software security, and database security.

**Dr. Aurelia T. Williams, Professor**

Information assurance, computer forensics, network security, data communications, and computer science education.

**For more information, contact the Cybersecurity Program Coordinator:**

**Dr. Cheryl Hinds**

Computer Science Department  
Norfolk State University  
(757) 823-9551 voice | (757) 823-9229 fax  
[chinds@nsu.edu](mailto:chinds@nsu.edu) | <http://www.cs.nsu.edu>

# DEPARTMENT OF ENGINEERING

**Dr. Kyo D. Song, Department Head**  
(757) 823-8105

The Department of Engineering at Norfolk State University offers the following degree programs:

- B.S. Electrical and Electronics Engineering
- B.S. Optical Engineering
- M.S. Electronics Engineering

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## THE ENGINEERING ADVISORY BOARD

The Department's Engineering Advisory Board is composed of national leaders from government, universities, and industry. The Advisory Board provides vision and insight for all departmental initiatives conducted by the faculty.

<https://www.nsu.edu/cset/engineering/engineering-advisory-board>

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## THE MISSION STATEMENT

The mission of the Department of Engineering is to empower students with the knowledge, skills, and abilities needed for successful professional careers in engineering; to encourage innovation, creativity and an entrepreneurial spirit; to instill a sense of community responsibility; and to develop leaders for a technology-driven global society.

<https://www.nsu.edu/cset/engineering/index>

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## ACCREDITATION

In order to provide the best possible undergraduate education, the Department embraces the standards established by ABET, the sole accrediting agency for engineering programs in the United States. The B.S. programs in Electrical and Electronics Engineering and Optical Engineering are accredited by the Engineering Accreditation Commission (EAC) of ABET, 415 N. Charles Street, Baltimore, Maryland 21201; [www.abet.org](http://www.abet.org).

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## OVERVIEW

The Department of Engineering offers its students curricula that focus on key concepts and latest developments in the Electronics and Optical engineering fields. In addition, the department offers interdisciplinary curricula for a minor in Bioengineering.

The Engineering degree programs offer challenging and rigorous curricula, excellent faculty, and a state-of-the-art infrastructure that provide students exciting opportunities to conduct research at NSU and major research institutions. The Department's areas of research include diamond electronics and photonics, nanoengineering, microelectronics, thin films, photovoltaic materials and technologies, photonics, quantum optics, bioengineering, cardiac modeling and simulation, and neural engineering.

<https://www.nsu.edu/cset/engineering/research-areas>

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## RESEARCH FACILITIES

The Department of Engineering offers its students curricula that focus on key concepts and latest developments in the Electronics and Optical engineering fields. In addition, the department offers interdisciplinary curricula for a minor in Bioengineering.

The Department's teaching and research facilities include two cleanrooms and several research laboratories that are equipped with state-of-the-art infrastructure for:

- Atomic layer Deposition
- Pulsed Laser Deposition
- Chemical Vapor Deposition
- RF/DC Magnetron Sputtering
- Photoluminescence
- Electron Beam Lithography
- Micro-Raman Spectroscopy
- FE/SEM/EDAX/STEM Microscopy
- Atomic Force Microscopy
- Electrical/Optical Characterization
- Neural Signal Recording
- Functional Neuroimaging

# MASTER OF SCIENCE IN ELECTRONICS ENGINEERING

Dr. Sacharia Albin, Program Coordinator  
(757) 823-2843

The Master of Science in Electronics Engineering program at Norfolk State University offers a rigorous and high quality graduate education that prepares the students for successful professional careers in engineering. Award-winning engineering faculty guide and mentor students to become innovative researchers and leaders for a technology-driven global society.

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## M.S. PROGRAM REQUIREMENTS

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The M.S. program requires 30 graduate credit hours of course work including a thesis or a project. The 30 credits include 15 credits of core courses for all students. Thesis students need 9 elective course credits and 6 thesis credits. Non-thesis students need 12 elective credits and 3 project credits. All degree requirements must be completed within four calendar years. Fulltime students with a B.S. degree in Engineering should expect to complete the M.S. degree with thesis in 2 years and non-thesis in 1-1/2 years. A cumulative GPA of 3.0/4.0 is required for graduation.

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## ADMISSION REQUIREMENTS

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A Bachelor of Science Degree in Electrical and/or Computer Engineering or optical engineering from an accredited institution. Science and Technology majors should consult the Graduate Program Coordinator for additional prerequisite courses.

Undergraduate GPA 3.0/4.0 or better.

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## HOW TO APPLY

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Apply [online](#) and include the following:

- Official transcripts. For international applicants, we require an official, evaluated transcripts from an approved agency such as the World Education Services (ES) or Educational Credential Evaluators (ECE)
- Three letters of recommendation
- Resume
- Personal Statement
- TOEFL/IELTS score of 79/6.5 or better (for international students)

- Non-refundable application fee.
- GRE scores of 155 or better in each section of verbal and quantitative, and 3.5 or better for the analytical section. GRE scores may be waived for applicants who majored in electrical, electronics, or optical engineering and earned at least a 3.2 GPA in engineering courses.

The School of Graduate Studies and Research will review your application and the Departmental Graduate Committee will make the final selection for admission and assistantship and scholarship awards.

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## ASSISTANTSHIPS

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Financial assistance for graduate studies can include federal and state financial aid. The Engineering Department awards a number of teaching assistantships, research assistantships, and laboratory assistantships each semester. Renewals of these awards are subject to semester and annual reviews and available funding. In general, the awards are available only for four semesters.

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## EXPECTED LEARNING OUTCOMES

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The program's Student Learning Outcomes are as follows:

- **Outcome 1:** Program graduate will be able to analyze and solve advanced engineering problems.
- **Outcome 2:** Program graduate will be able to apply knowledge to design and/or produce effective and comprehensive solutions to complex engineering problems and applications.
- **Outcome 3:** For thesis students only: Program graduate will be able to conduct original and independent research.
- **Outcome 4:** Program graduate will be able to explore new and advanced technologies in engineering.
- **Outcome 5:** Program graduate will be able to demonstrate good oral and written communication skills and be able to present their ideas and designs in a professional setting to both technical and non-technical audiences.
- **Outcome 6:** Program graduate will be able to demonstrate knowledge of and display commitment to professionalism.

## CURRICULUM

### CORE COURSES

| CORE COURSES                | COURSE TITLE                     | HOURS     |
|-----------------------------|----------------------------------|-----------|
| EEN 683                     | VLSI System Design               | 3         |
| EEN 610                     | Advanced Engineering Mathematics | 3         |
| EEN 581                     | Analog Integrated Circuits       | 3         |
| EEN 551                     | Communications Systems           | 3         |
| EEN 531                     | Microcontrollers                 | 3         |
| <b>TOTAL HOURS REQUIRED</b> |                                  | <b>15</b> |

### BIOMEDICAL/MODELING & SIMULATION TRACK

| ELECTIVE COURSES            | COURSE TITLE                                     | HOURS     |
|-----------------------------|--|-----------|
| EEN 541                     | Biomedical Engineering Micro Devices and Systems |           |
| EEN 570                     | Intro to game Design                             |           |
| EEN 582                     | Bioelectrics                                     |           |
| EEN 590                     | Research Methods                                 |           |
| EEN 601                     | Systems Modeling                                 |           |
| EEN 641                     | Advanced Topics I                                |           |
| EEN 691                     | Advanced Topics II                               |           |
| EEN 697                     | Master Project                                   |           |
| EEN 698                     | Thesis Research I                                |           |
| EEN 699                     | Thesis Research II                               |           |
| <b>TOTAL HOURS REQUIRED</b> |  | <b>15</b> |

| COURSE              | SEMESTER I  | SEMESTER II |
|---------------------|-------------|-------------|
| EEN XXX             | Core #1     | Core #4     |
| EEN XXX             | Core #2     | Core #5     |
| EEN XXX             | Core #3     | Elective #2 |
| EEN XXX             | Elective #1 | Elective #3 |
| <b>TOTAL CREDIT</b> | <b>12</b>   | <b>12</b>   |

### MICROELECTRONICS AND PHOTONICS TRACK

| ELECTIVE COURSES            | COURSE TITLE                            | HOURS     |
|-----------------------------|---|-----------|
| EEN 562                     | Semiconductor Processing and Technology |           |
| EEN 590                     | Research Methods                        |           |
| EEN 621                     | Electromagnetic Field Theory            |           |
| EEN 663                     | Solid State Devices                     |           |
| EEN 690                     | Advanced Topics I                       |           |
| EEN 691                     | Advanced Topics II                      |           |
| EEN 697                     | Master Project                          |           |
| EEN 698                     | Thesis Research I                       |           |
| EEN 699                     | Thesis Research II                      |           |
| OEN 520                     | Optical Design and Instrumentation      |           |
| OEN 530                     | Optical Materials                       |           |
| OEN 540                     | Laser and Photonics                     |           |
| OEN 560                     | Optical Communications                  |           |
| OEN 580                     | Quantum Mechanics                       |           |
| OEN 630                     | Opto-electronic Devices                 |           |
| OEN 660                     | Advanced Optical Communications         |           |
| <b>TOTAL HOURS REQUIRED</b> |   | <b>15</b> |

### SUMMARY OF GRADUATION REQUIREMENTS

|                       | THESIS    | NON-THESIS |
|-----------------------|-----------|------------|
| <b>CORE</b>           | 13        | 15         |
| <b>ELECTIVE</b>       | 9         | 12         |
| <b>THESIS/PROJECT</b> | 6         | 3          |
| <b>TOTAL HOURS</b>    | <b>30</b> | <b>30</b>  |

# MASTER OF HEALTHCARE ADMINISTRATION

**Dr. Marie St. Rose, Program Coordinator (757) 823-2480**

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## PROGRAM DESCRIPTION

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The Master of Healthcare Administration (HCA) seeks to prepare students to function as leaders in the delivery of health care services. The curriculum is competency-based and grouped in five domains: communication and relationship management, leadership, professionalism, knowledge of the health care environment, and business skills and knowledge. The program will be delivered fully online to provide flexibility for professionals who are balancing personal and work responsibilities with academia. The curriculum consists of 36 credits.

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## PROGRAM AT A GLANCE

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The Master of Healthcare Administration is designed to educate students to plan, direct, and coordinate the delivery of medical and health services. The program will prepare students to enter the workforce as healthcare administrators in a cadre of healthcare facilities throughout Virginia and the nation.

The program will expose students to the major forces that are transforming the healthcare industry and impacting the field of healthcare administration, for example, the aging and growing population, greater prevalence of chronic diseases, population health, and increase demand for healthcare services. Graduates will be knowledgeable in management and business principles to manage the delivery of health services and provide leadership in healthcare facilities and organizations.

Graduates will have the competencies to work in healthcare facilities such as hospitals, group physician practices, health insurance companies, outpatient clinics, government agencies, and pharmaceutical organizations.

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## ADMISSION REQUIREMENTS

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### Degree Status

Admission criteria to the Master of Healthcare Administration program are in accordance with the Graduate Council of Norfolk State University. The criteria for admission to regular status are as follows:

1. A baccalaureate degree from an accredited college or university. A foreign student should possess equivalent credentials.
2. A minimum overall undergraduate grade point average (G.P.A.) of 3.0 on a 4.0 scale.
3. Three letters of recommendation from persons of professional status that are familiar with the applicant's background.

A complete application file will include the following:

1. Online application to the Norfolk State University.
  2. Non-refundable application fee (must be paid online to submit application).
  3. Three letters of recommendation submitted electronically
  4. A complete and official transcript from each college and/or university attended.
  5. Personal statement of professional interest and goals. The personal statement is an important part of the application for admission and should be carefully prepared and submitted electronically.
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## TRANSFER CREDITS

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No more than 12 graduate credits may be transferred from other graduate schools.

## MASTER OF HEALTHCARE ADMINISTRATION

### CURRICULUM

The curriculum for the Master of Healthcare Administration requires the successful completion of 36 credit hours of course work including a master's research project (3 credits). Students must complete the program within four years. The courses are offered in sequence every fall and spring semester.

#### Fall Semester

| COURSE  | COURSE TITLE   | HOURS |
|---------|--|-------|
| HCA 540 | Managerial Epidemiology and Population Health Management | 3     |
| HCA 560 | Leadership, Ethics, and Professionalism in Healthcare    | 3     |
| HCA 599 | Law of Healthcare Administration                         | 3     |
|         | TOTAL HOURS REQUIRED                                     | 9     |

| COURSE  | COURSE TITLE                    | HOURS |
|---------|---------------------------------|-------|
| HCA 501 | Healthcare Organizations        | 3     |
| HCA 515 | Healthcare Financial Management | 3     |
| HCA 532 | Healthcare Marketing            | 3     |
|         | TOTAL HOURS REQUIRED            | 9     |

#### Spring Semester

| COURSE  | COURSE TITLE                                   | HOURS |
|---------|--|-------|
| HCA 601 | Research Methods in Health Services            | 3     |
| HCA 624 | Public Policy and Administration in Healthcare | 3     |
| HCA 640 | Healthcare Economics                           | 3     |
|         | TOTAL HOURS REQUIRED                           | 9     |

| COURSE  | COURSE TITLE                  | HOURS |
|---------|-------------------------------|-------|
| HCA 674 | Health Informatics            | 3     |
| HCA 690 | Human Resources in Healthcare | 3     |
| HCA 699 | Master's Project              | 3     |
|         | TOTAL HOURS REQUIRED          | 9     |

# MASTER OF SCIENCE IN MATERIALS SCIENCE

**Dr. Sam Sun, Program Coordinator (757) 823-0035**

The Master of Science in Materials Science is an interdisciplinary program administered cooperatively by the physics, chemistry, and engineering graduate faculty. Persons holding baccalaureate degrees in chemistry, engineering, materials science, physics, or related disciplines are eligible for admission.

The program is designed to provide the knowledge, analytical skills, and research experience necessary to prepare students for technical jobs and doctoral degree programs in the interdisciplinary field of Materials Science. Therefore, the curriculum includes an overview of materials science and current research areas, in-depth study of relevant physical theories, and applied research. All students are required to complete a master's thesis. The thesis research component of the program is typically coordinated through the Center for Materials Research. However, research may also be conducted off campus through special programs at federal research facilities such as NASA Langley Research Center or National Laboratories, with prior approval of the thesis advisor.

Upon completion of the Master of Science in Materials Science program, students will demonstrate the following competencies:

- Ability to apply fundamental and current materials science knowledge to solve problems related to materials structure, properties, applications, and their relationships,
- Ability to design, plan and perform experiments for materials preparation and characterization,
- Ability to prepare and communicate advanced professional reports orally and in writing, including appropriate reference to relevant technical literature, and
- Demonstrate professional and ethical behavior as a materials scientist.

All general policies and procedures of the Norfolk State University Graduate School are in effect, except those that are superseded by the following specific policies of the Master of Science in Materials Science program. The program is governed by the Graduate Council, which meets monthly during the regular academic year. Between meetings, the program is administered by the Graduate Program Coordinator, who also provides academic advising for graduate students prior to their selection of a research advisor.

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## ADMISSION REQUIREMENTS

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The application requirements for the Master of Science Program in Materials Science are as follows:

1. A bachelor's degree in Chemistry, Physics, Materials Science, Engineering or a related field from a regionally accredited institution and have a 3.0 grade point average on a 4.0 scale.
2. Submission of a complete application including the following:
  - a) Completed Application Forms
  - b) Application Fee
  - c) Statement of purpose of at least 500 words explaining how the program will advance your career goals
  - d) Updated Resume
  - e) At least three Letters of Recommendation from persons who are qualified to evaluate your academic and research experience
  - f) Official Transcripts
  - g) TOEFL scores for international applicants, minimum score of 80 (Internet) or 550 (Paper).

Admission to the Master's program in Materials Science may be regular or provisional. For regular admission, applicants must have a bachelor's degree in chemistry, physics, engineering, materials science, or a related field (as long as evidence for completion of mathematics, chemistry and physics prerequisite courses is provided) from a regionally accredited institution and have a 3.0 grade point average on a 4.0 scale. Equivalent degrees from foreign institutions may also be accepted.

Provisional admission may be granted to applicants who do not meet the criteria for regular admission. Upon the completion of nine (9) or more graduate credits with a 3.0 or better, the student may petition the Materials Science Graduate Committee for conversion from conditional to regular status.

### Non-Degree Status

Non-degree status may be granted to a person who has a baccalaureate degree in an appropriate field and who wishes to take particular courses without pursuing a graduate degree. The courses may be taken on a credit or a non-credit basis. Generally, a maximum of nine credit hours with a 3.0 average or above may be applied toward degree requirements if the non-degree student is subsequently admitted to the Master of Science in Materials Science program. Non-degree students are ineligible for fellowships or assistantships administered by the Materials Science Graduate Committee.

### Transfer Credits

Generally, a maximum of nine (9) credit hours of graduate work at another accredited institution may be accepted as transfer credit, provided that the conditions of the Graduate School are met. However, under unusual circumstances, the Materials Science Graduate Committee may recommend that additional credits be accepted toward degree requirements. Transfer students should consult the Program Coordinator for further information regarding transfer credits.

### Residence Requirements

Candidates for the Master of Science in Materials Science must be enrolled at Norfolk State University for a minimum of two semesters prior to graduation. Thesis research must be conducted under the supervision of a regular or adjunct NSU faculty member approved by the Materials Science Graduate Committee.

### Re-admission

A student planning to interrupt his/her approved plan of study should consult his/her advisor. In some cases, continuous registration may be required by the Graduate School, or the filing of a "continuous matriculation" form may be required. Re-admission to the program after an absence of a semester or longer is not automatic and requires the filing of an admission application.

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## MINIMUM DEGREE REQUIREMENTS

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All students are required to complete a total of 33 credit hours, including research and thesis preparation credits. This requirement includes the following 18 credit hours of core courses:

| COURSE  | COURSE TITLE                               |
|---------|--|
| CHM 545 | Mathematical Methods for Materials Science |
| MSE 530 | Materials Science                          |
| MSE 533 | Chemistry of Modern Material and Polymers  |
| MSE 535 | Electronic and Photonic Materials          |
| MSE 575 | Instrumentation for Materials Science      |
| PHY 580 | Quantum mechanics for Materials Scientist  |

In addition to the core courses, students must complete nine (9) hours of approved technical electives and six (6) hours of research in Materials Science. Preparation of a thesis and oral thesis defense is required. Students are expected to present their findings at local and national conferences and to participate in related workshops and short courses as determined by the research advisor and by the Thesis Committee.

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## ACADEMIC STANDARDS

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In order to graduate, students must complete the curriculum with a minimum 3.0 grade point average on a 4.0 scale. Each student's progress is reviewed at the end of each semester by the student's Research Advisor. The system of grading is as follows:

| GRADE | GRADE POINTS | INTERPRETATIO  |
|-------|--------------|----------------|
| A     | 4.00         | Excellent      |
| A-    | 3.70         | Excellent      |
| B+    | 3.30         | Good           |
| B     | 3.00         | Satisfactory   |
| B-    | 2.70         | Fair           |
| C+    | Below 2.7*   | Unsatisfactory |

\*Course must be repeated to fulfill graduation requirement.

Students with a GPA of 3.00 or higher are considered to be in good academic standing. In order to receive teaching or research assistantships, students must generally be in good academic standing, register for a minimum of nine (9) credit hours of approved course work each semester, and be making normal progress toward degree completion.

Failure to maintain the required 3.0 GPA results in probationary status or suspension from the program. (NOTE: Undergraduate level courses may not be included in the calculation of the hours earned, or the calculation of the GPA.)

| HOURS EARNED | PROBATION GPA | SUSPENSION GPA |
|--------------|---------------|----------------|
| 0-9          | 2.00-2.99     | 1.99 and below |
| 10-19        | 2.3-2.99      | 2.29 and below |
| 20-29        | 2.50-2.99     | 2.49 and below |
| 30 or more   | 2.8-2.99      | 2.79 and below |

Students on probationary status generally do not receive renewals of teaching or research assistantships and are not eligible for tuition grants. Students who were admitted on a provisional basis will not be changed to regular status unless the required 3.0 GPA is obtained.

Students placed on suspension are not permitted to enroll in additional courses in the Materials Science program until reinstatement is granted by the Materials Science Graduate Committee. The request for reinstatement should include explanation of mitigating circumstances surrounding past academic performance and/or justification for predicting future success in the program if reinstatement is granted. The Materials Science Graduate Committee will review the request and may interview the suspended student prior to making a final recommendation. The Committee may require successful completion of relevant undergraduate courses, or other conditions as a requirement for reinstatement.

# M.S. IN MATERIALS SCIENCE

## CURRICULUM

### SEMESTER I CORE COURSES

| COURSE                      | COURSE TITLE                               | HOURS    |
|-----------------------------|--|----------|
| MSE 530                     | Materials Science                          | 3        |
| CHM 545                     | Mathematical Methods                       | 3        |
| MSE 533                     | Chemistry of Modern Materials and Polymers | 3        |
| <b>TOTAL HOURS REQUIRED</b> |  | <b>9</b> |

### SEMESTER II COURSES

| COURSE                      | COURSE TITLE                               | HOURS    |
|-----------------------------|--|----------|
| MSE 535                     | Electronic and Photonic Materials          | 3        |
| MSE 575                     | Instrumentation for Materials Science      | 3        |
| PHY 580                     | Quantum Mechanics for Materials Scientists | 3        |
| <b>TOTAL HOURS REQUIRED</b> |  | <b>3</b> |

### SEMESTER III COURSES

| COURSE                      | COURSE TITLE       | HOURS    |
|-----------------------------|--------------------|----------|
| XXX XXX                     | Technical Elective | 3        |
| XXX XXX                     | Technical Elective | 3        |
| MSE 697                     | Research I         | 3        |
| <b>TOTAL HOURS REQUIRED</b> |                    | <b>3</b> |

### SEMESTER IV COURSES

| COURSE                      | COURSE TITLE       | HOURS    |
|-----------------------------|--------------------|----------|
| XXX XXX                     | Technical Elective | 3        |
| MATS 799                    | Thesis Research    | 3        |
| <b>TOTAL HOURS REQUIRED</b> |                    | <b>6</b> |

### TECHNICAL ELECTIVES

| COURSE   | COURSE TITLE                                      | HOURS |
|----------|---|-------|
| CHM 633  | Molecular Dynamics                                |       |
| CHM 663  | Atomic and Molecular Spectroscopy                 |       |
| PHY 653  | Solid State Physics                               |       |
| PHY 675  | Electricity and Magnetism                         |       |
| MATS 610 | Special Topics I                                  |       |
| MATS 710 | Special Topics II                                 |       |
| EEN 650  | Microelectromechanical Systems                    |       |
| EEN 661  | Optics and Lasers                                 |       |
| EEN663   | Solid State Devices                               |       |
| MSE 607  | Materials for Nanotechnology                      |       |
| MSE 609  | Intro. to Computational Materials Science         |       |
| MSE 660  | Organic Optoelectronic Materials and Devices      |       |
| MSE 703  | Materials and Devices for Solar Energy Conversion |       |
| MSE 704  | Thin Film Phenomena                               |       |

### SUMMARY OF GRADUATION REQUIREMENTS

| SUBJECT AREA                       | HOURS     |
|------------------------------------|-----------|
| Major Requirements                 | 18        |
| Electives                          | 9         |
| Other Requirements: MSE-697/799    | 6         |
| <b>TOTAL DEGREE HOURS REQUIRED</b> | <b>33</b> |

# DOCTOR OF PHILOSOPHY IN MATERIALS SCIENCE AND ENGINEERING

**Dr. Sam Sun, Program Coordinator (757)  
823-0035**

The Ph.D. in Materials Science and Engineering (MSE) is an interdisciplinary program housed in the Department of Physics. Persons holding baccalaureate or Master of Science degrees in chemistry, physics, materials science, electrical, chemical, or optical engineering, or related disciplines are eligible for admission.

The Ph.D. program addresses the critical technical needs of industry, academia, and government laboratories in the Commonwealth and the nation for scientific and engineering leadership in the area of advanced nanostructured materials and engineering. The program will prepare highly trained technical professionals in the area of nanostructured materials science and engineering for the next generation photonic, electronic, magnetic materials and devices, and for renewable clean energy generation.

The Materials Science and Engineering program at Norfolk State University prepares students for careers in industry, federal or private research laboratories, and academia. The program transitions students from physical sciences, engineering and related fields into the discipline of materials with special nanostructures and properties, broadening their professional opportunities. The dissertation research component of the program is typically coordinated through the Center for Materials Research. However, research may also be conducted off campus through special programs at federal research facilities such as NASA Langley Research Center or National Research Laboratories, with prior approval of the advisor.

The MSE program is designed to provide students with fundamental knowledge, analytical skills, and research experience necessary to contribute significantly to federal and commercial research efforts in the forefront of Materials Science and Engineering in NSU's Center for Materials Research. Therefore, the curriculum includes an overview of MSE and its current research areas, and offers an in-depth study of advanced materials synthesis, characterization of macroscopic and microscopic physical properties, theoretical and computational modeling, and device engineering.

The curriculum of the program features technical core courses, professional development courses, core elective courses, additional elective courses, research, and a dissertation. The technical core courses establish baseline knowledge that brings students with diverse undergraduate background to a fundamental understanding of their new discipline. These courses

impart a set of fundamental knowledge and skills to students with baccalaureate degrees in chemistry, physics, electrical engineering and related disciplines; and consequently, provide a new intellectual identity to those involved in the study and preparation of advanced materials.

Students may also enroll in a range of advanced Materials Science electives to prepare for the interdisciplinary needs of their dissertation research. This additional coursework is selected in consultation with the student's advisor and GPC. The professional development courses grant unique preparation to strengthen communication skills, and involve post-graduation planning and career-oriented training.

The program for students entering with a B.S. degree consists of 9 credit hours of technical core courses, 3 hours of professional development courses, a minimum of 18 (or more) hours of additional elective courses, 36 credit hours of research, and 9 credit hours for preparation and oral defense of the dissertation. A minimum of 75 credit hours must be taken at NSU.

The dissertation research component of the program will be coordinated through the Center for Materials Research. However, research may also be conducted on-campus through the Department of Computer Science or the Department of Engineering and off-campus through special programs at federal research facilities or at other research partner organizations with prior approval of the dissertation advisor and mentoring committee. All research conducted by doctoral students will be supervised by faculty teaching in the doctoral program and serving on dissertation committees.

All general policies and procedures of the Norfolk State University Graduate School are in effect, except those that are superseded by the following specific policies of the Ph.D. in Materials Science program. The program is governed by the Graduate Council, which meets monthly during the regular academic year. Between meetings, the program is administered by the Graduate Program Coordinator. The Graduate Program Coordinator also provides assistance with academic advising for graduate students.

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## ADMISSION REQUIREMENTS

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The requirements for admission to the Ph.D. Program in Materials Science and Engineering are as follows:

1. A bachelor's degree in chemistry, physics, materials science, engineering or a related field from a regionally accredited institution and have a 3.0 grade point average on a 4.0 scale.
2. Submission of a complete application including the following:
  - a) Completed Application Forms

- b) Application Fee
- c) Statement of Purpose of at least 500 words explaining how the program will advance your career goals
- d) Updated Resume
- e) GRE Scores
- f) At least three Letters of Recommendation from persons who are qualified to evaluate your academic and research experience
- g) Official Transcripts
- h) TOEFL scores for international applicants, minimum score of 80 (Internet) or 550 (Paper).

Admission to the Ph.D. program in Materials Science and Engineering may be regular or provisional. For regular admission, applicants must have a bachelor's degree in chemistry, physics, materials science, engineering or a related field from a regionally accredited institution and have a 3.0 grade point average on a 4.0 scale. Equivalent degrees from foreign institutions may also be accepted.

Provisional admission may be granted to applicants who do not meet the criteria for regular admission. Upon the completion of nine (9) or more graduate credits with a 3.0 or better, the student may petition the Materials Science Graduate Committee for conversion from conditional to regular status.

#### **Non-degree status**

Non-degree status may be granted to a person who has a baccalaureate degree in an appropriate field and who wishes to take particular courses without pursuing a graduate degree. The courses may be taken on a credit or a non-credit basis. Generally, a maximum of nine credit hours with a 3.0 average or above may be applied toward degree requirements if the non-degree student is subsequently admitted to the Ph.D. in Materials Science and Engineering program. Non-degree students are ineligible for fellowships or assistantships administered by the Graduate Committee.

#### **Transfer Credits**

The program for students who enter the program after completion of a M.S. in Materials Science or related disciplines, from NSU or any other accredited physical science or engineering program, consists of a minimum of 3 hours of professional development courses, 6 hours of research and 9 hours in additional elective courses, 27 credit hours of Ph.D. research, and 9 credit hours for preparation and oral defense of the dissertation. A minimum of 54 credit hours must be taken at NSU. Transfer students should consult the Program Coordinator for further information regarding transfer credits.

#### **Residence Requirements**

Candidates for the Ph.D. in Materials Science and Engineering must be enrolled at Norfolk State University for a minimum of six semesters prior to graduation. Dissertation research must be conducted

under the supervision of a regular or adjunct NSU faculty member approved by the appropriate Materials Science and Engineering Graduate Committee.

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### **RE-ADMISSION**

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A student planning to interrupt his/her approved plan of study should consult his/her advisor. In some cases, continuous registration may be required by the Graduate School, or the filing of a "continuous matriculation" form may be required. Re-admission to the program after an absence of a semester or longer is not automatic and requires the filing of an admission application.

## MINIMUM DEGREE REQUIREMENTS

All students are required to complete a total of 75 credit hours, including research and dissertation preparation credits.

This requirement includes the following 12 semester hours of core courses:

### PROFESSIONAL DEVELOPMENT

| COURSE                        | COURSE TITLE   |
|-------------------------------|--|
| MSE 600                       | Materials Science Seminar I  |
| MSE 601                       | Materials Science Seminar II   |
| MSE 605                       | Ethics of Scientific Research and Professional Preparation and Conduct Technical |
| <b>TOTAL HOURS REQUIRED</b> 3 |  |

### TECHNICAL DEVELOPMENT

| COURSE                        | COURSE TITLE                               |
|-------------------------------|--|
| MSE 530                       | Materials Science                          |
| MSE 533                       | Chemistry of Modern Materials and Polymers |
| MSE 535                       | Electronic and Photonic Materials          |
| <b>TOTAL HOURS REQUIRED</b> 9 |  |

In addition to the 12 credit hours of required core courses, students must complete nine (9) credit hours of approved technical core electives out of the following:

### TECHNICAL ELECTIVES

| COURSE                        | COURSE TITLE                                    |
|-------------------------------|---|
| CHM 545                       | Mathematical Methods                            |
| PHY 580                       | Quantum Mechanics for Materials Science         |
| MSE 575                       | Basic Instrumentation for Material Science      |
| MSE 635                       | Optical Materials                               |
| MSE 607                       | Materials for Nanotechnology                    |
| MSE 609                       | Introduction to Computational Materials Science |
| MSE 580                       | Advanced Organic Synthesis and Characterization |
| <b>TOTAL HOURS REQUIRED</b> 9 |   |

After completing all core courses and at least 3 credits of MSE 697, the Ph.D. qualifying exam (MSE 770) must be passed before enrolling in dissertation credits (MSE 900). Students must also select nine (9) credit hours of technical electives, depending on their research interest among the following:

### RESEARCH INTEREST

|                               |   |
|-------------------------------|---|
| PHY 653                       | Solid State Physics                               |
| PHY 675                       | Electricity and Magnetism                         |
| MSE 660                       | Organic Optoelectronic Materials and Devices      |
| MSE 704                       | Thin Film Phenomena                               |
| MSE 703                       | Materials and Devices for Solar Energy Conversion |
| EEN 663                       | Solid State Devices                               |
| EEN 562                       | Semiconductor Processing Technology               |
| EEN 661                       | Optics and Lasers                                 |
| EEN 650                       | Microelectromechanical Systems                    |
| <b>TOTAL HOURS REQUIRED</b> 9 |   |

Finally, all students are required to complete 45 credits of research and dissertation course work. A dissertation committee, composed of the student's advisor and four other members, advises the students through his/her research work. The dissertation is defended in an open forum as the Final Dissertation Defense. After the delivery and approval of a finalized dissertation manuscript the Ph.D. degree will be awarded.

### RESEARCH

| COURSE                        | COURSE TITLE |
|-------------------------------|--------------|
| MSE 697                       | Research I   |
| MSE 698                       | Research II  |
| MSE 699                       | Research III |
| <b>TOTAL HOURS REQUIRED</b> 9 |              |

### DISSERTATION

| COURSE                         | COURSE TITLE      |
|--------------------------------|-------------------|
| MSE 897                        | Research I        |
| MSE 898                        | Research II       |
| MSE 899                        | Research III      |
| MSE 900                        | Ph.D Dissertation |
| <b>TOTAL HOURS REQUIRED</b> 36 |                   |

## ACADEMIC STANDARDS

In order to graduate, students must complete the curriculum with a minimum 3.0 grade point average on a 4.0 scale. Each student's progress is reviewed at the end of each semester by the Graduate Program Coordinator, with input from the student's research advisor.

| COURSE  | COURSE TITLE                      |
|---------|-----------------------------------|
| CHM 633 | Molecular Dynamics                |
| CHM 663 | Atomic and Molecular Spectroscopy |

The system of grading is as follows:

| GRADE | GRADE POINTS | INTERPRETATION |
|-------|--------------|----------------|
| A     | 4.00         | Excellent      |
| A-    | 3.70         | Excellent      |
| B+    | 3.30         | Good           |
| B     | 3.00         | Satisfactory   |

*\* Course must be repeated to fulfill graduation requirement.*

Students with a GPA of 3.00 or higher are considered to be in good academic standing. In order to receive teaching or research assistantships, students must generally be in good academic standing, and be making normal progress toward degree completion. Failure to maintain the required 3.0 GPA results in probationary status or suspension from the program as outlined below.

Students on probationary status generally do not receive renewals of teaching or research assistantships and are not eligible for tuition grants. Students who were admitted on a provisional basis will not be changed to regular status unless the required 3.1 GPA is obtained.

Students placed on suspension are not permitted to enroll in additional courses in the Materials Science and Engineering program until reinstatement is granted by the appropriate MSE Graduate Committee. The request for reinstatement should include explanation of mitigating circumstances surrounding past academic performance and/or justification for predicting future success in the program if reinstatement is granted. The MSE Graduate Committee will review the request and may interview the suspended student prior to making a final recommendation. The Committee may require successful completion of relevant undergraduate courses as a precondition for reinstatement.

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## CENTER FOR MATERIALS RESEARCH

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Facilities for Research in the M.S. in Materials Science and Ph.D. in Materials Science and Engineering.

All the graduate faculty are members of the Center for Materials Research (CMR), which is the major research facility for the program. CMR was established in 1992 to coordinate the ongoing interdisciplinary materials science research activities. The University's proximity to the NASA Langley Research Center and to Thomas Jefferson National Accelerator Facility (Jefferson Lab) has led to the development of several collaborative research projects. The CMR also addresses research interests of the National Science Foundation, the National Institute of Health, the Department of Energy and the Department of Defense.

CMR-associated faculty hold appointments within the Biology, Chemistry, Physics, and Engineering Departments within the College of Science, Engineering and Technology. The Collaborative research interests of the Center currently include: design, fabrication, characterization, computational Modeling and spectroscopy of inorganic, organic, polymeric, bio and photonic materials and films, fabrication of those materials into devices for a range of applications including biomedical engineering, solar energy conversion, storage and nanomaterials. The CMR is housed in the Marie V. McDemmond Center for Applied Research on the NSU Campus, where the following research laboratories are located: Micro- and Nanotechnology Center (6,000-sqft cleanroom) Materials Characterization Laboratory (scanning electron microscope, scanning probe microscope, surface analysis system: LEED, XPS, and AES, X-ray diffraction and fluorescence, IR and UV-Vis), Laser Laboratories for spectroscopy and high speed dynamics, Nuclear Magnetic Resonance Laboratory, Organic/Polymer Synthesis Laboratory, Mass Spectrometry Laboratory, Spectroscopy Laboratory, Neural Engineering Laboratory and Thin Film Fabrication Laboratory and the Device Fabrication Laboratory.

# SCHOOL OF SOCIAL WORK

**Dr. Delores Dungee-Anderson, Dean (I)**  
(757) 823-8122

**Mrs. Carrie Waites, Associate Dean**  
(757) 823- 8270

The Ethelyn R. Strong School of Social Work at Norfolk State University was established in 1960 with the founding of the Baccalaureate Social Work (BSW) Program. Its Master of Social Work (MSW) degree and Doctor of Philosophy in Social Work (Ph.D.) degree programs were added in 1974 and 1995, respectively. Thus, the School, along with its Continuing Education Program, offers the full continuum of social work education.

The School's mission is to provide social work education programs which prepare students with competence to develop and deliver services which strengthen and/or empower individuals, families, and communities. The School and its programs emphasize the values of social justice, social responsibility, and respect of human rights, dignity, and diversity. The School is especially committed to address the strengths and challenges for an ethnically and culturally diverse client population in an evolving global community.

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## ACCREDITATION

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The School of Social Work's Baccalaureate Social Work Program and Master of Social Work Program are accredited by the Council on Social Work Education (CSWE).



# MASTER OF SOCIAL WORK

**Dr. Breshell Nevels, MSW**  
**Program Director (757) 823-8122**  
**Director of MSW Admissions (757) 823-2463**

The Master of Social Work degree program is based on the assumption that social workers should operate from a common base of knowledge, philosophy, values, and skills. The program is designed to transmit these basic components through a solid foundation of core and concentration courses. The MSW Program subscribes to an ecological/social systems, diversity, empowerment and strengths orientation which enables the practitioner to provide services based on the client system's needs using differentiated models of practice.

The MSW Program produces capable, well-informed graduates who will:

- Achieve a level of analytical, interactional, and technological competence necessary for responsible and effective professional practice.
- Demonstrate mastery of the Council on Social Work Education (CSWE) core competencies to initiate social work practice in clinical social work with individuals, families, and groups.
- Meet the needs, responsibilities, and work requirements of agencies and programs
- Engage in life-long learning and pursue advance training in a doctoral program in social work in an ever evolving global and technological community.

The MSW Program offers a Clinical Concentration and specialization in School Social Work, Military Social Work and Child Welfare.

## Clinical Concentration

The Clinical Concentration prepares graduates to become licensed clinical social workers (LCSW). This concentration provides the knowledge and skills needed for advanced clinical social work practice in agencies providing direct services to various client populations. Graduates are prepared to competently and effectively intervene with individuals, families, and small groups in a number of organizational settings, such as child and family services, health, mental health, school social work, and military social work. Students receive in-depth training in the application of a range of theories and practice approaches utilized in clinical services to individuals, groups, and families.

## Specializations

Students may select specializations in School Social Work, Military Social Work or Child Welfare. The School Social Work curriculum prepares students to practice as clinical social workers in various school settings with diverse populations. The Military Social Work curriculum prepares students to provide optimal clinical services to veterans, active duty personnel and

their families. The Child Welfare curriculum prepares students to understand the child welfare system, emerging trends and issues, and to provide competency-based services to children and families in the child welfare system.

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## ADMISSION REQUIREMENTS

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Admission to the MSW Program is coordinated by the Director of Admissions. Application materials must be submitted online at [www.nsu.edu](http://www.nsu.edu) to the School of Graduate Studies and Research. The MSW Admissions Committee reviews completed applications and makes recommendations on admission to the Dean of Graduate Studies and Research.

## Admission Requirements

All prospective students are required to have a baccalaureate degree and meet specific prerequisite course requirements. International students are required to meet all admissions requirements and show equivalent qualifications.

The requirements for admission are as follows:

- BSW or other baccalaureate degree with a grade point average of 2.7 on a four (4.0) point scale.
- A minimum of twenty-one (21) credit hours in three content areas (with a GPA of at least 2.7) in the social and behavioral sciences (e.g., psychology, sociology, political science, economics, counseling, anthropology, women's studies, family studies and social work and social welfare).
- A minimum of 15 credit hours in the Liberal Arts in three content areas (e.g., art, cultural literature, cultural history, humanities, languages, music, philosophy, religion, and speech).
- A three credit hour prerequisite course in Human Biology. (Lab not required)
- A prerequisite course in Social Science Statistics (three credit hours with a minimum grade of 2.0).
- Evidence of computer literacy, which is a prerequisite for research courses.
- No credit given for life or work experience.

## Application Process

Full Time and Extended Time students are admitted in the fall semester only. Advance Standing students are admitted in the summer and spring only.

## Application Deadline

March 1 is the deadline for fall semester admissions and for summer admission to the Advanced Standing Program. October 15 is the deadline for Advanced Standing students entering the MSW Program in the spring semester.

Norfolk State University's Graduate School is the portal through which all applications for graduate study enter. The following documents must be uploaded with the online application by the deadline date of March 1:

- Three reference are required (one academic, one professional, one volunteer).
- Copies of official transcripts from all universities attended.
- The Personal Statement, following the supplemental guidelines that are provided.
- The Academic Summary Form detailing the completion of all prerequisite requirements.
- A current resume that details work, volunteer, and academic experiences. (Include information about special recognitions.)

The MSW Admission Committee evaluates the admission packets. Applicants for admission to the MSW program should have at least a 2.7 grade point average as 50% of the weight is given to that component of the application. Applicants must follow the supplemental guidelines that are provided for the personal statement, as this component is 40% of the application. Additionally, applicants receive a 10% rating for their work, volunteer experience, and letters of recommendations.

An applicant may be requested by the MSW Admissions Committee to come for an interview. An applicant may also request an interview.

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## MATRICULATING ADMISSION

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### Full-Time Students

This admission status is granted to applicants who meet all admission requirements. Persons admitted under this curriculum enroll for the normal sequence of courses and field work with the goal of meeting all requirements for the Master of Social Work degree in two academic years.

### Extended-Time Students

The Extended-Time MSW Program permits students to complete requirements over a six (6) semester period. This plan requires full-time enrollment but extends the course of study beyond the normal two-year academic period.

### Advanced Standing Students

This admission category is in recognition of superior academic performance during prior education in a Council on Social Work Education (CSWE) accredited undergraduate Social Work/Social Welfare program. Based on the Admissions Committee assessment of this performance, a student may be granted the opportunity to accelerate his/her MSW program. Application to the Advanced Standing Program must be within five (5) years of graduation. Applicants must have completed, with a grade of B or better, a minimum of 400 clock hours of educationally directed field

experience as part of the bachelor's degree program. The minimum academic requirement for consideration is the attainment of a 3.00 cumulative grade point average on a 4.0 scale for academic courses other than social work, and a 3.50 cumulative grade point average for social work/social welfare courses.

Applications to the Advanced Standing Program will be reviewed by the School's MSW Admissions Committee. Consideration will be given to the applicant's scholarship, academic background, field experience, and work experience. Academic records from undergraduate programs will be of particular importance in evaluating the learning acquired during the applicant's field experience. Furthermore, qualifications that indicate the potential for meeting the requirements to Advanced Standing will be ascertained via references, reports, and an interview with the MSW Admissions Committee.

Advanced Standing is a full-time continuous program consisting of one transitional semester (summer or spring) and two consecutive semesters. Selected applicants must begin the program during the spring or summer semester. Students in the Advanced Standing Program are not eligible for transfer credits, course substitutions or other course exemptions.

### Transfer Students

Transfer students applying to the School of Social Work may receive a maximum of twenty-four (24) semester credit hours for work completed in an accredited graduate school of social work. Courses must have been completed within the past five (5) years and a grade of "B" or above must have been received in each course for which transfer credits are requested. Transfer credits will be awarded for field practicum to students who have completed their first year practicum requirements.

### Non-Matriculating Students

Non-Matriculating status is a non-degree admission status. This category of admission is granted to persons with undergraduate degrees who wish to enroll in graduate social work courses but are undecided about curriculum choices or have no immediate plans to study for the Master of Social Work degree. The School will admit a limited number of applicants as non-degree students. Admission to certain courses will be on a space available basis and may require the approval of the Dean of Graduate Studies and Research.

A non-degree student, who, at a later date, desires to study for the Master of Social Work degree, must apply for admission as a matriculating student. Because of the competitive nature of admission, completion of non-degree coursework does not guarantee admission. Should admission be granted, a maximum of six (6) graduate credit hours can be taken as a non-degree student. Courses completed at Norfolk State University or other accredited institutions may be considered for

transfer credit provided that the credits have not been applied toward another degree, the grade earned in each course is "B" or above, the courses are approved by the School of Social Work, and courses are completed within 5 years of admission to the MSW program.

**All students should review the following items carefully:**

- Planning with an assigned academic advisor is required to ensure that all requirements are met according to the defined sequence.
- Students should be aware that only a limited number of courses are offered in the evenings and during the summer session. Specific courses are offered only in the fall and spring sessions.
- Selection of elective courses should be made in consultation with an academic advisor.
- Current employment in a social work setting cannot be used to fulfill field practicum requirements. Advanced planning with the advisor and Director of MSW Field Education is encouraged if placement within the employing agency is requested.
  
- Neither semester of the final year can be reduced to fewer than nine (9) credit hours.

Students should discuss needs for extension with their

academic advisor, the Director of the MSW Program, and receive approval from the Dean of Graduate Studies and Research.

**MSW Information Sessions**

Information sessions and individual appointments are available during the fall and spring semesters. Applicants are encouraged to attend a session to receive an orientation to the School and the University. Interested persons should call (757) 823-2632.

**Criminal Record Policy**

Applicants for admission will be required to disclose information about their backgrounds, including whether they have ever been convicted of a criminal offense. Prospective students who acknowledge prior criminal convictions will be requested to provide an explanation of their criminal record. Admission to the University, School of Social Work, and field practicum will be subject to review and approval by the appropriate committee.

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**MSW CURRICULUM**

The curriculum is organized around a social/ecological/systems perspective and the degree conferred upon completion of four coordinated semesters of study in the two-year Master of Social Work Program (MSW). The degree requires completion of a minimum of sixty (60) credit hours generally distributed throughout five sequences: Social Work Practice Method, Human Behavior in the Social Environment, Social Welfare Policy, Research

A grade of 3.00 (B) on a 4-point scale for every academic course and field practicum is required to maintain good academic standing and to meet requirements for a degree.

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**DEGREE REQUIREMENTS**

Completion of a minimum of sixty (60) credit hours which are prescribed from courses offered by the School and other graduate programs. Maintenance of a minimum average of 3.0 on a 4.0 scale for all academic courses taken. Maintenance of a grade of at least 3.0 (B) on a 4.0 scale for each field practicum and all practice courses. Two consecutive semesters of full-time residence status. Generally, the final year of study is used to meet this requirement.

Completion of all degree requirements within four (4) years of matriculation. Adherence to the National Association of Social Workers (NASW) Code of Ethics.

All financial obligations to the University and to the School of Social Work must be met before degrees are conferred

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**CONTINUING EDUCATION**

Methods, and Field Practicum.

The Continuing Education Program of the School of Social Work is based upon the School's commitment to the delivery of quality social work services and community service. This commitment is based on the awareness that it is by sustained participation in professional development that social workers maintain and enhance their competencies. Also, human service organizations are empowered to respond to change in professional knowledge and in their environment. The Continuing Education Program seeks to provide such opportunities to multi-level groups in a flexible and consumer responsive manner grounded in adult learning principles.

**FULL-TIME CURRICULUM**

**SEMESTER I FALL**

| COURSE                      | COURSE TITLE   | HOURS     |
|-----------------------------|--|-----------|
| SWK 626                     | Foundations of Human Behavior and the Social Environment | 3         |
| SWK 651                     | Social Welfare Policy and Services                       | 3         |
| SWK 675                     | Social Work Profession                                   | 3         |
| SWK 697                     | Research Methods I                                       | 3         |
| SWK 690A                    | Field Practicum I  | 3         |
| SWK 693A                    | Orientation to Field Practicum I                         | 0         |
| <b>TOTAL HOURS REQUIRED</b> |  | <b>15</b> |

**SEMESTER II SPRING**

| COURSE                      | COURSE TITLE                     | HOURS     |
|-----------------------------|----------------------------------|-----------|
| SWK 639                     | Ethnicity                        | 3         |
| SWK 698                     | Research Methods II              | 3         |
| SWK 730                     | Differential Assessment          | 3         |
| SWK 771                     | Social Work with Individuals     | 3         |
| SWK 690B                    | Field Practicum I                | 3         |
| SWK 693B                    | Orientation to Field Practicum I | 0         |
| <b>TOTAL HOURS REQUIRED</b> |                                  | <b>15</b> |

**SEMESTER III FALL**

| COURSE                      | COURSE TITLE                     | HOURS     |
|-----------------------------|----------------------------------|-----------|
| SWK 772                     | Social Work with Groups          | 3         |
| SWK 775                     | Social Work with Families        | 3         |
| XXX XXX                     | Graduate Elective                | 3         |
| SWK 790A                    | Field Practicum II               | 3         |
| SWK 793A                    | Orientation to Field Practicum I | 0         |
| <b>TOTAL HOURS REQUIRED</b> |                                  | <b>15</b> |

**SEMESTER IV – SPRING**

| COURSE                      | COURSE TITLE                      | HOURS     |
|-----------------------------|-----------------------------------|-----------|
| SWK XXX                     | Restricted Practice Elective      | 3         |
| SWK XXX                     | Social Work Elective              | 3         |
| SWK XXX                     | Policy Elective                   | 3         |
| SWK 790B                    | Field Practicum II                | 6         |
| SWK 793B                    | Orientation to Field Practicum II | 0         |
| <b>TOTAL HOURS REQUIRED</b> |                                   | <b>15</b> |

**SUMMARY OF GRADUATION REQUIREMENTS**

| SUBJECT AREA                       | HOURS     |
|------------------------------------|-----------|
| Major Requirements                 | 48        |
| Social Work Electives              | 9         |
| Graduate Elective                  | 3         |
| <b>TOTAL DEGREE HOURS REQUIRED</b> | <b>60</b> |

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**EXTENDED CURRICULUM**

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**SEMESTER I (FALL)**

| COURSE                      | COURSE TITLE                              | HOURS    |
|-----------------------------|---|----------|
| SWK 626                     | Human Behavior and the Social Environment | 3        |
| SWK 651                     | Social Welfare Policy and Service         | 3        |
| SWK 697                     | Research Methods I                        | 3        |
| <b>TOTAL HOURS REQUIRED</b> |   | <b>9</b> |

**SEMESTER II (SPRING)**

| COURSE                      | COURSE TITLE         | HOURS    |
|-----------------------------|----------------------|----------|
| SWK 639                     | Ethnicity            | 3        |
| SWK XXX                     | Social Work Elective | 3        |
| SWK 698                     | Research Methods II  | 3        |
| <b>TOTAL HOURS REQUIRED</b> |                      | <b>9</b> |

**SEMESTER III (FALL)**

| COURSE                      | COURSE TITLE                  | HOURS    |
|-----------------------------|-------------------------------|----------|
| SWK 675                     | Social Work Profession        | 3        |
| XXX XXX                     | Graduate Elective             | 3        |
| SWK 690A                    | Field Practicum I             | 3        |
| SWK 693A                    | Orientation Field Practicum I | 0        |
| <b>TOTAL HOURS REQUIRED</b> |                               | <b>9</b> |

**SEMESTER IV (SPRING)**

| COURSE                      | COURSE TITLE                 | HOURS    |
|-----------------------------|------------------------------|----------|
| SWK 730                     | Differential Assessment      | 3        |
| SWK 771                     | Social Work with Individuals | 3        |
| SWK 690A                    | Field Practicum I            | 3        |
| <b>TOTAL HOURS REQUIRED</b> |                              | <b>9</b> |

**SEMESTER V (FALL)**

| COURSE                      | COURSE TITLE                   | HOURS     |
|-----------------------------|--------------------------------|-----------|
| SWK 772                     | Social Work with Group         | 3         |
| SWK 775                     | Social Work with Families      | 3         |
| SWK 790A                    | Field Practicum II             | 6         |
| SWK 793A                    | Field Practicum Orientation II | 0         |
| <b>TOTAL HOURS REQUIRED</b> |                                | <b>12</b> |

**SEMESTER VI (SPRING)**

| COURSE                      | COURSE TITLE                   | HOURS     |
|-----------------------------|--------------------------------|-----------|
| SWK XXX                     | Policy Elective                | 3         |
| SWK XXX                     | Practice Elective (Restricted) | 3         |
| SWK 790B                    | Field Practicum II             | 6         |
| SWK 793B                    | Field Practicum Orientation II | 0         |
| <b>TOTAL HOURS REQUIRED</b> |                                | <b>12</b> |

**SUMMARY OF GRADUATION REQUIREMENTS**

| SUBJECT AREA                       | HOURS     |
|------------------------------------|-----------|
| Major Requirements                 | 48        |
| Social Work Electives              | 9         |
| Graduate Elective                  | 3         |
| <b>TOTAL DEGREE HOURS REQUIRED</b> | <b>60</b> |

*NOTE: Other courses may be required upon examination of transcripts*

**ADVANCED STANDING SPRING CURRICULUM**

**SEMESTER I (SPRING)**

| COURSE                      | COURSE TITLE                 | HOURS     |
|-----------------------------|------------------------------|-----------|
| SWK 639                     | Ethnicity                    | 3         |
| SWK 730                     | Differential Assessment      | 3         |
| SWK 771                     | Social Work with Individuals | 3         |
| SWK 698                     | Research Methods II          | 3         |
| <b>TOTAL HOURS REQUIRED</b> |                              | <b>12</b> |

**SEMESTER III (SPRING)**

| COURSE                      | COURSE TITLE                   | HOURS     |
|-----------------------------|--------------------------------|-----------|
| SWK XXX                     | Policy Elective                | 3         |
| SWK XXX                     | Practice Elective (Restricted) | 3         |
| SWK 790B                    | Field Practicum II             | 6         |
| SWK 793B                    | Orientation to Field II        | 0         |
| <b>TOTAL HOURS REQUIRED</b> |                                | <b>12</b> |

**SEMESTER II (FALL)**

| COURSE                      | COURSE TITLE                      | HOURS     |
|-----------------------------|-----------------------------------|-----------|
| XXX XXX                     | Graduate Elective                 | 3         |
| SWK 772                     | Social Work with Groups           | 3         |
| SWK 775                     | Social Work with Families         | 3         |
| SWK 790A                    | Field Practicum II                | 6         |
| SWK 793A                    | Orientation to Field Practicum II | 0         |
| <b>TOTAL HOURS REQUIRED</b> |                                   | <b>15</b> |

**SUMMARY OF GRADUATION REQUIREMENTS**

| SUBJECT AREA                       | HOURS     |
|------------------------------------|-----------|
| Major Requirements                 | 30        |
| Social Work Electives              | 9         |
| Graduate Elective                  | 0         |
| <b>TOTAL DEGREE HOURS REQUIRED</b> | <b>39</b> |

*NOTE: Other courses may be required upon examination for transcripts*

**ADVANCED STANDING SUMMER CURRICULUM**

**SEMESTER I (SUMMER)**

| COURSE                      | COURSE TITLE                           | HOURS    |
|-----------------------------|--|----------|
| SWK 639                     | Ethnicity                              | 3        |
| SWK 730                     | Differential Assessment in Social Work | 3        |
| SWK 771                     | Social Work with Individuals           | 3        |
| <b>TOTAL HOURS REQUIRED</b> |  | <b>9</b> |

**SEMESTER II (FALL)**

| COURSE                      | COURSE TITLE                      | HOURS     |
|-----------------------------|-----------------------------------|-----------|
| XXX XXX                     | Graduate Elective                 | 3         |
| SWK 772                     | Social Work with Groups           | 3         |
| SWK 775                     | Social Work with Families         | 3         |
| SWK 790A                    | Field Practicum II                | 6         |
| SWK 793A                    | Orientation to Field Practicum II | 0         |
| <b>TOTAL HOURS REQUIRED</b> |                                   | <b>15</b> |

**SEMESTER III (SPRING)**

| COURSE                      | COURSE TITLE                   | HOURS     |
|-----------------------------|--------------------------------|-----------|
| SWK XXX                     | Elective                       | 3         |
| SWK 698                     | Research Methods II            | 3         |
| SWK XX                      | Practice Elective (Restricted) | 3         |
| SWK 790B                    | Field Practicum II             | 6         |
| SWK 793B                    | Orientation to Field Practicum | 0         |
| <b>TOTAL HOURS REQUIRED</b> |                                | <b>15</b> |

**SUMMARY OF GRADUATION REQUIREMENTS**

| SUBJECT AREA                       | HOURS     |
|------------------------------------|-----------|
| Major Requirements                 | 30        |
| Social Work Electives              | 9         |
| Graduate Elective                  | 0         |
| <b>TOTAL DEGREE HOURS REQUIRED</b> | <b>39</b> |

NOTE: Other courses may be required upon examination of transcripts.

## SCHOOL OF SOCIAL WORK CURRICULUM

## SEMESTER I (FALL)

| COURSE                      | COURSE TITLE   | HOURS     |
|-----------------------------|--|-----------|
| SWK 626                     | Foundations of Human Behavior and the Social Environment | 3         |
| SWK 651                     | Social Welfare Policy and Services                       | 3         |
| SWK 675                     | Social Work Profession                                   | 3         |
| SWK 697                     | Research Methods I                                       | 3         |
| SWK 690A                    | Field Practicum I  | 3         |
| SWK 693A                    | Orientation to Field Practicum I                         | 0         |
| <b>TOTAL HOURS REQUIRED</b> |  | <b>15</b> |

## SEMESTER II (SPRING)

| COURSE                      | COURSE TITLE                   | HOURS     |
|-----------------------------|--------------------------------|-----------|
| SWK 639                     | Ethnicity                      | 3         |
| SWK 698                     | Research Methods II            | 3         |
| SWK 730                     | Differential Assessment        | 3         |
| SWK 771                     | Social Work with Individuals   | 3         |
| SWK 690B                    | Field Practicum I              | 3         |
| SWK 693B                    | Orientation to Field Practicum | 0         |
| <b>TOTAL HOURS REQUIRED</b> |                                | <b>15</b> |

## SEMESTER III (FALL)

| COURSE                      | COURSE TITLE                   | HOURS     |
|-----------------------------|--------------------------------|-----------|
| SWK 772                     | Social Work with Groups        | 3         |
| SWK 775                     | Social Work with Families      | 3         |
| XXX XXX                     | Graduate Elective              | 3         |
| SWK XXX                     | Social Work Elective           | 3         |
| SWK 790A                    | Field Practicum II             | 6         |
| SWK 793A                    | Orientation to Field Practicum | 0         |
| <b>TOTAL HOURS REQUIRED</b> |                                | <b>18</b> |

## SEMESTER IV (SPRING)

| COURSE                      | COURSE TITLE                      | HOURS     |
|-----------------------------|-----------------------------------|-----------|
| EDU XXX                     | Graduate Elective                 | 3         |
| SWK 773                     | Social Work Elective              | 3         |
| SWK XXX                     | Practice Elective Restricted      | 3         |
| SWK 790B                    | Field Practicum II                | 6         |
| SWK 793B                    | Orientation to Field Practicum II | 0         |
| <b>TOTAL HOURS REQUIRED</b> |                                   | <b>15</b> |

## SUMMARY OF GRADUATE REQUIREMENTS

| SUBJECT AREA                       | HOURS     |
|------------------------------------|-----------|
| Major Requirements                 | 51        |
| Social Work Electives              | 6         |
| Graduate Elective                  | 6         |
| <b>TOTAL DEGREE HOURS REQUIRED</b> | <b>63</b> |

**MILITARY SOCIAL WORK CURRICULUM**

**SEMESTER I FALL**

| COURSE                      | COURSE TITLE   | HOURS     |
|-----------------------------|--|-----------|
| SWK 626                     | Foundations of Human Behavior and the Social Environment | 3         |
| SWK 651                     | Social Welfare Policy and Services                       | 3         |
| SWK 675                     | Social Work Profession                                   | 3         |
| SWK 697                     | Research Methods I                                       | 3         |
| SWK 690A                    | Field Practicum I  | 3         |
| SWK 693A                    | Orientation to Field Practicum I                         | 0         |
| <b>TOTAL HOURS REQUIRED</b> |  | <b>15</b> |

**SEMESTER III FALL**

| COURSE                      | COURSE TITLE                       | HOURS     |
|-----------------------------|------------------------------------|-----------|
| SWK 772                     | Social Work with Groups            | 3         |
| SWK 775                     | Social Work with Families          | 3         |
| SWK 529                     | Social Work with Military Families | 3         |
| SWK 790A                    | Field Practicum II                 | 6         |
| SWK 793A                    | Orientation to Field Practicum I   | 0         |
| <b>TOTAL HOURS REQUIRED</b> |                                    | <b>18</b> |

**SEMESTER II SPRING**

| COURSE                      | COURSE TITLE                     | HOURS     |
|-----------------------------|----------------------------------|-----------|
| SWK 639                     | Ethnicity                        | 3         |
| SWK 698                     | Research Methods II              | 3         |
| SWK 730                     | Differential Assessment          | 3         |
| SWK 771                     | Social Work with Individuals     | 3         |
| SWK 690B                    | Field Practicum I                | 3         |
| SWK 693B                    | Orientation to Field Practicum I | 0         |
| <b>TOTAL HOURS REQUIRED</b> |                                  | <b>15</b> |

**SEMESTER IV SPRING**

| COURSE                      | COURSE TITLE   | HOURS     |
|-----------------------------|--|-----------|
| SWK 663                     | Trauma and the Military                                      | 3         |
| SWK 761                     | Military Policies and Services                               | 3         |
| SWK 715                     | Intervention Strategies with Military Families and Personnel | 3         |
| SWK 790B                    | Field Practicum II   | 3         |
| SWK 793B                    | Orientation to Field Practicum II                            | 0         |
| <b>TOTAL HOURS REQUIRED</b> |  | <b>15</b> |

**SUMMARY OF GRADUATION REQUIREMENTS**

| SUBJECT AREA                       | HOURS     |
|------------------------------------|-----------|
| Major Requirements                 | 60        |
| Social Work Electives              | 0         |
| Graduate Elective                  | 0         |
| <b>TOTAL DEGREE HOURS REQUIRED</b> | <b>60</b> |

**CHILD WELFARE CURRICULUM**

**SEMESTER I – FALL**

| COURSE                      | COURSE TITLE   | HOURS     |
|-----------------------------|--|-----------|
| SWK 626                     | Foundations of Human Behavior and the Social Environment | 3         |
| SWK 651                     | Social Welfare Policy and Services                       | 3         |
| SWK 675                     | Social Work Profession                                   | 3         |
| SWK 697                     | Research Methods I                                       | 3         |
| SWK 690A                    | Field Practicum I  | 3         |
| SWK 693A                    | Orientation to Field Practicum I                         | 0         |
| <b>TOTAL HOURS REQUIRED</b> |  | <b>15</b> |

**SEMESTER II – SPRING**

| COURSE                      | COURSE TITLE                     | HOURS     |
|-----------------------------|----------------------------------|-----------|
| SWK 639                     | Ethnicity                        | 3         |
| SWK 698                     | Research Methods II              | 3         |
| SWK 730                     | Differential Assessment          | 3         |
| SWK 771                     | Social Work with Individuals     | 3         |
| SWK 690B                    | Field Practicum I                | 3         |
| SWK 693B                    | Orientation to Field Practicum I | 0         |
| <b>TOTAL HOURS REQUIRED</b> |                                  | <b>15</b> |

**SEMESTER III – FALL**

| COURSE                      | COURSE TITLE                   | HOURS     |
|-----------------------------|--------------------------------|-----------|
| SWK 772                     | Social Work with Groups        | 3         |
| SWK 775                     | Social Work with Families      | 3         |
| SWK 736                     | Substance Abuse                | 3         |
| SWK 790A                    | Field Practicum II             | 6         |
| SWK 793A                    | Orientation to Field Practicum | 0         |
| <b>TOTAL HOURS REQUIRED</b> |                                | <b>15</b> |

**SEMESTER IV – SPRING**

| COURSE                      | COURSE TITLE  | HOURS     |
|-----------------------------|---|-----------|
| SWK 500A                    | Special Topics: Neuroscience and Social Work Practices              | 3         |
| SWK XXX                     | Restricted Social Work Elective (Trauma Informed Clinical Practice) | 3         |
| SWK 760                     | Child Welfare Policies and Services                                 | 3         |
| SWK 790B                    | Field Practicum II  | 3         |
| SWK 793B                    | Orientation to Field Practicum II                                   | 0         |
| <b>TOTAL HOURS REQUIRED</b> |   | <b>15</b> |

**SUMMARY OF GRADUATION REQUIREMENTS**

| SUBJECT AREA                       | HOURS     |
|------------------------------------|-----------|
| Major Requirements                 | 57        |
| Social Work Electives              | 3         |
| Graduate Elective                  | 0         |
| <b>TOTAL DEGREE HOURS REQUIRED</b> | <b>60</b> |

# DOCTOR OF PHILOSOPHY IN SOCIAL WORK

**Dr. Viola Vaughan-Eden, Program Director**  
(757) 823-8122

The Ph.D. Program in Social Work prepares students for leadership roles in social work, social welfare and in the field of family centered social work practice as educators, researchers, practitioners, administrators, and policy analysts. Special emphasis is placed on knowledge building for social work practice on behalf of diverse families, especially African-American families. The program prepares students for a scholarly role in social work education and practice, through its emphasis on theory building, research methods, and critical analysis of social policies, programs and practices that affect social work and social welfare.

The program is designed for students who are committed to social work values and ethics as well as scholarship, research, and teaching that foster social justice. It prepares students to discover, integrate, apply, communicate, disseminate and extend knowledge about social work practice and social welfare. A student's capacity to make significant original contributions to knowledge in a context of freedom of inquiry and expression is emphasized. Nationally prominent faculty with expertise in diverse areas of practice, research and teaching, mentor students toward this end.

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## ADMISSION REQUIREMENTS AND PROCEDURES

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Admission to the Ph.D. Program in Social Work is a highly selective process. The School recruits doctoral students who demonstrate high academic achievement, strong personal motivation, professional backgrounds of consistent growth and achievement and a commitment to contribute to expanding and disseminating evidence-based and evidence-informed knowledge for family-centered social work. The requirements for admission are as follows:

1. MSW degree, with a grade point average of 3.0 or higher on a 4.0 scale;
2. Two years of full-time, paid post-master's social work practice experience preferred;
3. Successful completion of a graduate course in research;
4. Successful completion of a graduate course in statistics;
5. Personal statement of career goals and research interests;
6. Four letters of recommendation: one academic, one personal/professional, and two recent work references.
7. Graduate Record Examination (GRE) scores are required for admission.

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## APPLICATION PROCESS

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The procedures for completing the application process are as follows:

### Application for Admission

The School of Social Work PhD Program has a rolling admission process; preference is given to those who submit their application by March 1. Students are admitted once per year, in the fall semester.

### Transcripts

The applicant must have two official transcripts from each college and/or university attended sent. Graduate Record Examination (GRE) GRE scores are used as diagnostic criteria for admission.

### Interview

The applicant may be invited for, or may request a personal interview with members of the Doctoral Admissions Committee.

### References

The applicant is responsible for listing four references on the appropriate forms provided as part of the online application process. Written letters should be submitted directly to the School of Social Work and addressed to the PhD Program Director.

### Personal Statement

The applicant must provide a written statement meeting the specifications, including career objectives, professional background, and preparation and qualifications for successful doctoral work.

### Scholarly Writing

Applicants are required to submit an example of their scholarly written work.

### Application for Financial Aid

Teaching and/or research assistantships may be available to full-time doctoral students on a limited basis. To be considered for financial aid or assistantships offered by the University, applicants must submit a financial aid application along with the online application for admission. All awards are subject to the availability of funds.

Assistantship applications are assessed on each applicant's academic performance, quality and breadth of professional social work experiences, scholarly work, community service, personal statement of educational and career goals, letters of recommendation, and the personal interview.

There are two major objectives of the personal interview. For the applicant, the interview provides an opportunity to ask questions, gain information, and clarify plans for undertaking doctoral studies. For the Doctoral Committee, the interview offers an opportunity to raise questions that may stem from the written application and to deepen the impressions of the applicant's interest in, capacity for, and commitment to doctoral education in social work.

Applications for admission should be completed online via School of Graduate Studies and Research website. All written correspondence regarding the doctoral program should be directed as follows:

## ADMISSIONS

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Admission to the Ph.D. program in Social Work is granted on a space availability basis to students who meet all admissions requirements. Generally, coursework in the Ph.D. program can be completed in two calendar years of full-time study, although individual differences can be expected. All degree requirements, including the dissertation, must be completed within seven (7) years of admission to the program.

Admitted students must complete a minimum of one-year residency prior to admission to candidacy for the Ph.D. Residency refers to full-time enrollment or a minimum of nine credit hours of graduate coursework each semester for two consecutive semesters.

### Full-time Students

Full-time student status requires a minimum course load of 9 credit hours each semester for four consecutive semesters. Students enroll in a 9 credit hour core curriculum during the first semester. An

additional 21 credit hours of concentration curriculum, 12 credit hours of electives, and 12 credit hours of dissertation work are required.

### Part-time Students

The School of Social Work has available a part-time program of doctoral study. Applicants for part-time status must meet all requirements for admission to the doctoral program. The number of part-time students admitted will be limited, according to an ongoing assessment of resources necessary to achieve program purposes and goals.

### Provisional Admissions

An applicant may be admitted to the doctoral program on a provisional basis only in the case of failure to meet prerequisites for research and/or statistics. Provisional status is granted for one semester. Regular admission is granted upon completion of the prerequisites. Financial aid is not available to provisional students.

### Transfer Credits

Transfer students are students who have been enrolled in a doctoral program in a college or university other than Norfolk State University. Transfer students must meet the same general admissions requirements. A maximum of 9 transfer credit hours may be granted for coursework completed in a doctoral program, located in a CSWE accredited School of Social Work and upon approval of the PhD Program Director. Courses considered for transfer credit must satisfy the following criteria:  
Completed in a doctoral program at an accredited institution;

- Completed with a minimum grade of "B";
- Compatible with the student's program of study;
- Not completed through correspondence or an examination;

- Completed within three years of the initiation of the request for the transfer credit, and
- Credits have not been applied toward another degree.

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## INTERNATIONAL STUDENTS

International students are required to apply for admission to the PhD program similarly to any applicant. Foreign nationals must receive a minimum score of 550 on the test of English as a Foreign Language (TOEFL). The Educational Testing Service administers the TOEFL in testing centers all over the world. Please visit the Norfolk State University International Student Services website for additional information: <https://www.nsu.edu/student-affairs/iss/graduate>. Students should also visit the TOEFL website for a testing schedule at:

Test of English as a Foreign Language Educational  
Testing Service  
P.O. Box 6155 Princeton, NJ 08541-6155  
USA (609) 771-7100  
Email: [toefl@ets.org](mailto:toefl@ets.org)  
Web: <http://www.toefl.org>

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## CONTINUATION AND EXIT REQUIREMENTS

After admission, continuation in the PhD Program is contingent upon successful completion of coursework, which is defined as earning no less than a "B" grade in each course of the student's program of study. Students must maintain a 3.0 cumulative grade point average each semester.

### Course Information

Courses materials are provided via Blackboard, the course management system utilized by Norfolk State University. All students have full access to the course materials at the same time and throughout the semester. Courses meet weekly and participation in Blackboard activities are part of course requirements. Students are expected to have regular access to a computer. Course examinations may be administered via Blackboard.

### Grades

Grades of B- and below are failing grades in the PhD Program and therefore, do not meet the academic requirement for successful completion of course work.

### Course Repeat Policy

A student who receives a grade of B- or below in a concentration or elective course, but has a cumulative grade point average of 3.0 (B), may repeat the course and continue in the PhD program upon recommendation of the student's academic advisor and approval of the Director. No course can be repeated more than once. Failure to earn a passing grade in a course repeated will result in academic dismissal from the PhD Program.

A student will be permitted to repeat no more than two separate courses in the PhD Program. A third grade of B- or below will result in dismissal.

### Incomplete ("I") Grades

Students must make arrangements with the instructor to remove an “I” grade. The instructor will set a time limit, usually no later than mid-term of the next semester, for the removal of the “I”. After a one (1) year time limit, the “I” grade will automatically change to the “F” grade. Students with “I” grades are not eligible to take the Comprehensive Examinations. Students who fail to remove an “I” grade within the designated time frame will not be permitted to continue in the program.

### **Comprehensive Examinations**

After successful completion of all coursework, students are required to pass SWK 950, the Comprehensive Examination. The PhD Committee administers the Comprehensive Examination on the main campus of Norfolk State University. Students must be present on campus to sit for the examination.

The purpose of the examination is to assess students' ability to conceptualize, integrate, and communicate knowledge pertaining to their educational experience. The examination consists of a written test, which assesses students' mastery of policy, theory and research content. Successful completion of the Comprehensive Examination qualifies a student for admission to Candidacy for the degree of Doctor of Philosophy in Social Work.

If a student fails any portion of the examination, he or she may retake that portion of the examination the following semester. Failure to pass on retesting will result in the student's dismissal from the program. Students who fail all three sections of the Comprehensive Exam on the first attempt are automatically dismissed from the Program.

Candidacy for the Ph.D. in Social Work

Successful completion of the Comprehensive Examinations qualifies the doctoral student for candidacy status. After achieving candidacy status, doctoral students must propose and complete a dissertation study under the direction of the five-member Dissertation Committee.

### **Proposal Defense**

The candidate is required to complete a dissertation proposal under the direction of the dissertation chair. The proposal is submitted to the committee for review and approval. The Dissertation Committee will evaluate the merit of the proposed study and the feasibility of the research methodology. The Committee will approve the proposal or recommend amendments or modifications. The Dissertation Committee, as well as the Program Director and the Dean of the School of Social Work must approve the dissertation proposal before work on the dissertation is initiated.

### **IRB**

Upon successful completion of the oral defense of the dissertation proposal the candidate, under the direction of the chair, will complete and submit an Institutional Review Board (IRB) application. No research may be conducted or data collected without formal written approval of the NSU IRB. Candidates are expected to comply with all policies and procedures of the IRB. Failure to comply with IRB procedures will result in dismissal from the PhD

Program. Students are encouraged to visit the NSU Office of Sponsored Programs' website for complete details.

### **Dissertation**

Completion of the Dissertation is the final requirement for the Ph.D. in Social Work. The dissertation demonstrates the candidate's capabilities with respect to knowledge building that is relevant to the profession of social work.

The Dissertation Committee, under the leadership of the Chair, supervises the completion of the dissertation and conducts the final dissertation defense. Candidates may not sit for the final oral dissertation defense until the dissertation is completed, approved by the chair and the dissertation committee, and submitted to the Doctoral Program Office. All dissertation committee members, the chair and candidate are expected to be present on main campus for the final dissertation defense.

The candidate presents, explains, and justifies his/her research. Contributions of the research to the profession of social work are presented. Proposal defenses and final dissertation defenses must be publicly announced via the PhD Program Office at least two weeks in advance of their occurrence. All announcements will be displayed until the defense date has expired. This policy is intended to foster maximum participation of interested faculty and students and promote scholarly interaction and inquiry.

Because the requirements for formatting and submitting dissertations are unique to the School of Social Work, the candidate must follow the current policies and procedures specified in the Dissertation Guide for completion of the final copy of the Dissertation.

### **Graduation**

Candidates for the Ph.D. in Social Work must submit an application for graduation and follow all application guidelines contained in the Graduate Catalog and PhD Program Handbook. Candidates may not apply for graduation until they have successfully defended their dissertation as approved by the dissertation committee and the PHD Program Director. All necessary revisions required by the dissertation committee must be completed and approved by the dissertation chair prior to application for graduation. The final bound copies of the approved dissertation must be distributed according to the Dissertation Guide, prior to certification for graduation.

The PhD Program director, the Dean of the School of Social Work, and the Dean of the School of Graduate Studies and Research must review and approve the final dissertation prior to graduation.

### **Withdrawal from a Course, the Program, the University**

Students must follow the guidelines and procedures for withdrawals as outlined in the PhD Program Handbook and the Graduate Catalog. Students will receive a copy upon admission.

### Appeal Process

The process for student appeals is discussed in the PhD Social Work Program Handbook and the Graduate Catalog, and is consistent with the procedures of the University and School of Social Work.

### Academic Honesty

Academic honesty includes adherence to guidelines established by the University, its schools and their facilities, for the use of its libraries, its computers and other facilities.

## MENTORSHIP PROGRAM

A special component of the doctoral program is the mentoring/advising system. A faculty mentor is assigned to each doctoral student. The academic mentor functions in a variety of roles, such as supporter, role model, academic advisor, research collaborator, advocate, and broker to professional networks. All mentors establish and maintain consistent formal and informal contact with their mentees.

Mentors assigned to students receiving teaching assistantships assist the students in developing their competence in university teaching. Mentors assigned to students receiving research assistantships focus on the students' competency in research. Generally,

mentors provide assistance to doctoral students in various areas of professional preparation and scholarship, including teaching, research, scholarly writing and presentations, and professional leadership activities.

## COSTS AND FINANCIAL OBLIGATIONS

### Tuition and Fees

The Student Accounts Department is the general billing and collections office for student tuition, course fees, room and board and other education-related fees. Information regarding tuition and fees for students can be found at the office of Student Accounts' website:

<https://www.nsu.edu/finance/student-accounts/tuition-and-fees>

### Parking

All students who desire to bring a vehicle on campus (for any given amount of time) MUST purchase a current NSU Parking Decal. Please visit:

<https://www.nsu.edu/finance/parking/student-parking>

### Financial Aid

The Office of Financial Aid Office works diligently to assist students as they pursue their educational endeavors. NSU offers a wide variety of financial aid programs, including: scholarships, grants, student employment opportunities and loans. Please visit:

<https://www.nsu.edu/enrollment-management/financial-aid/index>

### Teaching and Research Assistantships

Teaching and research assistantships are available to full-time students. These assistantships are designed

to support full-time study and include a stipend plus tuition. Assistantships are generally granted for three years of doctoral study. Students may apply for assistantships when they apply for admission to the doctoral program. A personal interview is required.

### Ph.D. Curriculum

Curriculum Credits Required for Degree. Fifty-four hours are required for the Doctor of Philosophy (PhD) Degree in Social Work.

## CORE CURRICULUM

Students are expected to have the Master of Social Work degree and a background in social work. Thus, core courses are designed to review, frame, and expand social work knowledge and competencies. The core curriculum consists of one nine credit hour semester requiring the following courses:

| COURSE  | COURSE TITLE                | HOURS |
|---------|-----------------------------|-------|
| SWK 811 | Social Work Practice Theory | 3     |
| SWK 813 | Research in Social Work I   | 3     |
| SWK 814 | Social Welfare Policy I     | 3     |

## FAMILY-CENTERED PRACTICE CONCENTRATION

After successful completion of the core curriculum, students enroll in the Family-Centered Practice Concentration Curriculum. The course work provides content on the family as a system and social policies and research methodologies for family practice and research. Additionally, the curriculum covers the impact of social, economic, and political environments on African American and other culturally diverse families, particularly those that are disadvantaged and at risk. The Family-Centered Practice Concentration Curriculum emphasizes the development of knowledge through theory and research that build on a strengths perspective. The course requirements for the concentration curriculum are listed below:

| COURSE  | COURSE TITLE                                   | HOURS |
|---------|--|-------|
| SWK 816 | Research in Social Work II                     | 3     |
| SWK 817 | Social Welfare Policy II                       | 3     |
| SWK 818 | Seminar: The Family in Context                 | 3     |
| SWK 819 | Advanced Research Methods                      | 3     |
| SWK 820 | Seminar: Ethnic Minority Families              | 3     |
| SWK 821 | Multivariate Analysis and Statistical Modeling | 3     |
| SWK 910 | Dissertation Seminar                           | 3     |
| SWK XXX | Social Work Elective                           | 6     |
| XXX XXX | Free Elective                                  | 6     |

**PH.D. IN SOCIAL WORK**

**FULL-TIME CURRICULUM**

**SEMESTER I**

| COURSE                      | COURSE TITLE                | HOURS    |
|-----------------------------|-----------------------------|----------|
| SWK 811                     | Social Work Practice Theory | 3        |
| SWK 813                     | Research in Social Work I   | 3        |
| SWK 814                     | Social Welfare Policy I     | 3        |
| <b>TOTAL HOURS REQUIRED</b> |                             | <b>9</b> |

**SEMESTER II**

| COURSE                      | COURSE TITLE                   | HOURS    |
|-----------------------------|--------------------------------|----------|
| SWK 816                     | Research in Social Work II     | 3        |
| SWK 817                     | Social Welfare Policy II       | 3        |
| SWK 818                     | Seminar: The Family in Context | 3        |
| <b>TOTAL HOURS REQUIRED</b> |                                | <b>9</b> |

**SEMESTER III**

| COURSE                      | COURSE TITLE                      | HOURS     |
|-----------------------------|-----------------------------------|-----------|
| SWK 819                     | Advanced Research Methods         | 3         |
| SWK 820                     | Seminar: Ethnic Minority Families | 3         |
| SWK XXX                     | Social Work Elective              | 3         |
| XXX XXX                     | Free Elective                     | 3         |
| <b>TOTAL HOURS REQUIRED</b> |                                   | <b>12</b> |

**SEMESTER IV**

| COURSE                      | COURSE TITLE                       | HOURS     |
|-----------------------------|------------------------------------|-----------|
| SWK 821                     | Mult. Analysis and Stat . Modeling | 3         |
| SWK XXX                     | Social Work Elective               | 3         |
| XXX XXX                     | Free Elective                      | 3         |
| SWK 910                     | Dissertation Seminar               | 3         |
| <b>TOTAL HOURS REQUIRED</b> |                                    | <b>12</b> |

**SEMESTER V**

| COURSE                      | COURSE TITLE          | HOURS    |
|-----------------------------|-----------------------|----------|
| SWK 999A                    | Doctoral Dissertation | 6        |
| <b>TOTAL HOURS REQUIRED</b> |                       | <b>6</b> |

**SEMESTER VI**

| COURSE                      | COURSE TITLE          | HOURS    |
|-----------------------------|-----------------------|----------|
| SWK 999B                    | Doctoral Dissertation | 6        |
| <b>TOTAL HOURS REQUIRED</b> |                       | <b>6</b> |

**SUMMARY OF GRADUATION REQUIREMENTS**

| SUBJECT AREA                       | HOURS     |
|------------------------------------|-----------|
| Major Requirements                 | 30        |
| Electives                          | 12        |
| Other Requirements                 | 12        |
| <b>TOTAL DEGREE HOURS REQUIRED</b> | <b>54</b> |

**PH.D. IN SOCIAL WORK**

**PART-TIME CURRICULUM**

**SEMESTER ONE**

| COURSE                      | COURSE TITLE              | HOURS    |
|-----------------------------|---------------------------|----------|
| SWK 814                     | Social Welfare Policy I   | 3        |
| SWK 813                     | Research in Social Work I | 3        |
| <b>TOTAL HOURS REQUIRED</b> |                           | <b>6</b> |

**SEMESTER TWO**

| COURSE                      | COURSE TITLE               | HOURS    |
|-----------------------------|----------------------------|----------|
| SWK 816                     | Research in Social Work II | 3        |
| SWK 817                     | Social Welfare Policy II   | 3        |
| <b>TOTAL HOURS REQUIRED</b> |                            | <b>6</b> |

**SEMESTER THREE**

| COURSE                      | COURSE TITLE                | HOURS    |
|-----------------------------|-----------------------------|----------|
| SWK 811                     | Social Work Practice Theory | 3        |
| SWK 819                     | Advanced Research Methods   | 3        |
| <b>TOTAL HOURS REQUIRED</b> |                             | <b>6</b> |

**SEMESTER FOUR**

| COURSE                      | COURSE TITLE                       | HOURS    |
|-----------------------------|------------------------------------|----------|
| SWK 818                     | Seminar: The Family in Context     | 3        |
| SWK 821                     | Multi. Analysis and Stat. Modeling | 3        |
| <b>TOTAL HOURS REQUIRED</b> |                                    | <b>6</b> |

**SEMESTER FIVE**

| COURSE                      | COURSE TITLE                      | HOURS    |
|-----------------------------|-----------------------------------|----------|
| SWK 820                     | Seminar: Ethnic Minority Families | 3        |
| XXX XXX                     | Free Elective                     | 3        |
| SWK XXX                     | Social Work Elective              | 3        |
| <b>TOTAL HOURS REQUIRED</b> |                                   | <b>9</b> |

**SEMESTER SIX**

| COURSE                      | COURSE TITLE         | HOURS    |
|-----------------------------|----------------------|----------|
| SWK XXX                     | Social Work Elective | 3        |
| SWK 910                     | Dissertation Seminar | 3        |
| XXX XXX                     | Free Elective        | 3        |
| <b>TOTAL HOURS REQUIRED</b> |                      | <b>9</b> |

**SEMESTER SEVEN**

| COURSE                      | COURSE TITLE          | HOURS    |
|-----------------------------|-----------------------|----------|
| SWK 999A                    | Doctoral Dissertation | 6        |
| <b>TOTAL HOURS REQUIRED</b> |                       | <b>6</b> |

**SEMESTER EIGHT**

| COURSE                      | COURSE TITLE          | HOURS    |
|-----------------------------|-----------------------|----------|
| SWK 999A                    | Doctoral Dissertation | 6        |
| <b>TOTAL HOURS REQUIRED</b> |                       | <b>6</b> |

**SUMMARY OF GRADUATION REQUIREMENTS**

| SUBJECT AREA                       | HOURS     |
|------------------------------------|-----------|
| Major Requirements                 | 30        |
| Electives                          | 12        |
| Other Requirements                 | 12        |
| <b>TOTAL DEGREE HOURS REQUIRED</b> | <b>54</b> |

| CODE     | SUBJECT                            |
|----------|------------------------------------|
| CPS      | Community/Clinical Psychology      |
| CSC      | Computer Science                   |
| CJS      | Criminal Justice                   |
| ECS      | Early Childhood Education          |
| EDU      | Education                          |
| EED      | Elementary Education               |
| EEN      | Electronics Engineering            |
| FIA      | Fine Arts Studies                  |
| MATS/MSE | Materials Science                  |
| MUS      | Music                              |
| OEN      | Optical Engineering                |
| PHY      | Physics                            |
| POS      | Political Science                  |
| PSYD     | Psychology                         |
| SED      | Secondary Education and Leadership |
| SWK      | Social Work                        |
| SPE      | Special Education                  |
| UAD      | Urban Affairs                      |
| UED      | Urban Education                    |

|    |                                 |
|----|---------------------------------|
| SS | Summer School Only              |
| FO | Fall Semester Only              |
| SO | Spring Semester Only            |
| E  | Each Semester including Summer  |
| EE | Each Semester excluding Summer  |
| FS | Fall and Summer Semesters Only  |
| SI | Sufficient Student Interest     |
| SU | Spring and Summer Semester Only |
| O  | Offered Every Other Year        |

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## CHEMISTRY - CHM

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**CHM 545** **Three Credits**

**Mathematical Methods**

Study of advanced mathematical topics including Fourier series, determinants and matrices, complex variables, calculus of variations, vector analysis, series solutions of differential equations, and partial differential equations, with special emphasis on applications to physical science topics.

**CHM 633** **Three Credits**

**Molecular Dynamics**

This course covers modern concepts in chemical physics describing reaction phenomena, transition state theory, and the correlation between molecular and chemical dynamics. The course also covers experimental techniques and physical models for reactivity at a microscopic level and chemical reactivity in materials.

**CHM 663** **Three Credits**

**Atomic/Molecular Spectroscopy**

The subject of atomic and molecular spectroscopy is to learn how atoms and molecules absorb and release electromagnetic energy. To understand these properties scientists apply quantum mechanical principals.

Spectroscopy is a crucial tool for understanding chemical and physical properties of molecules as well as materials. This course begins with a discussion of the energy and positions of electrons and other quantum size particles and continues to elaborate on the nature of molecules and solids.

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## COMPUTER SCIENCE - CSC

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**CSC 521** **Three Credits**

**Database Principles And Design**

*Prerequisites: Graduate Standing and Permission of instructor; CSC 372/Data Structures*

An introductory course emphasizing the basic concepts and principles of database systems. Topics include relational, hierarchical, and network approaches to data organization.

**CSC 526** **Three Credits**

**Structured Programming**

*(Does not count towards M.S.CSC degree credits)*

*Prerequisites: Graduate Standing and Permission of Instructor*

This is a one semester course that extensively covers programming concepts and techniques at an accelerated pace. Students learn how to develop, test, and debug programs on both UNIX and Microsoft platforms. Topics covered include control structures, files, arrays, strings, classes and data abstractions, pointers, virtual functions, object-oriented concepts, linked lists, stacks, and queues.

**CSC 530** **Three Credits**

**Data Communications**

*Prerequisites: CSC 372 Data Structures/Graduate Standing* Focuses on the basic principles of computer communication, Internet architecture and applications. Topics include transmission media, data encoding, transmission techniques, protocols, switching networks, broadcast networks, and local area networks.

**CSC 535** **Three Credits**

**Computer Security I**

*Prerequisites: Graduate Standing and Permission of Instructor* Security for computer systems. Includes an introduction to Information Assurance concepts in addition to logging, encryption and decryption, effects on operating systems and machine architecture, countermeasures, risk analysis, security administration, legality and ethics, and computer forensics.

**CSC 555** **Three Credits**

**Management of Information Security**

*Prerequisites: CSC 535 Computer Security I*

For security system administrators and managers who are responsible for the design, planning and management of security installations in business and government institutions.

**CSC 564** **Three Credits**

**Operating Systems**

*Prerequisites: Graduate Standing; CSC 372/Data Structures* Topics include the history and evolution of operating systems, the concepts behind and structure of various operating systems, process scheduling, interposes communication, input and output, multiprogramming, memory management and file systems. Concepts of distributed operating systems are also introduced.

**CSC 566** **Three Credits**

**Advanced Computer Topics I**

*Prerequisites: Permission of Instructor*

Advanced computer topics not generally covered in the curriculum. Designed as a Computer Science elective -- not as a replacement for any specific required course.

**CSC 567** **Three Credits**

**Advanced Computer Topics II**

*Prerequisites: Permission of Instructor*

Advanced computer topics not generally covered in the curriculum. Designed as a Computer Science elective -- not as a replacement for any specific required course.

**CSC 570** **Three Credits**

**Artificial Intelligence**

*Prerequisites: Graduate Standing and Permission of instructor; CSC 372/Data Structures*

In depth study of concepts and problem solving techniques of artificial intelligence. Topics include knowledge representation, functional and logic

programming, machine learning, natural language understanding, computer vision, robotics, and societal impact.

**CSC 576** **Three Credits**

**Advanced Computer Topics III**

*Prerequisites: Permission of Instructor*

Advanced computer topics not generally covered in the curriculum. Designed as a Computer Science elective -- not as a replacement for any specific required course.

**CSC 577** **Three Credits**

**Advanced Computer Topics IV**

*Prerequisites: Permission of Instructor*

Advanced computer topics not generally covered in the curriculum. Designed as a Computer Science elective -- not as a replacement for any specific required course.

**CSC 580** **Three Credits**

**Computer Graphics**

*Prerequisites: Graduate Standing and Permission of instructor; CSC 372/Data Structures*

Designed to focus on interactive computer graphics hardware and software: display devices, 2D and 3D geometric transformations, raster algorithms, representation of curves and surfaces, hidden line removal and surfaces, shading algorithms, and color graphics.

**CSC 593** **Three Credits**

**Systems Programming**

*Prerequisites: CSC 564/Operating Systems*

Fundamentals of system and network programming methodology, techniques, system calls and library calls.

**CSC 596** **Three Credits**

**Compiler Construction**

*Prerequisites: Graduate Standing and Permission of instructor; CSC 372/Data Structures*

An introduction to the fundamentals of compiler construction and language translation. Topics include lexical analysis, specifications of syntax, and algorithms for syntactic analysis, code generation, and optimization techniques.

**CSC 611** **Three Credits**

**Computational Science I**

*Prerequisites: Permission of Instructor*

Computational Science is an emerging field of study focusing on collaborative research converging a wide variety of science disciplines. This is a one-semester course to provide students with an overview of applications of computational skills to solve scientific research problems. The computational skills in review include Programming Languages, Algorithms, Database Implementation, Internet technologies, Data Visualization, Statistics, Modeling and simulation, and Operations Research. The course will be team-taught by a group of scientists from Mathematics, Chemistry,

Physics, Biology and Engineering departments and Center for Material Research, SciViz Laboratory and the B.E.S.T. Laboratory, and other applied science laboratories to cover a wide- range of expertise.

**CSC 612** **Three Credits**

**Computational Science II**

*Prerequisites: Permission of Instructor*

Computational Science is a rapidly emerging field to foster collaborative research by teams of mathematicians, computer scientists, and scientists, to cover a wide variety of science disciplines. This is a one-semester course to provide students with an overview of applications of computational skills to solve scientific research problems. The computational skills in review include Programming Languages, Algorithms, Database Implementation, Internet technologies, Data Visualization, Statistics, Modeling and simulation, and Operations Research. The course will be team-taught by a group of scientists from Mathematics, Chemistry, Physics, Biology and Engineering departments and Center for Material Research, SciViz Laboratory and the B.E.S.T. Laboratory, and other applied science laboratories to cover a wide-range of expertise.

**CSC 625** **Three Credits**

**Analysis of Algorithms**

*Prerequisites: Graduate Standing or Permission of Instructor* Design and analysis of algorithms. Turing machines, NP- Complete theory, best, average, and worst case analysis, divide-and-conquer, greedy method, dynamic programming, graph traversal, backtracking, and branch- and bound techniques. Sorting, searching, graph algorithms, and optimization.

**CSC 630** **Three Credits**

**Computer Networks**

*Prerequisites: CSC 530/Data Communications or Equivalent*

A one-semester, advanced graduate-level course focusing on the concept of internetworking in general and the TCP/IP internet technology in particular. The course reviews both the architecture of network interconnections and the principles underlying protocols that make interconnected networks function as a single, unified communication system. It also covers how an internet communication system can be used for distributed computation and communication.

**CSC 635** **Three Credits**

**Computer Security II**

*Prerequisites: CSC 535 or Permission of Instructor*

Intrusion detection systems, malicious software (viruses, worms, and other rogue programs), advanced risk analysis methodologies, international standards and computer security models (Bell and LaPadula, Biba, Clark and Wilson), network and distributed security, database security.

**CSC 650** **Three Credits**  
**Cryptography**  
*Prerequisites: CSC 535 or Permission of Instructor*  
Study of historical and modern cryptographic techniques and algorithms. Topics include symmetric and asymmetric key cryptography, one-way functions, secure hash functions, digital signatures, key exchange, authentication, key management, PKI, DES, AES (Rijndael), current topics.

**CSC 660** **Three Credits**  
**Parallel Computing**  
*Prerequisites: Analysis of Algorithms & Computer Architecture or Permission of Instructor*  
Study of high performance computing techniques. Includes the study of parallel computer architecture, memory, and I/O. Also, parallel computer algorithms to include shared and distributed memory, parallel computation models, graph algorithms, numerical algorithms, divide-and-conquer.

**CSC 668** **Three Credits**  
**Advanced Computer Architecture**  
*Prerequisites: Graduate Standing; CSC 468/Computer Architecture* Principles and advanced topics of the instruction set architecture for uni-processor, embedded system processor, and multi-processor.

**CSC 678** **Three Credits**  
**Scientific Visualization**  
*Prerequisites: Permission of Instructor*  
Description: Fundamental concepts of the algorithms and design principles underlying modern 3D computer graphics, data and scientific visualization.

**CSC 691** **Three Credits**  
**Graduate Independent Study I**  
*Prerequisites: Permission of Instructor*  
Supervised independent project designed to give computer science graduate students an opportunity to explore a single topic in a one-to-one learning relationship with a faculty member.

**CSC 701** **One Credit**  
**Continuing Registration**  
*(Does not count towards M.S.CSC degree credits)*  
*Prerequisites: Permission of Instructor*  
A one credit hour course that allows students to maintain continuous registration status.

**CSC 702** **One Credit**  
**Practicum**  
*(Does not count towards M.S.CSC degree credits)*  
*Prerequisites: Permission of Instructor*  
A one credit-hour course that allows students to apply their skills in a work setting. The credit earned through this course will not be counted towards M.S.CSC degree credit. A student can take this course, and repeat it for up to three times, when he/she is away from campus on outside employment for internship or practical training in a related technical field. This is a Pass/Fail course.

**CSC 720** **Three Credits**  
**Wireless Sensor Networks**  
*Prerequisites: CSC 530 Data Communications or Equivalent*  
An advanced, graduate-level course focusing on study of wireless sensor networks from communications, security, and computing platform viewpoints. Wireless sensor networks are a sensing, computing and communication infrastructure enabling the monitoring and manipulating of the environment.

**CSC 730** **Three Credits**  
**Advanced Topics in Networking**  
*Prerequisites: Permission of Instructor*  
Advanced topics in networking including optical networks, dynamic spectrum access in wireless networks, cognitive radio networks, network coding, and other emerging network technologies.

**CSC 745** **Three Credits**  
**Network Defense**  
*Prerequisites: CSC 530 Data Communications*  
Focuses on network defense and countermeasures, including firewalls, intrusion detection and prevention systems, virtual private networks.

**CSC 750** **Three Credits**  
**Evolutionary Computing**  
*Prerequisites: Permission of Instructor*  
The fundamentals of applying biological evolutionary characteristics to optimization of very complex problems.

**CSC 760** **Three Credits**  
**Secure Software Development**  
*Prerequisites: Graduate Standing and Permission of instructor; Cryptography & Computer Security II*

Introduction to basic concepts and the latest research trends and results in developing secure software. Topics include the best practices in developing secure software within Software Development Lifecycle (SDLC), vulnerability assessment, and code analysis techniques.

**CSC 765** **Three Credits**  
**Advanced Topics In Information Assurance**  
*Prerequisites: Cryptography & Computer Security II, or Permission of Instructor*  
Survey of current topics in Information Assurance.

**CSC 781** **Three Credits**  
**Advanced Graduate Computer Topics I**  
*Prerequisites: Permission of Instructor*  
Advanced computer topics not generally covered in the graduate 600/700 level curriculum. Designed as a Computer Science graduate elective -- not as a replacement for any core course.

**CSC 782** **Three Credits**  
**Advanced Graduate Computer Topics II**  
*Prerequisites: Permission of Instructor*  
Advanced computer topics not generally covered in the graduate 600/700 level curriculum. Designed as a Computer Science graduate elective -- not as a replacement for any core course.

**CSC 791** **Three Credits**  
**Independent Study II**  
*Prerequisites: Permission of Instructor*  
Supervised independent project designed to give computer science graduate students an opportunity to explore a single topic in a one-to-one learning relationship with a faculty member.

**CSC 795** **Three Credits**  
**Master's Project**  
*Prerequisites: Completion of 15 hours of approved graduate courses.*  
Guided master's degree project under the supervision of the project advisor; requires extensive expository and other tasks and a formal 45 minute public presentation of the project's work. Projects must be approved by the Computer Science Graduate Committee.

**CSC 798** **Three Credits**  
**Master's Thesis I**  
*Prerequisites: Completion of 15 hours of approved graduate courses.*  
First semester of the Master's Thesis sequence. Under the supervision of the thesis advisor, students prepare a thesis proposal and work toward the goal of completing all background material needed for their research. Minimally, a satisfactory thesis draft will be used to satisfy completion of the course. The Graduate Committee must approve the thesis topic.

**CSC 799** **Three Credits**  
**Master's Thesis II**  
*Prerequisites: Completion of 15 hours of approved graduate courses.*  
The culmination of the two semester master's thesis sequence. Students must complete the thesis and defend it to a committee.

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## **CRIMINAL JUSTICE - CJS**

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**CJS 510** **Three Credits**  
**Crime Prevention**  
All crime prevention programs advocate proactive rather than reactive methods to combat crime. This course studies programs intended to address the ability, motivation, and opportunity for persons to commit crimes. Specific approaches and programs such as crime prevention through environmental design (CPTED), Neighborhood Watch, TRIAD, and DARE are considered.

**CJS 571** **Three Credits**  
**Youth Crime and School**  
The role of school experiences in the etiology of juvenile crime has been debated for a long time. Recent incidents of violence occurring on school grounds have increased concern for the safety of students. The response of schools to violence, drug abuse and other crimes will be examined to identify programs that have been successful in reducing youth crime.

**CJS 575** **Three Credits**  
**Legal Aspects of Juvenile Justice**  
Juvenile justice has made a distinction between criminal and status offenses. Courts have recognized this distinction in specifying the rights of juveniles when violating cultural norm. The course studies legal policies affecting youth including their transference to criminal courts. Procedures in the United States are compared to those in other societies.

**CJS 590** **Three Credits**  
**Readings in Criminal Justice**  
This is an intensive directed reading course in criminal justice.

**CJS 592** **Three Credits**  
**Special Topics**  
Selected topics in the field of criminal justice are examined. This course may be registered for more than once if a different topic is studied each semester.

**CJS 601** **Three Credits**  
**Systems of Criminal Justice**  
This course examines the traditional model of criminal justice in the United States by comparing it to criminal justice systems of selected other countries. The course also introduces a restorative justice model as an alternative to the adversarial system currently followed by most jurisdictions.

**CJS 607** **Three Credits**  
**Minorities in Criminal Justice**  
Although minorities are disproportionately over-represented in arrests, conviction and incarcerations, they are disproportionately under-represented among criminal justice practitioners. This course examines theories advanced to account for and methods offered to alter these figures.

**CJS 610** **Three Credits**  
**Theories of Crime and Delinquency**  
A number of theories of crime and delinquency have been developed from a variety of perspectives, for example, biological, psychological, sociological, feminist and conflict. This course addresses the major ideas offered to explain criminal behavior. Similarities and differences between the theories are noted. Criteria for evaluating the usefulness of a theory are identified.

**CJS 611** **Three Credits**  
**Administration of Criminal Justice Organizations**  
This course rests upon the premise that criminal justice agencies need to apply sound principles of organizational management in order to be efficient. The course studies how corporate and public administration techniques may be applied to criminal justice agencies.

**CJS 612** **Three Credits**  
**Strategic Planning For Criminal Justice**  
Increasingly, criminal justice practitioners recognize the importance of planning and preparing for criminal situations before they occur. This course examines ways to use current information to plan for the future in structuring organizations, setting priorities, and identifying resources needed to be more effective.

**CJS 613** **Three Credits**  
**Community Policing**  
Recently, police departments have adopted techniques to bring community citizens and police officers closer together so that by working together crime may be reduced. This course compares different models of community policing and techniques for evaluating their impact.

**CJS 614** **Three Credits**  
**Jails and Prisons**  
While jails and prisons incarcerate inmates, salient differences between these institutions pose problems for sheriffs and wardens. This course studies jails and prisons as complex organizations with varied sometimes- conflicting goals.

**CJS 615** **Three Credits**  
**Community Corrections**  
Increasingly, the criminal justice system is implementing intermediate sanctions to supervise offenders in the community. Although probation and parole have a political history, newer programs have been devised to take advantage of emerging technology. This course examines factors that enhance or impede the successful adjustment of offenders in their efforts to live crime-free in the community.

**CJS 616** **Three Credits**  
**Restorative Justice**  
Restorative justice recognizes that any response to crime should bring victims and offenders to reconciliation in which a sense of community is reestablished. A number of theoretical perspectives exist within this broad framework. The course introduces techniques of mediation and other methods of restorative justice.

**CJS 617** **Three Credits**  
**Offender Reentry Program**  
The vast majority of incarcerated criminals are released from jail and prison to return to the community. They often face problems of adjusting to a

lifestyle with some freedom but a number of restrictions. Reentry to a free society poses problem for the offender, families, and

**CJS 618** **Three Credits**  
**Legal Issues in Criminal Justice Management**  
This course focuses on the examination and analysis of legal implications and challenges of criminal justice management decisions, policies, programs, and the roles of the criminal justice manager.

**CJS 644** **Three Credits**  
**Research Methods in Criminal Justice**  
Information about criminal behavior shapes theories and responses to crime. Therefore, it is important to develop valid and reliable data which can be used to understand criminal justice issues. Standards for obtaining and evaluating empirical data are articulated in this course.

**CJS 645** **Three Credits**  
**Quantitative Analysis in Criminal Justice**  
Quantitative data are the backbones of theory testing and organizational decision making. This course identifies statistical databases and introduces analytical techniques to produce meaningful information. Skills with computer applications are developed.

**CJS 646** **Three Credits**  
**Computer Applications in Criminal Justice**  
Advances in computer technology have had a major influence on criminal justice practices. This course introduces students to some of the innovative hardware and software developments for criminal justice. Topics include but are not limited to crime mapping, statistical analysis of quantitative data, surveillance and identification procedures, and techniques to combat cyber crime.

**CJS 650** **Three Credits**  
**Criminal Justice Policy Analysis**  
Scientific based facts are essential for sound criminal justice policies. At the same time, such policies reflect political forces in the society. This course examines procedures for analyzing how policies are enacted and implemented by focusing on specific case studies.

**CJS 651** **Three Credits**  
**CRIMINAL JUSTICE ETHICS**  
Any system of justice must acknowledge the importance of an ethical foundation. This course studies different paradigms of ethical behavior and procedures that may be followed if unethical acts occur. The course recognizes that all citizens, not just criminal justice professionals, must address ethical principles.

**CJS 660** **Three Credits**  
**Crime Victims and Victim Services**  
This course introduces students to some of the important issues and controversies concerning victims

of crime. Students will develop an appreciation for the victimization experience by studying the major perspectives concerning the roles of victims in criminal events and the criminal justice system, the provision of services to crime victims, and the importance of power related to crime victims. The course will examine crime victims in the United States and other countries

**CJS 665** **Three Credits**  
**Criminal Justice Internship**

Students will perform various duties agencies and organizations active-in criminal justice. An agency supervisor and the internship supervisor will direct each student in mastering relevant skills to compete the tasks associated with a significant position in the internship agency. During the internships each student will be considered a quasi-working member of the agency.

**CJS 670** **Three Credits**  
**History/Philosophy of Juvenile Justice**

Even though the first juvenile court in the United States was established at the end of the 19th Century, concern about how to respond to juvenile offenders has varied historically. The course traces trends across eras and cultures to consider ways that adults have tried to control the behaviors of juveniles. It examines how philosophical movements have influenced criminal justice policy.

**CJS 672** **Three Credits**  
**Policing and Adjudicating Juveniles**

The course considers the advantages and disadvantages of special youth bureaus in police departments. Further consideration is given to the structure and procedures of juvenile justice.

**CJS 674** **Three Credits**  
**Juvenile Corrections and Treatment**

The philosophy of protecting juveniles has been the traditional perspective of the United States. Consequently, rehabilitation rather than punishment has been the objective in responding to juvenile delinquents. Changing perspectives on youth have brought about more punitive responses to young criminals, however. The conflict between corrections and treatment is considered in how societies seek justice for juveniles.

**CJS 676** **Three Credits**  
**Juvenile Delinquency and the Justice System**

This course examines the meaning of the concept of juvenile delinquency as a separate entity in the criminal justice system. The course also surveys youth victimization and offending patterns and analyzes the diverse theoretical explanations of delinquency.

**CJS 678** **Three Credits**  
**Juvenile Offenders and Youth Gangs**

Juvenile delinquency has come to be almost synonymous with gang membership. Yet, there is

some question about the prevalence of juvenile gangs and their criminality. The course examines gangs throughout history and traces their structures using research-based facts explicating the importance of youth gangs in society.

**CJS 680** **Three Credits**  
**Status Offenders and the Community**

Status offenders pose a special concern for the juvenile justice system. The course compares status offenders and juvenile delinquents to determine similarities and differences in their behaviors and causal backgrounds. The community model will be employed.

**CJS 681** **Three Credits**  
**Youth and Society**

This course introduces students to some of the important issues and controversies concerning youth in society. The course will examine youth in the United States and other countries. The basic point of view is that youth is a social construct reflecting both social structural and cultural influences. This course examines how the roles of youth are defined for different age groups and cultures. The emphasis is on understanding how societal factors influence youthful behavior for conformity and deviance.

**CJS 688** **Three Credits**  
**Family Based Intervention**

The primary influence of families on youth has been long recognized. This course considers how families may be used as instruments of crime prevention and rehabilitation. By focusing on the family unit, the course examines how family structure and dynamics shape children at different stages of development. Specific family counseling techniques will be studied.

**CJS 689** **Three Credits**  
**Gender, Crime, and Justice**

This course examines gender issues in the criminal justice system. It focuses on women as offenders, prisoners, victims, and survivors of crime, and professionals.

**CJS 690** **Three Credits**  
**Independent Study in Criminal Justice**

Students, under faculty guidance, will research and analyze specific areas of interest in criminal justice.

**CJS 699** **Six Credits**  
**Thesis**

Students in this course will design and conduct original criminal or juvenile justice research under the guidance of a faculty committee. The final, written report will present the research problem, theoretical rationale, methodology, results, and interpretation with policy implications as appropriate. An approved thesis proposal is required as a prerequisite to this course. Permission of instructor is required.

**CJS 750** **Zero Credits**  
**Continuing Registration**

To allow Criminal Justice graduate students who have completed course work to remain in good standing while working on the thesis or comprehensive examination.

**CJS 752** **Zero Credits**  
**Comprehensive Examination**

This course is required for all students taking the comprehensive examination. Students should register for the course the semester they intend to sit for the comprehensive examination.

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## **CYBERSECURITY – CYS**

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**CYS 564** **Three Credits**  
**Secure Operating Systems**

This course introduces students to Operating Systems with the special emphasis on the security of these systems. Students will be introduced to the foundations of Operating Systems, the vulnerabilities of Operating Systems, the threats from attackers and the potential harm that can be caused by these attackers. Defense of these systems as well as the risk mitigation will be covered. The notion of a trusted Operating System will be introduced and will be a pivotal standard used to compare various Operating Systems.

**CYS 573** **Three Credits**  
**Network Fundamentals**

This is an introductory course that covers the basics of how networks work, including the topics of OSI model, Internet model, network components, LANs, WANs, routers, switches, wireless communication, network security, TCP/IP Internet protocols, and network applications such as web and email. It also covers the fundamental aspects of configuring and troubleshooting network features on a Windows or UNIX workstation.

**CYS 672** **Three Credits**  
**Computer and Network Forensics**

The topics covered in this course include fundamentals of digital forensics, forensic duplication and analysis, network surveillance, intrusion detection and response, incident response, anti-forensics techniques, anonymity and pseudonymity, cyber law, computer security policies and guidelines, court report writing and presentation, and case studies. The course will include lecture and demonstrations, but is designed around a virtual lab environment and scenario that provides for robust and realistic hands-on experiences in dealing with a range of information assurance topic areas. Students will be provided numerous practical opportunities to apply information security practices and technologies to solve real-world cybersecurity problems.

**CYS 688** **Three Credits**  
**Human Aspects of Cybersecurity**

This course focuses on the theory and practice of implementing secure database systems. Emphasis will be placed on database security principles, database application security models, database auditing models, security implementation and database reliability.

**CYS 697** **Three Credits**  
**Ethical Hacking and Penetration Testing**

This course is designed for students pursuing a graduate degree in cyber security with particular interest in working as a white hat hacker. The students will be trained theoretically and practically in understanding vulnerabilities in network architectures, operating systems, database management systems and web servers. They will learn how exploits are designed by an adversary attacker to penetrate into vulnerable systems. The students will also learn how the hacker can move into a hacked system and remove her/his footprints. The course will expose students to a host of tools used for network scanning, finger printing and password cracking. These tools include Nmap, Nessus and Backtrack among others. There will be a thorough discussion on the emerging hack technology for wireless LANs and defenses against them.

**CYS 721** **Three Credits**  
**Database Security**

This course focuses on the theory and practice of implementing secure database systems. Emphasis will be placed on database security principles, database application security models, database auditing models, security implementation and database reliability.

**CYS 755** **Three Credits**  
**Healthcare Information Security**

This course is designed for students seeking to learn more about the field of healthcare information security. It covers the fundamentals of computer and network security theories and practices that can be used to significantly reduce the security vulnerability of healthcare information on internal networks or the Internet. An in-depth view of healthcare information is provided by examining healthcare regulatory requirements and the functions of a healthcare organization, including its medical business operations, hardware, software, networking, and security. Topics include electronic health records, security policy, web security, database security, security administration, and healthcare ethics, privacy, and law.

**CYS 765** **Three Credits**  
**Advanced Topics in Cybersecurity**

This course covers state-of-the-art advances, emerging trends, and threats in cybersecurity. Topics to be covered include current topics in Information Assurance, advanced digital forensics, new approaches to management of cybersecurity and new threats, vulnerabilities and controls.

**CYS 795**

**Six Credits**

**Cybersecurity Capstone**

This project course is the capstone experience for graduate students in the Master's degree in Cybersecurity. This course provides students with the opportunity to carry out in depth research on a specified topic in cybersecurity. The student's project will reflect the integration and application of the cybersecurity knowledge gained over the course of the program.

**EARLY CHILDHOOD EDUCATION / SPECIAL EDUCATION – ECS**

**ECS 580**

**Three Credits**

**Developmental Delays in the Early Years**

This course provides an overview of early childhood special education. The nature and characteristics of major disabling and at risk conditions will be presented. Special emphasis will be placed on the trends for service delivery to the birth through age five population including culturally and linguistically diverse young children with disabilities. Observation hours (15 hours) will be required for this class.

**ECS 626**

**Three Credits**

**Parent Participation in Education Systems**

Study of planning, implementation and evaluation of parent education programs and parent participation programs in urban schools. Focuses on helping parents develop leadership skills; parents as teachers of their children; parents as teacher assistants in the classroom; and parents as community leaders. Includes experiences with material development of parent education; home visits, individual counseling, and parent-teacher conferences and interactions. Strong emphasis will be placed on the needs of culturally and linguistically diverse children with disabilities and their family from a family systems theory perspective, as well as development of IFSPs and IEPs.

**ECS 683**

**Three Credits**

**Intervention Strategies for High Risk Children**

The aim of this course is to enhance teachers' skills in identifying high risk children and the causative factors which may lead to early intervention. Through research and case studies, students will develop competencies in planning and utilizing effective intervention programs and strategies to maximize the learning and adjustment of children labeled as high risk educationally, sociologically, psychologically and physically. Development of IEPs and IFSPs will be discussed. Twenty hours of observation/participation at this level is required.

**SPE 523**

**Three Credits**

**Attributes and Medical Conditions Associated With Early Childhood Special Education**

Medical aspects of development and legal issues as they relate to educational issues will be explored. This will include exploration of etiology, treatment, medical characteristics and educational approaches. The Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, the Disabilities in Education Improvement Act (IDEIA), and the No Child Left Behind Act (NCLB) will be discussed. Twenty (20) hours of guided observation/participation at this level are required (see [http://www.nsu.edu/education/pdf/ProfessionalObservatio\\_nHandbook.pdf](http://www.nsu.edu/education/pdf/ProfessionalObservatio_nHandbook.pdf) ).

**SPE 613**

**Three Credits**

**Assessment and Evaluation In ECC**

This course is designed to provide students with a theoretical, clinical, pragmatic, and relevant overview regarding the assessment and evaluation of infants, toddlers, and preschoolers with special needs. The course will also highlight procedures and measures used to evaluate a spectrum of abilities (i.e. cognition, motor, sensory, communication, adaptive behavior, and social competence) with sensitivity to class, cultural differences, environment, and family resources. The culminating focus will be using the assessment information to determine, plan, and implement appropriate placements and programs of intervention. Twenty (20) hours of guided observation/participation at this level are required (see [http://www.nsu.edu/education/pdf/ProfessionalObservatio\\_nHandbook.pdf](http://www.nsu.edu/education/pdf/ProfessionalObservatio_nHandbook.pdf) ).

**SPE 643**

**Three Credits**

**Communication Development for Early Childhood Special Education**

This is a graduate course designed to increase knowledge and develop skills to enhance teachers' skills in identifying and working with young children with communication and speech challenges. Through the use of course readings, available research and case studies, candidates will develop competencies in planning and utilizing effective methods and strategies for working with children who have communication and language disabilities to maximize learning in early childhood and classroom situations. Twenty (20) hours of guided observation/participation at this level are required (see [http://www.nsu.edu/education/pdf/ProfessionalObservatio\\_nHandbook.pdf](http://www.nsu.edu/education/pdf/ProfessionalObservatio_nHandbook.pdf) ).

**UED 636**

**Three Credits**

**Instruction and Classroom Management for Early Childhood Special Education**

This course provides teachers and other related professionals with knowledge of instructional strategies and various methods of classroom and behavior management for infants, toddlers, and preschoolers with special needs. The course will provide a practical

guide to in-service and pre-service teachers, families, and paraprofessionals for implementing instruction and applying behavior management techniques in both general and special education settings, the home, and the community. In addition, the ethics of behavior management, the rights of children, and the legal and legislative impact upon behavior management will be covered.

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## EDUCATION - EDU

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### **EDU 501** **Three Credits** **Foundations of Education**

This course concentrates on issues facing American education today. It is an interdisciplinary attempt (incorporating the historical, political, economic, legal, social, philosophical, and curricular foundations) to provide pre-service teachers with a deep understanding of the profession and the issues and controversies confronting American education today. Attention is also given to, 1) the legal status of teachers and students, including federal and state laws and regulations, school as an organization/culture, and contemporary issues in education. 2) the ability of students to construct and interpret valid assessments using a variety of formats in order to measure student attainment of essential skills in a standards-based environment, and 3) the ability of students to analyze assessment data to make decisions about how to improve instruction and student performance. The primary focus is to prepare reflective teachers who will be able to make informed decisions to improve and enhance the learning environment for children. Focus is also placed on class discussion, outside readings, research, and problem-solving strategies. The course is designed for any student who is interested in teaching.

### **EDU 605** **Three Credits** **Human Growth and Development**

This course is designed to analyze the nature and range of human characteristics through the study of principles and procedures in evaluating student growth in skills, attitudes and understanding. Candidates will conduct in-depth study into moral development, values clarification, and perceptual and cognitive factors in learning and reading.

### **EDU 610 C** **Three Credits** **Human Growth and Lifespan**

In this course students will be able to understand the phase and stages of lifespan development with application to counseling. Current research findings on major developmental issues including physical, social, emotional, speech and language, and cognitive processes of individuals will be emphasized.

### **EDU 612 C** **Three Credits** **Counseling for Human Growth and the Lifespan**

In this course, candidates will be able to understand the stages of lifespan development with applications to

counseling. Current research findings on major developmental issues including physical, social, emotional, speech and language, and cognitive processes of individuals will be emphasized.

### **EDU 636** **Three Credits** **Classroom and Behavior Management**

*Prerequisites: PRAXIS I/ SAT/ ACT*

Skills in this course shall contribute to an understanding and application of classroom and behavior management techniques and individual interventions, individual techniques that promote emotional well-being and teach and maintain behavioral conduct and skills consistent with norms, standards, and miles of the educational environment. This area shall address diverse approaches based upon behavioral, cognitive, affective, personal and ecological theory and practice.

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## ELEMENTARY EDUCATION – EED

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### **EED 500** **Three Credits** **Teaching Social Studies in Elementary Schools**

The objective of this course is to provide you, the novice teacher, the knowledge for social studies teaching and learning in the elementary school. Through not exclusive, topics covered will include the what and why of social studies; assessing student learning; planning units, lessons, and activities; effective instructional strategies; and knowledge of social studies content. The course will include a focus on technology integration, the Virginia Standards of Learning, the Virginia teaching standards and the standards proposed by the Association of Childhood Education International, the National Council for the Accreditation of Teacher Education, and the National Council for Social Studies.

### **EED 500G** **Three Credits** **Language and Developmental Reading in Elementary Education**

This course is designed to provide elementary education teaching candidates with the knowledge, skills, and dispositions that are necessary for the diagnosis and correction of mild to moderately severe reading difficulties. The physical, physiological, cognitive, language, emotional, and socio-cultural correlates of reading disabilities are examined to help candidates understand the nature and causes of students' reading problems in grades PreK-6.

### **EED 501** **Three Credits** **Diagnostic Reading**

This course is designed to provide in-service and pre-service teachers opportunities to acquire a comprehensive understanding of the theoretical, historical, and research base of diagnosis. It is also designed to provide opportunities for in-service and pre-service teachers to apply appropriate procedures

in the assessment and correction of reading difficulties. Emphasis will be placed on the use of appropriate tools for analyzing individual student's specific strengths and weaknesses in reading; proficiency in the administration and interpretation of diagnostic instruments; and the importance of selecting appropriate instructional strategies to meet the literacy needs of individual students.

**EED 503** **Three Credits**  
**Teaching and Learning in the Primary School (Pre K-3)**

This course focuses on teaching/learning in grades Pre K-6. Emphasis is placed on principles of learning, subject-matter appropriate for this level, classroom management, selection and use of materials including media, computers and assessment of pupil performance. The learning needs of exceptional students including the gifted and special needs children will be addressed. Twenty hours of observation and participation at this level are required.

**EED 601** **Three Credits**  
**Methods and Materials for Teaching Mathematics, Science and Technology**

This course will enable the pre-service teacher to integrate mathematics and science in the K-6 classroom through interdisciplinary thematic units. Higher order thinking skills, cooperative learning, and technology will be explored throughout the course. Hands-on activities and experiments will be employed to help the pre-service teacher feel confident about integrating mathematics, science, and technology. The course is a collection of investigation modules in which students will be presented real world problems and will be assisted in developing model solutions to the problems using state of the art technological means. The primary vehicles for the methods portion of the course are the textbooks. Content is delivered through classroom laboratory activities, reference materials, and technology.

**EED 603** **Three Credits**  
**Teaching and Learning in the Primary School (PreK-3)**

This course focuses on teaching/learning in grades (Pre-K- 3). Emphasis is placed on principles of learning, subject matter appropriate for this level, classroom management, selection and use of

materials, including media, computers and assessment of pupil performance. The learning needs of exceptional students, including the gifted and those with special needs, will be addressed. Special emphasis will be placed on developmentally appropriate

intervention techniques in the areas of self-help, motor, cognitive, social/emotional, and language. Twenty hours of observation/participation at this level is required. Twenty hours (20) of observation/participation at this level is required. \*Early childhood special education majors must

complete the clinical experience at the preschool level.

**EED** **Three Credits**  
**Teaching and Learning in the Elementary School (4-6)**

A primary focus of this course is methods of teaching/learning in grades four through six. Emphasis is placed on principles of learning, subject matter appropriate for this level, classroom management, selection and use of materials, including media, computers and assessment of pupil performance. The learning needs of exceptional students including the gifted and special needs children will be addressed. Twenty hours of observation and participation at this level are required.

**EED 624** **Three Credits**  
**Foundations of Education**

This is a comprehensive overview of the foundations of education in the United States. It is an interdisciplinary attempt (incorporating the historical, political, economic, legal, social philosophical and curricular foundations) to provide teachers with a clear understanding of the teaching profession and the issues and controversies confronting American education today. The topics covered in this course will provide students with a broad picture of education and schooling in the United States and the basis for informed decision-making about the complicated educational environment they are about to enter. The primary focus is to prepare reflective teachers who will be able to make informed decisions to improve and enhance the learning environment for children. This course also addresses how the Internet, the World Wide Web and advanced telecommunications technology are transforming teaching and learning.

**EED 696D** **Three Credits**  
**Practicum**

This is a supervised practicum experience for graduate students seeking certification in Early Childhood Special Education. Students will demonstrate the necessary knowledge, skills and dispositions for providing specialized services to young children who have special needs. The practicum experience is a hands-on approach. The practicum site provides students with the opportunity to make observations, implement activities, and to conduct a case study on a child with special needs. Observation hours totaling 100 hours are required for this class.

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**ELECTRONICS**  
**ENGINEERING - EEN**  
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**EEN 502** **Three Credits** **Linear**  
**Control Systems**

Study of the dynamics of linear, closed-loop systems; mechanical, electrical, hydraulic, and other servo

systems. Analysis of transfer functions; stability theory. Considers compensation methods.

**EEN 531** **Three Credits**  
**Microcontrollers**

*Prerequisite: EEN 231 Digital Logical Design or equivalent*

A hands-on approach to microprocessor and peripheral system programming, I/O interfacing, and interrupt management. A sequence of mini-projects requiring the programming (in assembly language) of a microcontroller are conducted. A midterm and final project provide a venue for complex project design and implementation. Projects require a Motorola microcontroller evaluation board and accessories supplied by the department/student.

**EEN 541** **Three Credits**  
**Biomedical Engineering Devices and Systems**

This course introduces graduate students to the concepts and theory of biomedical engineering devices, especially for sensing and modulation purposes. The course provides classroom lectures on the operation mechanism and applications of micro-sensors and modulators, for glucose, neurochemicals, bio-potentials, and cellular ions using electronic or optical transduction. In addition to classroom lectures, students will have a laboratory component for the design and fabrication of microscale biomedical sensors. Students will also conduct team projects to design, fabricate and analyze engineering devices and systems.

**EEN 551** **Three Credits**  
**Communications Systems Engineering**

Presentation of the fundamentals of modern digital communication systems and evaluation of their performance. Topics include a brief review of random processes theory, principles of optimum receiver design for discrete and continuous messages, matched filters and correlation receivers, signal design, and error performance for various signal geometries. The course also treats aspects of system design such as propagation, link power calculations, noise models, RF components, and antennas.

**EEN 562** **Three Credits**  
**Semiconductor Processing Technology**

This course presents the fundamentals of semiconductor processing technology, including semiconductor substrates, micro fabrication techniques, and process integration. Lithography, oxidation, diffusion, ion implantation, methods of film deposition and etching, metal interconnections, measurement techniques and packaging will be discussed. Future trends and challenges in semiconductor manufacturing will also be discussed. Modeling of the fabrication of semi-conductor devices will be performed using a process simulation program. A design project is required in this course.

**EEN 570** **Three Credits**  
**Introduction to Game Design DE**

This course introduces students to game design and development concepts. Topics include the history of games, genres, play elements, story and character development, game play and storyboard design, level and user interface design, and the game design document.

**EEN 571** **Three Credits**  
**3D Game Programming**

This is a project-oriented course on 3D game programming. Students will work in teams to design, implement and test- dimensional game with interactivity, game state diagram, animation, sound, and constraints. Students will also learn the basics of graphic design and animation.

**EEN 581** **Three Credits**  
**Analog Integrated Circuits**

Topics include design and analysis of analog integrated circuits; feedback amplifier analysis and design, including stability, compensation; layout and floor planning issues associated with mixed-signal IC design; selected applications of analog circuits such as A/D and D/A converters, amplifiers, current sources; extensive use of CAD tools for design entry, simulation; and creation of an analog integrated circuit design project.

**EEN 582** **Three Credits**  
**Bioelectrics**

Basic electrical engineering principles will be applied to understand how electrical signals are generated in a biological cell and their role in proper functioning of various bioelectric systems in our body. This course covers the important concepts of bioelectrics, bioelectric system modeling and diagnosis. Although emphasis will be given to the cardiovascular system, students will be able to apply the principles of bioelectricity to any bioelectrical system.

**EEN 583** **Three Credits**  
**VLSI Systems Design**

Introduction, design tools, the CMOS transistor, fabrication, layout and design rules implementing logic in CMOS, design of adders, dynamic CMOS logic high speed adders and ALUs, CMOS transistor theory, circuit characterization, delay estimation, CMOS performance optimization, clocking strategies, other building blocks and memory, control design, electrical effects, introduction to design verification, introduction to testing, design of high performance circuits, low power design high performance processor design, introduction to timing verification, introduction to formal verification, verification of large designs, design for testability, design of asynchronous circuits, future trends.

**EEN 590** **One Credit**  
**Research Methods**

Introduces students to the various styles of technical

writing. Style manuals used for master's theses at Norfolk State and the standard technical style manuals that are used for technical journals will be introduced. Students will also learn how to do detailed database searches on technical topics. Exhaustive bibliographic studies of technical issues will be developed.

**EEN 601** **Three Credits**  
**System Modeling**

Principles of systems and biology modeling will be covered in this course. Various numerical techniques for solving a system of coupled differential equations commonly encountered in biomedical systems will be covered. Practical aspects related to numerical implement on a computer such as solver methods, memory requirements and accuracy will also be covered.

**EEN 602** **Three Credits**  
**Principals of Modeling and Simulation**

This course introduces students to the major areas of simulation and the languages and systems used in these areas. Areas of simulation to be covered include gaming, military, health, network, business processes and transportation. The types of simulation software to be discussed include process oriented, discrete event oriented, general purpose, and simulation environments.

**EEN 603** **Three Credits**  
**PC Based Instrumentation**

*Prerequisites: Approval of Instructor*

This course gives graduate students hands-on knowledge in designing instrumentation systems for computer-based data acquisition and control. Sampling and data collection analysis are reviewed in the context of real world scenarios. Memory and ports in Microcomputer Systems are also covered. Programmable parallel ports and handshake Input/Output are presented as well as data structures in a graphical programming language. Computer interfacing using a graphical programming language with applications involving Digital to Analog Conversion (DAC), Analog to Digital Conversion (ADC), Digital Input Output (DIO), Serial Ports, and the general purpose instrument bus (GPIB) will be introduced.

**EEN 610** **Three Credits**  
**Advanced Engineering Mathematics**

This course covers advance mathematical tools and techniques for electronics engineering including linear algebra, advanced vector calculus, complex variable theory, ordinary and partial differential equations and integral transform. Emphasis will be on using software such as MATLAB and Mathematical for solving engineering problems.

**EEN 612** **Three Credits**  
**Digital Image Processing**

*Prerequisite: EEN 651 Digital Signal Processing*

An introduction to the theory of multidimensional signal processing and digital image processing, including key applications in multimedia products and services, and telecommunications.

**EEN 614** **Three Credits**  
**Neural Networks**

*Prerequisite: OEN 510 Advanced Engineering Mathematics* Provides a working knowledge of the fundamental theory, design and applications of Artificial Neural Networks (ANN). Topics include the major general architectures: back propagation, competitive learning, counter propagation, etc. Learning rules such as Hebbian, Widrow-Hoff, generalized delta, Kohonen linear and auto associators, etc., are presented. Specific architectures such as the Neocognitron, Hopfield-Tank, etc., are included. Hardware implementation is considered.

**EEN 621** **Three Credits**  
**Electromagnetic Field Theory**

Topics include techniques for solving and analyzing engineering electromagnetic systems; relation of fundamental concepts of electromagnetic field theory and circuit theory, including duality, equivalence principles, reciprocity, and Green's functions; applications of electromagnetic principles to antennas, waveguide discontinuities, and equivalent impedance calculations.

**EEN 632** **Three Credits**  
**Advanced Digital Design**

*Prerequisite: EEN 231 Digital Logical Design, or equivalent; formal programming background*

Analysis of digital hardware and design; digital system organization; digital technologies; and testing. Use a hardware description language to introduce design methodology that encompasses the range from structural and behavioral models to design simulation. A hardware design project is included.

**EEN 640** **Three Credits**  
**Embedded Systems**

*Prerequisite: EEN 531 Microcontrollers*

This course will cover advanced topics in the interfacing of microcomputers (Motorola 6811 or equivalent) and their use as real time embedded systems. Topics covered include Serial I/O devices, serial communications interfaces and their applications, synchronous communication using SPI, memory interfacing, and embedded systems applications.

**EEN 641** **Three Credits**  
**Computer Architecture**

An introduction to computer architectures. Analysis and design of computer subsystems including central processing units, memories and input/output subsystems. Important concepts include data paths, computer arithmetic, instruction cycles, pipelining, virtual and cache memories, direct memory access and controller design.

**EEN 643** **Three Credits**  
**Microcomputers for Real-Time Applications**  
Introduction to microprocessors, Structures of 80X86 Processors. Microcomputer programming methodologies. Memory and input/output interfacing Peripheral devices. PC-based system for data acquisition and control. Introduction to DOS operating system. Assembly language programming Microcomputers for monitoring and control of real-time system. Trends in parallel processing architecture and operating system for multi-processor microcomputers.

**EEN 645** **Three Credits**  
**Communications Networks**  
This course will introduce communication networks technologies. Topics covered include: OSI-RM; Network architectures and protocols (LAN< MAN< WAN); reliable transmission protocols at the data control layer; congestion and flow control; routing algorithms; Mobile IP and Wireless Access Protocols.

**EEN 646** **Three Credits**  
**Wireless Communications**  
*Prerequisite: EEN 645 Communication Networks*  
This course will introduce wireless communication technologies. Topics covered include transmission fundamentals, cellular systems, digital cellular systems and protocols, coding and error control, handovers, switching and traffic and protocol verification techniques.

**EEN 650** **Three Credits**  
**Microelectromechanical Systems (MEMS)**  
This course covers the MEMS field at the graduate level. Tensor physics will be reviewed and used to describe physical properties of importance to sensors and actuators, including stress, strain, piezoresistivity, and elasticity. Students will examine the methods that are used to predict the deflections of common mechanical structures used in MEMS. The course also covers both bulk and surface micromachining, including techniques for measuring properties of thin films.

**EEN 651** **Three Credits**  
**Digital Signal Processing**  
*Prerequisite: OEN 510 Advanced Engineering Mathematics*  
An introduction to the analysis and design of discrete time systems. Time domain analysis, solution of difference equations, z-transform analysis, discrete Fourier transforms, sampling of continuous signals, digital filter design and state variable representations for discrete time systems.

**EEN 661** **Three Credits**  
**Optics and Lasers**  
Reviews the electromagnetic principles of optics; Maxwell's equations; reflection and transmission of electromagnetic fields at dielectric interfaces; Gaussian beams; interference and diffraction; laser theory with illustrations chosen from atomic, gas, and

semiconductor laser systems; detectors, including photomultipliers and semiconductor-based detectors; and noise theory and noise sources in optical detection.

**EEN 663** **Three Credits**  
**Solid State Devices**  
Introduces semiconductor device operation based on energy bands and carrier statistics. Describes the operation of p-n junctions and metal semiconductor junctions. Extends this knowledge to descriptions of bipolar and field effect transistors, and other microelectronic devices.

**EEN 674** **Three Credits**  
**Optimal Control Systems**  
Analyzes the development and utilization of Pontryagin's maximum principle, the calculus of variations, Hamilton- Jacobi theory and dynamic programming in solving optimal control problems; performance criteria, including time, fuel, and energy; optimal regulators and trackers for quadratic cost index designed via the Ricatti equation; introduction to numerical optimization techniques.

**EEN 683** **Three Credits**  
**Advanced Topics in VLSI**  
Recent and advanced topics in the design of very large- scale integrated circuits, with emphasis on mixed analog/digital circuits for telecommunications applications. Topic varies from year to year according to departmental research interests. Students may be expected to contribute lectures or seminars on selected topics.

**EEN 690** **Three Credits**  
**Advance Topics I**  
*Prerequisite: Instructor Approval*  
This course is designed to facilitate the faculty to offer courses on specialized topics that are relevant to student's research work or in a specific research area, that is of interest to a select individual or group, which are not in course catalog.

**EEN 691** **Three Credits**  
**Advance Topics II**  
*Prerequisite: Instructor Approval*  
This course is second course in a series designed to facilitate the faculty to offer courses on specialized topics that are relevant to student's research work or in a specific research area that is of interest to a select individual or group which are not in course catalog.

**EEN 697** **Three Credits**  
**Masters Project**  
This project course is for non-thesis students. Students are expected to spend the semester conducting a research project. The students must work closely with their research advisor to ensure progress in the course. The course culminates with a formal written report and presentation of their research.

**EEN 698** **Three Credits**  
**Master's Thesis I**  
*Prerequisite: Completion of at least 15 hours of approved graduate courses*  
First semester of the Master's thesis sequence. Under the supervision of the thesis advisor, students prepare a thesis proposal and work toward the goal of completing all background material needed for their research. Minimally, a successfully defended thesis proposal will be used to satisfy completion of the course. The thesis committee should approve this topic.

**EEN 699** **Three Credits**  
**Master's Thesis II**  
*Prerequisite: EEN 698*  
This is the sequel to Master's Thesis I. This is marked by the completion of research work of the student culminating into a thesis that is defended in front of a committee and approved by the same.

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## **FINE ARTS –FIA**

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**FIA 535** **Three Credits**  
**Painting: Group Studies**  
This course is designed for graduate students desiring a studio class format in painting that provides opportunities enhancing painting techniques and sharpening conceptual focus. Permission of instructor is required for non-matriculating students.

**FIA 561** **Three Credits**  
**Printmaking Studio**  
Studio hours are arranged on an individual basis. This course may not be taken for repeat credit. The permission of instructor required for non-matriculating students.

**FIA 610** **Three Credits**  
**Graduate Seminar**  
An examination of the creative process and development of concepts as part of a visual language. Discussion, research, directed readings, and writing.

**FIA 614** **Three Credits**  
**Graduate Problems in Design**  
Intensive individual study in two and three-dimensional design and of the influences of products of today. In-depth research in theoretical aesthetic problems as well as experimental approaches to structure through a diversity of processes rather than the production of a single design. Permission of instructor required.

**FIA 692** **Three Credits**  
**Non-Traditional Art Seminar**  
Individual study and experimentation in new art materials and concepts in the visual arts. Assignments will be conceptual, earth, kinetic and newly emerging approaches to art. Prerequisites: study in two studio areas at the 400 level or above. Permission of

instructor required for non-matriculating students.  
**FIA 695S** **Three Credits**  
**Graduate Seminar: Special Topics in Contemporary Art**  
Intensive critical investigations of selected aspects of the visual arts which focus on the role of the artist in contemporary urban society. This may be repeated for credit as topics vary. Topics are specified in the class schedule.

**FIA 697, 698** **Three-Six Credits**  
**Graduate Studio**  
Permission of graduate program director required. Supervised group and individual inquiry in specific studio projects relating to the areas of major interest.

**FIA 701** **Three Credits**  
**Documentation**  
Permission of graduate program director required. Required of M.F.A. candidates. Course requirements to be determined by the student's advisory committee. Final grade to be determined by the student's thesis review committee

**FIA 702** **Three Credits**  
**Graduate Exhibition**  
Permission of graduate program director required. Studio work in preparation for required graduate exhibition. Public exhibition to be approved by the student's advisory committee and must be accompanied by final review. Documentation may be required. Final grade to be determined by the student's thesis review committee.

**FIA 797, 798** **Three-Six Credits**  
**Graduate Studio**  
Permission of graduate program director required. Supervised individual inquiry in specific projects relating to areas of major interest.

## **HEALTHCARE ADMINISTRATION**

**HCA 501** **Three Credits**  
**Healthcare Organizations**  
This course focuses on managing and leading healthcare organizations based on evidence, best practices, benchmarks, and a culture of continuous improvements.

**HCA 515** **Three Credits**  
**Healthcare Financial Management**  
This course emphasizes financial management theory and concepts that are unique to healthcare organizations and are utilized to promote the financial health of the organization. The course explores the tools required to provide insights into financial decision-making.



**MSE 535** **Three Credits**  
**Electronic and Photonic Materials**

This course deals with the internal structure, chemistry and physics of semiconductors, magnetic and photonic materials as related to their electronic and optical properties, as well as their applications. The course also focuses on how electronic materials are produced, and how to control processing to achieve desired materials performance.

**MSE 575** **Three Credits**  
**Basic Instrumentation for Materials Science**

This course presents scientific data manipulation and visualization with IDL; data collection and data analysis with the LabView Interface; powder x-ray diffraction technique.

**MSE 580** **Three Credits**  
**Advanced Organic Synthesis and Characterization**

*Prerequisites: CHM 100, PHY 100, and CHM 321/322*

This course will cover essential synthetic and characterization methodologies of complex organic molecules and polymers, particularly the conjugated semiconducting and conducting molecules and polymers relevant to supramolecular 'plastic' electronic and optoelectronic applications. The course will first provide a brief overview of important and relevant organic reactions and mechanisms, it will then present advanced lab techniques and instrumentations, product purification and characterizations, including air-sensitive chemicals handling, vacuum distillation, sublimation, rotary evaporation, thin-layer chromatography, column chromatography, nuclear magnetic resonance spectroscopy (NMR), elemental analysis and mass spectrometry, thermal analysis (DSC/TGA), gel permeation chromatography (GPC) and HPLC, cyclic voltammetry (CV), UV-VIS spectrometry, luminescence spectrometry, FT-IR-Raman, etc.

**MSE 600** **Three Credits**  
**Materials Science and Engineering Seminar I**

This course exposes students to the most recent research developments in the areas of materials science and engineering. Students attend weekly seminars, delivered by local and invited scientists and engineers, who present results of projects carried in their research groups.

**MSE 601** **Three Credits**  
**Materials Science and Engineering Seminar II**

This course exposes students to the most recent research developments in the areas of materials science and engineering. Students attend weekly seminars, delivered by local and invited scientists and engineers, who present results of projects carried in their research groups

**MSE 605** **One Credit**  
**Ethics of Scientific Research and Professional Preparation and Conduct Technical**

This is a core professional development course,

designed for science and engineering graduate students. Students will learn about ethics in the workplace, receive guidance in the selection of and application to job positions in materials science and engineering, as well as improve their skills such as in written and oral communication.

**MSE 607** **Three Credits**  
**Materials for Nanotechnology**

This course provides a broad overview of the entire arena of nanotechnology including phenomena specific for nanoparticle or nanostructured systems, as well as their modern and future applications. The topics include characterization and fabrication methods in nanoscale, properties of materials as a function of size, review of nanocrystals, quantum dots, nanophotonic structures, nanomagnets, and brief introduction to the principles of quantum computing.

**MSE 609** **Three Credits**  
**Introduction to Computational Materials Science**

This course provides graduate students with basic skills in computational materials science. The course includes topics of quantum theory related to the microscopic structure of atoms, molecules, polymers, and solids, as well as overview of numerical modeling of materials properties, predictions, and analysis.

**MSE 635** **Three Credits**  
**Optical Materials**

*Prerequisite CHM 546*

*Mathematical*

*Methods 535*

*MATS*

*Electronic and Photonics Materials, PHY 580 Quantum Mechanics for Materials Scientists or Permission of the instructor.*

The course relates optical behavior and its underlying processes to the chemical, physical, and microstructural properties of the materials so that students gain insight into the kinds of materials, engineering and processing conditions that are required to produce materials exhibiting a desired optical property.

**MSE 660** **Three Credits**  
**Organic Optoelectronic Materials and Devices**

This course covers the basic knowledge, concepts and current status of organic/polymer electronic optoelectronic (OE) materials and devices. From fundamentals of electron conjugated organic and polymeric materials, structures, synthesis, to basic principles, architectures, and functions of organic/polymeric electronic and OE devices including, but not limited to, field effect transistors (FETs), light emitting diodes (LEDs), solar cells, electro-optic modulators, optical-switching materials and devices, photorefractive materials and devices, single molecule OE devices, artificial Muscles, spintronic and supramolecular OE amaterials and devices, et.

**MSE 680** **Three Credits**  
**Advanced Organic Synthesis I**

This course will cover essential synthetic and characterization methodologies of complex organic molecules and polymers, particularly the conjugated semiconducting and conducting molecules and polymers relevant to supramolecular 'plastic' electronic and optoelectronic applications. The course will first provide a brief overview of important and relevant organic reactions and mechanisms, it will then present advanced lab techniques and instrumentations, product purification and characterizations, including air-sensitive chemicals handling, vacuum distillation, sublimation, rotary evaporation, thin-layer chromatography, column chromatography, nuclear magnetic resonance spectroscopy (NMR), elemental analysis and mass spectrometry, thermal analysis (DSC/TGA), gel permeation chromatography (GPC) and HPLC, cyclic voltammetry (CV), UV-VIS spectrometry, luminescence spectrometry, FT-IR-Raman, etc

**MSE 697** **One to Nine Credits**  
**Research I**

*Prerequisite: Permission of instructor*

The Research I course is the first of a 3 semester research course sequence. Students attend seminars and workshops on how to conduct, present and report research activities. Students are also expected to spend considerable time in their research laboratories or in research related activities – between 10 and 15 hours a week. The students must work closely with their research advisor to ensure progress in the course.

**MSE 698** **One to Nine Credits**  
**Research II**

*Prerequisite: Permission of instructor*

The Research II course is the second of a 3-semester research courses sequence. Students attend seminars and workshops on how to conduct, present and report research activities. Students are also expected to spend considerable time in their research laboratories or in research related activities – between 10 and 15 hours a week. The students must work closely with their research advisor to ensure progress in dissertation writing, and thesis oral defense preparation.

**MSE 699** **One to Nine Credits**  
**Research III**

*Prerequisite: Permission of instructor*

The Research III course is the third of a 3-semester research courses sequence. Students attend seminars and workshops on how to conduct, present and report research activities. Students are also expected to spend considerable time in their research laboratories or in research related activities - between 10 and 15 hours a week. The students must work closely with their research advisor to ensure progress in the course.

**MSE 703** **Three Credits**  
**Materials and Devices for Solar Energy Conversion**

This course provides second year graduate students the fundamental knowledge, concepts, and current state of the art of inorganic and organic photovoltaic materials, devices, and their applications. It also covers basic knowledge on sustained renewable energy and environmental conservations. This course will present the principles, materials structures, devices architectures, and the advantages and disadvantages of materials and devices.

**MSE 704** **Three Credits**  
**Thin Film Phenomena**

This is a core elective course, taken by materials science and engineering doctoral students during their first or second year. Students will learn about critical issues on thin film processing, characterizations and possible device applications.

**MSE 750** **One Credit**  
**Continuing Registration**

**MSE 770**  
**Materials Science Doctoral Qualifiers**  
**Preregisters: MSE 530, 533, 535**

To determine the preparation for doctoral research, each student will write a proposal outlining the scientific question that their project will address and the methods that they will use to address that question, after performing some preliminary research with their advisor. The proposal will also contain an examination of the validity of the chosen methods and any preliminary results as well as a timeline for the completion of the research. This proposal will be presented to a committee of faculty.

**MATS 799** **Three Credits**

**Thesis** This research course is the second of two research courses that result in a Master of Science thesis. Students are expected to spend considerable time in their research or in research related activities. The ultimate goal of the course is the construction and defense of a Master of Science thesis constructed from research activity in the program, prepared in direct consultation with the research advisor and examined by a committee of faculty members from the program. The students must work closely with their research advisor to ensure progress in the course.

**MSE 897** **Nine Credits**  
**Ph.D. Research I**

*Prerequisite: Permission of instructor*

This course provides Ph.D. in the Materials Science and Engineering program academic credit for working solely in the development of their Ph.D. thesis research project. Students are expected to spend considerable time in their research laboratories or in research related activities - between 35 and 40 hours a week – and consult with their research advisor often to ensure progress in the course towards completion of their doctoral research project.

**MSE 898** **Nine Credits**  
**Ph.D. Research II**

*Prerequisite: Permission of instructor*

This course provides Ph.D. in the Materials Science

and Engineering program academic credit for working solely in the development of their Ph.D. thesis research project. Students are expected to spend considerable time in their research laboratories or in research related activities - between 35 and 40 hours a week – and consult with their research advisor often to ensure progress in the course towards completion of their doctoral research project.

**MSE 899** **Nine Credits**  
**Ph.D. Research III**  
*Prerequisite: Permission of instructor*  
This course provides Ph.D. in the Materials Science and Engineering program academic credit for working solely in the development of their Ph.D. thesis research project. Students are expected to spend considerable time in their research laboratories or in research related activities - between 35 and 40 hours a week – and consult with their research advisor often to ensure progress in the course towards completion of their doctoral research project.

**MSE 900** **Nine Credits**  
**Ph.D. Dissertation**  
*Prerequisite: Permission of instructor*  
This course provides guidance for students who are in the final phase of their doctoral studies. Students are expected to spend considerable time preparing their dissertation manuscript and oral defense. Students must work closely with their research advisors to ensure progress in the dissertation writing, and thesis oral defense preparation.

**MSE 999** **Zero Credits**  
**Continuing Registration**  
*Prerequisite: Permission of instructor*

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## MEDIA AND COMMUNICATION - COM/MCM

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**MCM 500** **Three Credits**  
**Contemporary Argumentation**  
This course examines the nature and structure of argumentative discourse, with some attention to selected theories of persuasion. Emphasis is placed on the student's ability to analyze complex arguments and on his/her ability to develop and test proof.

**MCM 510** **Three Credits**  
**Introduction to Mass Communications**  
This course is a study of the socio-economic and historical developments related to the continuing struggle for freedom of the press and growth of the electronic and print media as conveyors of information to the public.

**MCM 511** **Three Credits**  
**Interpersonal Communication**  
This course is an introduction to substantive material in contemporary communication theory, language and thought, and culture patterns of verbal and non-verbal communication. It is also designed to help students develop skills in interpersonal communication.

**MCM 512** **Three Credits**  
**Editing Publications**  
This course examines the theory and practice in selection, preparation and display of editorial content of publications with emphasis on mass and trade publications.

**MCM 513** **Three Credits**  
**Specialized Writing**  
This course is a non-fiction writing for publication (general, professional, and trade or company publications). Emphasis is placed on full-length magazine-type articles.

**MCM 514** **Three Credits**  
**Publicity Media and Methods**  
This course examines theory and practice in the use of controlled and uncontrolled public media to reach various target publics; theory and nature of materials originating from a public relations office; analysis and development of specialized communications materials to gain support from target publics.

**MCM 519** **Three Credits**  
**Contemporary American English Grammar**  
This course examines the function of American English grammar in modern communication. It discusses usage, dialectology, stylistics and aesthetics.

**MCM 520** **Three Credits**  
**Commercial Photography**  
*Prerequisite: A Basic Course in Photography or Equivalent*  
This course examines studio portrait, advertising, scientific and fashion photography for commercial purposes. Professional photographic equipment and materials will be used for quality production.

**MCM 530** **Three Credits**  
**Film and Videotape For Television News**  
This course emphasizes planning, shooting, and editing videotape for television news, documentaries and special features. With script and deadlines, students will use portable electronic news gathering equipment to tape, produce and file an acceptable package for television news.

**MCM 545** **Three Credits**  
**Media Management and Administration**  
This is an exploration of management roles, functions, organizational structures and goals in the media. Also, budget planning, personnel, labor-management relations, regulation and accountability in administering media organizations are examined.

**MCM 550** **Three Credits**  
**Television Production I**  
This course is an introduction to the use of television studio and control room equipment for simple studio productions. Emphasis will be placed on the concepts of television production, the use of microphones,

lighting and camera operation. Students will serve as production crews for short television programs.

**MCM 563** **Three Credits**  
**Audio Production**

*Prerequisites: Mom 250 or Mom 550 or Equivalent*

This course examines the study and practice of the principles and techniques of audio communication for broadcasting and recording industries. Practice in program and sound production and editing, and the selection and use of microphones, equipment, and facilities in both studio and remote locations will be expected.

**MCM 570** **Three Credits**  
**Broadcast/Cable/Satellite Programming**

The purpose of this course is to introduce students to the field of telecommunications (broadcast, cable and satellite programming) as it relates to programming history and development, structure and formats, program strategies, research, regulation and operating practices.

**MCM 576** **Three Credits**  
**Broadcast/Cable/Satellite Sales**

The purpose of this course is to introduce the student to principles, structures, strategies and practices of broadcast, cable and satellite sales. These mid-management areas are crucial to all electronic media properties.

**MCM 560** **Three Credits**  
**Assessment and Evaluation of Writing (SO)**

Study of writing assessment practices with an emphasis on the variables of composition assessment, scalar measures of composition, large-scale assessment and classroom assessment methods, and alternative assessment techniques.

**MCM 580** **Three Credits**  
**The Art of Film**

This course examines the study of the film as an art and mass medium, encompassing the creative and technical aspects of the cinema. Major aspects of the cinema will be treated with emphasis on film criticism and history which are related to the understanding of the film as a mass medium.

**MCM 581** **Three Credits**  
**Film and Broadcast Criticism**

This course is an analysis of the historical, aesthetic, and critical aspects of films and broadcast programs. It provides a survey of significant movements and schools of film making through written critiques, viewing of selected films, and class discussions.

**MCM 590** **Three Credits**  
**Advanced Newswriting and Production for Broadcasting**

This course provides practice in the writing and producing of radio and television news broadcasts. Utilizing newswire stories, student-produced audio

tapes, actualities, interviews and materials from other sources, students will write, edit and produce package and program materials for actual broadcasts.

**MCM 590A** **Three credits**  
**Colloquium in Media and Communications**

The purpose of this course is to allow graduate students the opportunity to gain professional development experience and to explore additional topics in media and communications by attending sponsored departmental, school, college and university faculty lectures, expert guest lectures-speakers and panel presentations. These professional development lectures, seminars, and colloquium presentations will be beyond the usual required and elective courses offered in the Media and Communications curricula.

**MCM 590B** **Three credits**  
**Colloquium in Media and Communications**

The purpose of this course is to allow graduate students the opportunity to gain professional development experience and to explore additional topics in media and communications by attending sponsored departmental, school, college and university faculty lectures, expert guest lectures-speakers and panel presentations. These professional development lectures, seminars, and colloquium presentations will be beyond the usual required and elective courses offered in the Media and Communications curricula.

**MCM 610** **Three Credits**  
**Media Research**

This course examines the basic statistics and methods for survey research in Mass Communications. Also, proposal construction, elements of thesis, and research paper format are discussed.

**MCM 615** **Three Credits**  
**Studies in English Structure, Style, and Usage**

This course is a study of three aspects of the English language-structure patterns, style, and usage-and their impact upon the process by which one person affects another through written communication.

**MCM 620** **Three Credits**  
**Media Theory**

This course is designed to provide an overview of the models of communication based on Perception Theory, Learning Theory, socio-psychological models, cybernetics, and attitudes and attitude change theories. Required of all graduate majors.

**MCM 626** **Three Credits**  
**Communicative Arts: Performance Theory and Practice**

This course is designed to introduce oral interpretation as a medium of the communicative arts. It includes a study of oral interpretation theory and the major factors of the dramatic mode in literature.

**MCM 630** **Three Credits**  
**Writing Across the Curriculum: The Domains of Rhetoric**

This course is a study of writing as a mode of learning in the content areas with an emphasis on the composing process of specific rhetorical domains.

**MCM 635** **Three Credits**  
**Persuasion: Theory and Practice**

This course is designed to study the persuasion process, the factors contributing to it, and the channels and situations employed.

**MCM 640** **Three Credits**  
**Media Law and Public Policy**

This course is an in depth study and discussion of selected legal issues and media regulatory philosophies as they relate to the regulatory process, ethics and public policy.

**MCM 641** **Three Credits**  
**Communication Behavior I: Group Communication Process**

This course is a study of human communication behavior, including group, intergroup, and organizational communication under dynamic social conditions.

**MCM 642** **Three Credits**  
**Communication Behavior II: The Mass Mind**

This course is a study of how social class, primary and secondary groups, and the media influence public opinion. Special attention is given to the roles and responsibilities of the agents of publicity and propaganda.

**MCM 643** **Three Credits**  
**General Semantics**

This course is designed to study the relationship among language, thought, and behavior and to suggest specific techniques utilizing the dimensions of semantics to facilitate the communication process.

**MCM 644** **Three Credits**  
**Reading and Critical Analysis**

This course is an interpretation and critical evaluation of communication messages, with emphasis on print.

**MCM 645** **Three Credits**  
**Cognitive Processes in Reading**

This course examines the function of language and symbolization in cognitive processes involved in reading.

**MCM 646** **Three Credits**  
**Linguistics and Reading**

This course is an application of linguistics to reading, with attention to phonological, morphological and syntactical structure.

**MCM 647** **Three Credits**  
**Journalistic Communication/Writing**

This course covers topics including reporting and writing factual materials for print and electronic mass media; interviewing, making critical analyses and rewriting, and general principles and practice of editing copy for the mass media.

**MCM 648** **Three Credits**  
**Language and Culture**

This course examines interrelationships among language, perception, and culture. It pays particular attention to the works of such authors as Whorf, Lee Sapir, Carpenter and McLuhan.

**MCM 649** **Three Credits**  
**Organizational Communication**

This course examines how social class, primary and secondary groups, and the media influence public opinion. Special attention is given to the social roles and responsibilities of the agents of publicity and propaganda.

**MCM 650** **Three Credits**  
**Television Directing**

*Prerequisite: MCM 250 or MCM 550 OR Equivalent*

This course deals with the development, production and performance of television programs, including commercial and instructional formats. Students will script, produce, direct and perform productions utilizing television studio equipment. Productions will be videotaped and analyzed.

**MCM 661** **Three Credits**  
**Communication and the Aesthetic Experience**

This course examines the art of communicating through music, painting, and drama as concerned with the creation of objects of the imagination and taste for their own sake, and without relation to the utility of the object concerned. For example, Romeo and Juliet will be read as a play, listened to as an opera and overtures, viewed as a ballet, etc., for its aesthetic qualities.

**MCM 652** **Three Credits**  
**Public Relations**

This course is a survey of the philosophy, function and techniques of public relations with emphasis on developing a student's creative capacity in dealing with public relations problems in various fields.

**MCM 653** **Three Credits**  
**Media Law**

This course is a study of laws and public policies dealing with different modes of communication in society, including freedom-of-expression concepts and limitations placed on it, obscenity statutes, right to privacy vs. right to know and defamation. The background of telecommunications regulation and ethics of the practitioners of communication are also covered. It is required of all graduate majors.

**MCM 654** **Three Credits**  
**Professional Writing**

This course teaches writing for selected professions and occupations, including technical writing for industrial, educational and social agencies. It emphasizes audience, purpose, and content analysis. The course includes proposals, feasibility studies, and short reports.

**MCM 655** **Three Credits**  
**Intercultural Communication**

This course discusses communication among various cultures with emphasis on behavioral patterns of certain groups and/or social classes.

This course introduces the learner to the process of understanding intercultural communication (e.g., communication between people from different cultures). This course will expose the learner to the substantive theoretical issues in cross-cultural, intergroup, and intragroup, communication that contribute to effective communication between those from different cultures.

**MCM 656** **Three Credits**  
**Multi-Ethnic Non-Verbal Communication**

This course is a study of the non-verbal symbols that are inherent in the multi-ethnic communicative arts with an emphasis on such ethnic groups as Anglo-Americans, Afro-Americans, Cherokee Indians and Mexican Indians.

**MCM 657** **Three Credits**  
**Communication Behavior Iii: Human Relations**

This course is designed to provide the student with both a theoretical and practical approach to communication behavior as it relates to human relations.

**MCM 659** **Three Credits**  
**Journalistic Communication/Visual**

The elements of photojournalism and visual production processes are examined in this course.

**MCM 660** **Three Credits**  
**Seminar in Radio, Television, and Film**

This course focuses on topical discussions, short papers and presentations related to the field of broadcasting, cable, satellites, and film. Areas of study include history, economics, effects, audience research and new technologies in the electronic media.

**MCM 680** **Three Credits**  
**Global Media**

This course deals with a study of the organization and programs of the broadcasting systems and other selected mass media of the United States, the former Soviet Union, the United Kingdom and other countries. A study of other selected countries will be conducted.

**MCM 691** **Three Credits**  
**Independent study or Directed study**

This course is designed for students who intend to

pursue a specific topic or issue in the mass media in depth. Papers and presentations are required. The studies and performance in this course should not duplicate or overlap the content of MCM 693 and MCM 699.

**MCM 693** **Three – Six Credits**  
**Internship**

This course is designed for students who aspire to enhance their integrative ability in theory and practice so that they will become competent in locating, analyzing and solving problems.

**MCM 694** **Three Credits**  
**Internship (WNSB-FM)**

This course is designed to provide students with practical experience related to broadcast station operation through the University's radio station, WNSB-FM. Students may

**MCM 699** **Six Credits**  
**Graduate Thesis or Internship**

This course is required of all students who elect the thesis or internship option. It must be repeated by degree candidates in matriculation to complete the thesis or internship option.

work in a variety of departments including programming, news, production and management.

**MCM 699** **Six Credits**  
**Master's Thesis or Project**

In this course, the student will have options of writing or of making an electronic media project for up to six hours of credit as part of the requirements for the Master of Arts Degree.

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## MUSIC - MUS

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**MUS 510-511**  
**Ensembles (1, 1)**

Required of all graduate majors for two semesters. Chosen from the following:

- The "Spartan Legion" Marching Band, a high-stepping marching unit usually numbering more than 150 instrumentalists and dancers.
- The Symphonic Wind Ensemble, which performs important literature written for the idiom.
- The Jazz Ensemble, a group devoted to the serious study and performance of jazz forms.
- The Concert Choir is an ensemble of approximately 80 male and female voices specializing in the performance of concert literature of all periods.
- The Vocal Jazz Ensemble consists of 20 students and specializes in the performance of contemporary vocal genres with choreography.
- The Choral Ensemble is a laboratory chorus of graduate students.

**MUS 512** **Two Credits**  
**Basic Concepts of Style in Music Theory**

*Not creditable toward the Master of Music degree.*

This is a survey course in music theory placing emphasis on stylistic principles of tonal and atonal writings. Representative compositions from the historical periods will be analyzed.

**MUS 513** **Two Credits**  
**Basic Concepts of Style in Western European Music**

*Not creditable toward the Master of Music degree.*

This is a survey of the stylistic traits of the music of the Western European tradition presented from various aspects, such as historical periods, individual composers, forms, media, nationalism, musical idioms, and aesthetic principles.

*Non Degree Credit -- Comprehensive review course for (a) graduate students preparing for candidacy (b) non-degree students seeking a refresher course, re-certification, etc.*

**MUS 520** **Two Credits**  
**Voice Pedagogy**

A course for voice teachers, choral directors, and voice students which gives practical application of teaching techniques, technical principles, vocal methods, and terminology employed in the teaching of singing.

**MUS 546** **Two Credits**  
**Advanced Orchestration**

This is a practical course in scoring for full orchestra. The study will encompass an examination of orchestral works from the Romantic Period to the 20th Century and the orchestration of works from other idioms for full orchestra or chamber ensemble.

**MUS 521-522** **Two Credits Each**  
**Applied Music**

*(One hour of instruction per week)*

Private instruction in Brasswind, Woodwind, Percussion, Strings (also including guitar), Keyboard, and Voice. (Required for two semesters for non-performance majors.)

**MUS 525-526** **Four Credits Each**  
**Applied Music**

*(One hour of instruction per week)*

Private instruction is available for two semesters in each medium: Brasswind, Woodwind, Percussion, Strings (also guitar), Keyboard, and Voice. (Required for two semesters for non-performance majors.)

**MUS 527** **Two Credits**  
**Piano Pedagogy**

This course deals with specific principles of piano teaching and the mechanics of the instrument. Analyzing (from the standpoint of the pupil), planning, and the formulating exercises are discussed according to major problems in piano playing and methods for

correcting such are included along with guides for group piano instruction.

**MUS 531** **Two Credits**  
**Music in the Renaissance**

This course surveys developments in musical style during the period of 1400 through 1600, concentrating on musical forms and stylistic practices; including music of Dufay, Ockeghem, Josquin, Gesualdo, Lassus, Palestrina, Gabrieli, and Byrd.

**MUS 532** **Two Credits**  
**Music of the Baroque Era**

This course examines developments in musical style during the period of 1600 through 1750 against the background of their major environmental and cultural determinants. It includes music of Bach, Handel, Vivaldi, Rameau, and Scarlatti.

**MUS 533** **Two Credits**  
**Music of the Classical Period**

This course surveys developments in musical style during the late eighteenth and early nineteenth centuries as expressed in the chief categories for the period: symphony, sonata, concerto, opera, chamber music, and sacred music. It includes music of Haydn, Mozart, and Beethoven.

**MUS 534** **Two Credits**  
**Music of the Nineteenth Century**

This course covers the birth of the Romantic Movement from intellectual and literary origins through the expansions of the symphony orchestra and related forms. Romantic expression through keyboard and vocal forms as well as music of Brahms, Berlioz, Liszt, Schubert, Wagner, Mendelssohn, Schumann, Bruckner, Chopin, Mahler, and Verdi is included.

**MUS 535** **Two Credits**  
**Contemporary Music**

This course surveys the musical language and syntax from the period 1900 to the present. Analytical emphasis on representative works including those of Debussy, Ravel, Stravinsky, Bartok, Hindemith, Schoenberg, Berg, and Webern are examined.

**MUS 540-541** **Two Credits Each**  
**Analytical Techniques**

This course is designed to present systematic approaches to tonal and structural analysis. Musical scores from various periods will be analyzed. Class lectures will lead to individual analytical projects. (I. Gregorian Chant - Beethoven; II. 19th and 20th centuries; required for two semesters.) Required of all graduate majors.

**MUS 546** **Two Credits**  
**Advanced Orchestration**

This is a practical course in scoring for full orchestra. The study will encompass an examination of orchestral works from the Romantic Period to the

20th Century and the orchestration of works from other idioms for full orchestra or chamber ensemble.

**MUS 550** **Two Credits**  
**Advanced Choral Conducting**

This course will develop students' knowledge and skills in interpreting major choral works. Music representing all periods is selected, analyzed and conducted from a stylistic standpoint. Score study and preparation for the rehearsal is given equal emphasis to the correction of problems inherent in the score and those brought about by the performing clientele and/or environment.

**MUS 551** **Two Credits**  
**Advanced I Instrumental Conducting**

This course deals with the development of knowledge and skills in instrumental conducting on a professional level. Emphasis is given to developing style and to interpreting major works and the relationship of different styles to the conductor's art. Score reading, baton techniques, and interpretation constitute equal portions of the course content.

**MUS 590** **Three Credits**  
**Introduction to Research**

This is a course designed to acquaint the student with basic research techniques, literature, and bibliographic materials pertinent to graduate study in music. (Required of all graduate majors.)

**MUS 620** **Two Credits**  
**Seminar in Performance and Repertory**

This course allows group and individual participation in performance by graduate students. Emphasis on evaluation of performance practice, style, and interpretation through discussion on class performance. On an individual basis, the student will be expected to develop repertoire lists of major compositions and composers for his/her appropriate instrument.

**MUS 623** **Two Credits**  
**Organ Literature**

This is a survey of representative works from the major historical eras, including late Renaissance, French and German Baroque, 19th Century Romantic German and French, and important 20th century styles. Discussion and demonstration of performance practice, style and registration, and approaches to adapting registrations to available instruments.

**MUS 624** **Two Credits**  
**Organ Improvisation and Service Playing**

This course is designed to acquaint organists with skills and techniques involved in hymn and chant accompaniment, free accompaniment, anthem accompaniment, reducing piano-vocal scores for organ, and conducting from the console. Course content also includes a survey of representative Protestant and Roman Catholic liturgies, improvisation, and modulation.

**MUS 628** **Two Credits**  
**Piano Literature**

This course is designed for students to study piano literature extending from pre-Baroque keyboard repertory to the present. The study is accomplished through performance, analysis, and discussion of bibliographies and editions.

**MUS 629** **Three Credits**  
**Graduate Diction and Vocal Literature**

Graduate Diction and Vocal Literature is a seminar course for graduate students whose primary instrument is voice. Students will develop a further understanding of the International Phonetic Alphabet (IPA) and skills to translate songs while receiving a comprehensive study of the significant art song composers of Italian, German, French, and English languages. Emphasis is on the application of techniques of song study, interpretation, and program building.

**MUS 636** **Two Credits**

This is an independent study in selected areas of interest, encompassing a review of current literature and individual projects.

**MUS 642** **Two Credits**  
**Theory Pedagogy**

This course investigates methods, materials, and sequence for teaching classes in music theory. Consideration is given to the selection of texts, new approaches, contemporary techniques, special problems, and the development of the course outline.

**MUS 643-644** **Two Credits Each**  
**Composition Seminar I, II**

*(Required of composition majors for two semesters.)*  
This course facilitates classroom and individual instruction in composition.

**MUS 645** **Three Credits**  
**Invertible Counterpoint and Fugue**

This course is designed to help students develop techniques in double, triple, quadruple, and invertible counterpoint. Original compositions including invention choral variation, canon, and fugue in the style of J. S. Bach are also emphasized.

**MUS 650** **Three Credits**  
**Choral Techniques**

This course is designed to heighten the choral conductor's comprehension of choral music and its performance. In this course, students will concentrate on three areas within the choral spectrum: choral conducting, choral development, and choral interpretation.

**MUS 651** **Three Credits**  
**Band Management**

This course familiarizes prospective and professionally employed band directors with management skills and procedures necessary for an effective band

(Instrumental Music) program.

**MUS 680** **Three Credits**  
**History and Philosophy of Music Education**  
*Pre-requisite: MUS 590.*

This course is a survey of the historical and philosophical foundations of music education from ancient Greece to the present with an emphasis on the history of public school music in the United States.

**MUS 681** **Three Credits**  
**Current Trends in Music Education**

This course identifies current issues and development, materials, media, teaching strategies, and research relevant to contemporary school music. Pre-requisite: MUS 590 or equivalent.

**MUS 682** **Three Credits**  
**Administration and Supervision in Music Education**

This is a survey of the duties of the school music supervisor. These duties include effecting instructional improvement, developing positive staff relationships, and attending to varied administrative responsibilities. Pre-requisite: MUS 590 or equivalent.

**MUS 683-684** **Three Credits Each**  
**Special Studies in Music Education**  
*Pre-requisite: MUS 590.*

This is a terminal option for the non-thesis music education major. The design, implementation and submission of a written report on an innovative instructional program are required. Students must consult with their advisor.

**MUS 685-688** **Two Credits Each**  
**Teaching Practicum (2, 2, 2, 2)**

This course is designed to familiarize the student with methods of instruction through a presentation of current materials and pedagogical views. Each student is expected to participate in class ensembles rotating on the instruments in a particular family. It is available for Brasswind, Woodwind, String, and Percussion students.

**MUS 690** **Three Credits**  
**Terminal Project**

- **MUS 690A - Thesis**  
*(Music Education or Theory/Composition Concentration)*  
An extended and scholarly research project on a significant topic.
- **MUS 690B - Recital**  
*(Performance Concentration)*  
The presentation of a public recital.
- **MUS 690C - Lecture/Recital**  
*(Theory/Composition Concentration)*  
The presentation of a public lecture/recital.

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## OPTICAL ENGINEERING - OEN

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**OEN 510** **Three Credits**  
**Advanced Engineering Mathematics**

This course covers advanced mathematical tools and techniques for optical and electronics engineering including linear algebra, advanced vector calculus, complex variable theory, ordinary and partial differential equations and integral transform. Emphasis will be on using software such as MATLAB and Mathematical for solving engineering problems.

**OEN 520** **Three Credits**  
**Optical Design and Instrumentation**

Introduces geometrical and physical optics systems and their ramifications will be discussed. Course exposes the student to a variety of optical equipment, including mirrors, prisms, beam splitters, couplers, polarization equipment, lasers and laser coupling techniques. Laboratory experiments will introduce basic photonic, geometric and physical optics instrumentation as well as measurement techniques.

**OEN 530** **Three Credits**  
**Optical Materials**

This course relates optical behavior to the fundamental chemical, physical and micro-structural properties of conductors, insulators and semiconductor materials. Specialty topics such as Kerr effect, Stark effect, Zeeman shift, radiative and non-radiative transitions, up-conversion processes and other energy transfer mechanisms will be discussed, with an emphasis on semiconductor materials. Students will gain an insight into the kinds of materials engineering and processing conditions that are necessary to produce a material with a desired optical property.

**OEN 540** **Three Credits**  
**Lasers and Photonics**

Reviews the electromagnetic principles of optics; Maxwell's equations; reflection and transmission of electromagnetic fields at dielectric interfaces; Gaussian beams; interference and diffraction; laser theory with illustrations chosen from atomic, gas, and semiconductor laser systems; detectors, including photomultipliers and semiconductor-based detectors; and noise theory and noise sources in optical detection.

**OEN 560** **Three Credits**  
**Optical Communications I**

Advantages of optical communication and the fundamental components of a communication system will be covered. Topics will include waveguide theory, signal impairments such as fiber attenuation and dispersion, laser modulation, photo detection and noise and coherent communications.

**OEN 561** **Three Credits**  
**Optical Communications II**  
Continues the discussion in optical communications with a brief review of sources, detectors and signal degradation mechanisms in optical fibers. The remainder of the course deals with optical system network elements such as amplifiers, wavelength division multiplexers, switches and other passive optical components. Basic system design, testing and measurements will also be covered with the aid of system modeling software. quantization of the light field and introduction to modern topics in quantum optics.

**OEN 590** **One Credit**  
**Research Methods**  
This course will provide students with the tools to research technical topics using the various search engines and abstracts so that exhaustive literature searches on technical topics can be developed. Various technical styles of writing and technical manuals will be used to ensure that communications skills be optimized for the writing of theses and technical proposals.

**OEN 630** **Three Credits**  
**Opto-Electronic Devices**  
Materials for optoelectronics, optical processes in semiconductors, absorption and radiation, transition rates and carrier lifetimes are discussed. Principles of LEDs, lasers, photo detectors, modulators and solar cells and optoelectronic integrated circuits are discussed in detail.

**OEN 690** **Three Credits**  
**Applied Optics Research Seminar**  
Invited speakers with optical engineering experience will meet with the class to describe their experiences, entrepreneurial ventures, and research challenges.

**OEN 698** **Six Credits**  
**Master's Thesis Research**  
Required by thesis option students. Students must have a research advisor and be working on a research project.

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## PHYSICS - PHY

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**PHY 580** **Three Credits**  
**Quantum Mechanics for Materials Scientists**  
This course covers basic principles, the Schrodinger equation, wave functions, representation of dynamical variables as operators or matrices; bound and continuum states in one-dimensional systems; bound states in central potentials; hydrogen atoms; Perturbation Theory; the interaction of electromagnetic radiation with atomic systems; rotations and angular momentum and applications to solid state systems.

**PHY 653** **Three Credits**  
**Solid State Physics**  
This course covers mechanical, thermal, and electric properties of solids; crystal structure; Band Theory; semiconductors; phonons and transport phenomena.

**PHY 675** **Three Credits**  
**Electricity and Magnetism**  
This course covers the development of Maxwell's equations; Conservation Laws; problems in electrostatics and magnetostatics; time-dependent solutions of Maxwell's equations; motion of particles in electromagnetic fields; plane waves in dielectric and conductive media; dipole and quadrupole radiation from nonrelativistic systems; Fourier analysis of radiation field and photons, and scattering and diffraction of electromagnetic waves.

**OEN 580** **Three Credits**  
**Quantum Mechanics**  
This course develops the foundations of quantum optics, interactions of two-level atoms with light; basic elements of laser theory; fundamental consequences of the

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## POLITICAL SCIENCE - POS

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**POS 660** **Three Credits**  
**Urban Administration**  
This course focuses on relevant and scholarly literature on the administration of municipalities. The first half of the course will be devoted to the critical examination of theories relative to some general themes of the urban area. The second half will be devoted to the examination of empirical observations, or practical examples of attempts to apply these theories to concrete situations.

**POS 661** **Three Credits**  
**Urban Finance Administration**  
This course covers administrative opportunities and implications of the municipal budgetary process. It includes an analysis of financial conditions, financial reporting, the programming of service improvement, debt administration, and the financing of local government service improvement through municipal taxation and other revenue measures. Fiscal problems and principles relevant to budgetary control and accountability in various types of local government are considered.

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## PSYCHOLOGY – CPS (CPSY- Consortium Courses/PSYC ODU Courses)

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**CPS 632** **Three Credits** **NSU-Intellectual Assessment**

This course provides the student with training in theories of intelligence and psychometric properties, administration, scoring and interpretation of major individually administered intelligence tests for children, adolescents, and adults. Emphasis is placed on the Wechsler scales with exposure to other instruments. Students are expected to write interpretive reports on all practice administrations. Relation of assessment data to clinical disorders and special education eligibility decisions, ethical issues in test use, and general history of intellectual assessment and interpretation will be discussed.

**CPS 635 Three Credits NSU-Social and Multicultural Psychology**

This course will allow students to research and critically analyze conceptual and theoretical foundations for providing psychological services across diverse cultural populations. Social, cultural, psychological and life-style factors that influence or impede the mental health process will be explored and evaluated.

**PSYC 651 Three Credits ODU-Developmental Psychology**

This course covers topics related to the physical, cognitive, social and emotional aspects of growth, from conception to death. It focuses on human growth and development, but other organisms are also considered.

**PSYC 661 Three Credits ODU-Psychopathology**

This course provides a conceptual basis for the study of abnormal behavior. Students conduct an in-depth review of the literature related to neuroses, personality disorders, and psychophysiological disorders.

**CPS 700 Three Credits NSU-Clinical and Ethical Practice**

This course introduces basic therapy skills to clinical psychology students and explores the ethical framework that guides the profession of psychology.

**CPS 705 Three Credits NSU-History & Systems**

This course explores the history and systems of psychology related to contemporary applied psychology.

**PSYC 713 Three Credits ODU-Research Methods**

This course will cover research design and methodology. Topics may include experimental, quasi-experimental, single subject and survey research; validity; reliability; confounds; measurement; sampling; inductive inference. Additionally, this course will cover Responsible Conduct of Research, including completion of CITI course, protection of human subjects, University Human Subjects Committee and IRB, APA Style, paper structure, references, tables, figures, etc., research proposal writing, including searching for sources, writing, oral presentation, data collection and management issues

(e.g. Qualtrics, SONA, data cleaning). Students are required to complete a Research Proposal with Introduction and Methods and Data Analysis Plan and give an oral presentation of the research proposal.

**PSYC 801 Three Credits ODU-Empirically-Supported Therapies**

This course is designed to foster the integration of clinical science and the practice of psychotherapy. Course objectives include learning to identify, evaluate, and implement empirically-supported interventions for various psychological disorders.

**PSYC 824 Four Credits: lecture 3 hours; lab 2 hours. ODU-Analysis of Variance and Experimental Design w/Lab**

Review of basic descriptive and inferential statistical procedures with a heavy emphasis on fundamental and advanced analysis of variance techniques. Topics include contrasts, factorial designs, within- subject and mixed designs and analysis of covariance. Course materials are covered in the context of classical experimental and quasi- experimental design.

**PSYC 825 Four Credits: lecture 3 hours; lab 2 hours. ODU- Regression/Correlational Design w/Lab**

Covers correlation with heavy emphasis on regression analysis in the context of the general linear model. Topics include partial correlations, categorical and continuous interactions, non-linear regression, and multivariate statistics. Course materials are covered in the context of correlational designs and survey research.

**PSYC 890 Four Credits ODU- Internship in Clinical/ Psychology**

This course is taken each of three semesters in the fifth year. It is a full-time internship experience for one calendar year, or a half-time experience for two calendar years. Formally scheduled individual supervision by a qualified psychologist is required for at least two hours per week. The completion of regular assignments is also required. The Directors will approve the nature of the training and the facilities in which the training is provided. Evaluations of the internship performance will be made by the Internship Training Director and sent to the Associate Director of Training, who will assign a pass/fail grade for the course.

**CPS 895 Three Credits NSU- Practicum in Clinical Psychology**

This course assigns a student to a practice setting where he or she is given an opportunity to learn the skills of a clinical psychologist under close supervision. Various mental health settings throughout southeastern Virginia are used for this experience.

**CPSY 936 Three Credits EVMS- Personality Assessment**

This course provides an introduction to standards for

construction of tests, personality assessment methodology, issues of prediction from test data, and report writing. The development, content, and interpretation of the Minnesota Multiphasic Personality Inventory 2 will be covered in detail.

**CPSY 940** **Three Credits** **EVMS-Cognitive Behavioral Therapy**

This course covers theory and techniques of cognitive and behavioral approaches. A number of approaches (e.g., relaxation, operant, cognitive, multimodal) to a variety of clinical problems are considered. Applications for the assessment and treatment of adults, children, couples and families are discussed. Students gain practical experience in these techniques and in case conceptualization skills.

**CPSY 961** **Three Credits** **EVMS-Biological and Cognitive Aspects of Behavior**

This course will provide an integrative overview of how brain structure and functioning produces behavior and cognition in both normal and clinical contexts.

**CPSY 971** **Three Credits** **EVMS-Consultation/Supervision**

This course provides a theoretical and practical introduction to management and to professional issues affecting the current and future practice of clinical psychology. Students will develop a functional understanding of how the principles of management and organizational behavior influence mental health service delivery, gain insights into managing and influencing organizations, and develop skills for roles in consultation and clinical supervision. This course includes a review of standards of ethical practice in the context of managerial and supervisory tasks.

**Dissertation and Related Electives CPS 791 Three Credits** **NSU-Independent Study**

This course is an elective available to qualified students; to be scheduled independently in consultation with supervising instructor.

**PSYC 861** **Three – Six Credits** **ODU-Advanced Clinical Practicum**

This course is part of a focused study. The student is supervised in the development of advanced skills in clinical psychology in a practice setting.

**PSYC 894** **One – Six Credits** **ODU-Clinical Dissertation**

This course is coordinated with practica and electives during the third year to provide the student with an opportunity to develop an area of concentration. The dissertation presents the results of applied research.

**CPS 896** **Three – Six Credits** **NSU-Advanced Clinical Practicum**

This course is part of a focused study. The student is supervised in the development of advanced skills in clinical psychology in a practice setting.

**PSYC 897** **One – Four Credits** **ODU-Individual Study/Readings**

This course is an elective available to qualified students; to be scheduled independently in consultation with supervising instructor.

**CPS 899** **One – Six Credits** **NSU-Clinical Dissertation**

This course is coordinated with practica and electives during the third year to provide the student with an opportunity to develop an area of concentration. The dissertation presents the results of applied research.

**CPSY 900** **One – Four Credits** **EVMS-Directed Study**

This course is an elective available to qualified students; to be scheduled independently in consultation with supervising instructor.

**CPSY 985** **Two Credits** **EVMS-Adult/Geriatric Neuropsychology**

This course will build upon foundation material obtained in 961 to refine and expand knowledge of adult clinical neuropsychology and to supplement learning of clinical skills in concurrent advanced practica in clinical neuropsychology.

**CPSY 986** **Two Credits** **EVMS-Child Neuropsychology**

This course reviews specific neurodevelopment issues as they relate to theory, assessment and intervention with brain-impaired children. A variety of distinct neurological disorders, their neuropsychological correlates, appropriate assessment tools, and implications for remedial needs are discussed.

**CPSY 990** **One – Six Credits** **EVMS-Clinical Dissertation**

This course is coordinated with practica and electives during the third year to provide the student with an opportunity to develop an area of concentration. The dissertation presents the results of applied research.

**CPSY 993** **Three – Six Credits** **EVMS-Advanced Clinical Practicum**

This course is part of a focused study. The student is supervised in the development of advanced skills in clinical psychology in a practice setting.

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## SOCIAL WORK - SWK

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**SWK 500 A** **Three Credits** **Special Topics – Neuroscience and Social Work**

This course is presented with the understanding that the self-regulatory capacity which emerges from the human developmental process is central to well-being throughout the lifespan. This course examines the theoretical perspectives of neuro-biology and clarifies the role of the brain in helping to shape and condition behaviors, thoughts and emotions.

**SWK 512** **Three Credits**  
**Case Management in Social Work**

This course provides the foundations of case management by examining concepts, theories, and models of case management with diverse populations in various settings as it relates to social work. It focuses on essential social work case management skills and the standards for case management practice and evaluation, with an emphasis on ethical and legal issues. Current and emerging issues and approaches are explored.

**SWK 529** **Three Credits**  
**Social Work with Military Families**

This course examines the impact of the military lifestyle on the family and social work's role and responsibilities within the military. This course will provide an in-depth view of the knowledge and skills necessary for the identification of needs specific to the military family. The application of resource management and implementation for supportive, therapeutic, and educational needs will be emphasized. The impact of race, gender and class will be examined. Emphasis will be placed on resource implementation to meet the uniqueness of the military family.

**SWK 614** **Three Credits**  
**Fundraising and Grantsmanship**

This course provides students with concepts and tools that can help nonprofit human service organizations better achieve their mission and organizational goals by securing financial resources necessary to do so. The course explores the resource climate of nonprofit organizations to identify different ways of acquiring resources, and to develop knowledge of and skill in a variety of interrelated strategies and techniques. These include learning how to assess an organization's fundraising capabilities, conduct prospect research, conduct an annual fund drive, solicit gifts and grants from corporations and foundations and the governmental sector, cultivate and secure major gifts, design planned giving opportunities, carry out a capital campaign, conduct special event fund fundraising and set up information systems to tract fund raising efforts. The course is primarily oriented toward graduate level students interested in acquiring overall managerial skills associated with the modern nonprofit, human service organization in an increasingly competitive society. The course does not require prerequisites and is equally suitable for students in clinical or community practice concentrations.

**SWK 626** **Three Credits**  
**Human Behavior and the Social Environment**

This course is an introductory course that involves the study and exploration of human behavior, and provides a framework for understanding individuals, families, groups, organizations, and communities within the context of interacting physical and social environments. Human behavior is seen as varied and complex, arising from the interplay of a number of

factors (biological, psychological, social, and cultural) which can enhance or impede the social functioning of individuals and social institutions. Traditional and alternative theories and paradigms will be utilized to provide the foundation necessary for organizing and understanding human behavior in the social environment. Special emphasis is given to human diversity, the impact of social and economic forces on individuals and social systems, and populations at risk.

**SWK 639** **Three Credits**  
**Diversity, Inclusion, and Oppression**

This course examines how membership in socially vulnerable groups (e.g., people of color, indigenous peoples, those living in poverty, women, and sexual minority individuals) significantly influences an individual's life experiences, world view, and increases risk factors for exposure to discrimination, economic deprivation, and systemic oppression. Grounded in critical race theory and intersectionality, the course aims to increase students' awareness, knowledge, and skills for competent, cross-cultural practice. Students learn to apply social justice approaches to influence assessment, planning, and intervention with individuals, families, groups, and communities, based on social work ethics and values

**SWK 651** **Three Credits**  
**Social Welfare Policy and Services**

One of the functions of Social Work has been, and is, to develop, maintain, modify, and strengthen the social welfare system so that it can meet basic human needs of a culturally diverse population. A method institutionalized with professional social work education and practice for fulfilling this vital mission is social welfare policy analysis and planning. This concerns the formulation, development, implementation, and evaluation of relevant social plans, policies, programs, and legislation designed to promote individual and societal well being; to prevent or resolve social problems, alleviate social injustice, develop human and social resources; and, generally, to enhance the quality of life for all segments of society. The purpose of the course is to provide students with the necessary knowledge, skills, and values to perform as informed and competent practitioners, and to contribute towards change and social justice, making social welfare institutions more humane and responsive to the needs of a diverse population.

**SWK 663** **Three Credits**  
**Trauma and the Military**  
*Prerequisite: SWK 626*

The focus of this course is to identify and understand the range of physical and emotional consequences of trauma that are experienced by some active duty military personnel, veterans, reservists, and non-combatants (e.g. chaplains, medical staff, and their families). A major emphasis of this course is learning to identify risks and resilience factors and to provide empirically informed treatment to service men and women and their families who have experienced trauma. The course aims to sensitize students to social worker's commitment to respecting diversity among persons. Special issues of social work practice with minority populations, especially women, persons with

disabilities, people of color, college students, bisexual or transgendered persons are addressed.

**SWK 675** **Three Credits**  
**Social Work Profession**

*Concurrent enrollment: SWK 690A & SWK 693A*  
This course emphasizes the knowledge, values, and skills needed to engage in foundational social work practice. The course explores the history of social work and contemporary strengths of the social work profession. Students learn to apply social work values and ethics to interventions with individuals, families, and communities guided by cultural competence and social justice, with particular focus on African American clients.

**SWK 690 A&B** **Three Credits Each**  
**Field Practicum I**

*Corequisite: Enrollment in a social work practice method course.* The Field Practicum I educational experience provides students with the learning opportunity to engage in supervised social work practice in human services settings. Students learn to apply the foundation knowledge and skills obtained in the classroom to actual practice situations that involve individuals, families, groups, communities, and organizations. Upon successful completion of the Field Practicum I experience, the student will be able to conduct competent assessments that recognize issues of diversity and strengths, develop intervention plans, implement basic intervention techniques, and evaluate practice outcomes from a generalist and ecosystems perspective.

**SWK 693 A & B** **Zero Credits Each**  
**Field Practicum Orientation**

*Co=Requisite: Enrollment in SWK 690 A & B*  
This is a mandatory/required one-time attendance course designed as an orientation to equip the MSW I Generalist social work field practicum student with the knowledge, values and skills needed to negotiate a successful first year field education experience.

**SWK 697** **Three Credits**  
**Research Methods I**

*Prerequisite: Successful completion of an elementary statistics course.*

This course is designed to impart knowledge and skills of scientific social investigation. Scientific methods of knowledge building for social work practice, as well as practice evaluation and research outcome utilization, are emphasized. This course covers scientific inquiry and theory, the ethics and politics of social work research, problems and hypotheses, operationalization and measurement, research designs, sampling, data collection and analysis, reporting results, and utilization of research outcomes.

**SWK 698** **Three Credits**  
**Research Methods II**

*Prerequisite: SWK 697*

This is an advanced research course which focuses on research designs and analytical skills for the systematic evaluation of clinical social work practice. It covers the social and ethical context of practice research, as well as a variety of methods for practice evaluation. The utilization of quantitative and qualitative methods for data analysis is presented.

**SWK 714** **Three Credits**  
**Differential Approaches to Treatment**

*Prerequisite: Successful completion of all practice courses and concurrent enrollment in SWK 790B*

This course is designed to examine selected approaches to intervention used by social work professionals in work with individuals, families, and groups in a variety of settings. The theoretical base, essential values, major techniques, and roles of the worker of each selected approach will be reviewed in the context of their efficiency and demonstrated effectiveness for diverse populations. The course builds upon content in the foundation, clinical concentration, and field practice experience arenas. It serves to facilitate the integration of theory and practice and provides social workers with a sound base for arriving at differential assessments and differential plans of intervention which incorporate a social mechanism for evaluating the outcomes. This course serves to be a major integrative course within the clinical concentration.

**SWK 715** **Three Credits**  
**Intervention Strategies/Military Families & Personnel**

This course is a capstone course in the sequence of courses for the specialization in social work with the Military. The focus of this course is clinical treatment of military service men and women, and their families. The major emphasis is learning to identify risks and resilience factors among service men and women and their families who experience trauma. The course sensitizes students to social worker's commitment to understand and appreciate strengths of military service men and women, both those who have been deployed and those who have not, and their families.

**SWK 730** **Three Credits**  
**Differential Assessment for Social Work Practice**  
*Prerequisite: SWK 626, SWK 690A, or equivalent.*  
This course is designed to provide social work students with the essential knowledge, understanding and application of the DSM and ICD behavioral health classification systems for differential assessment and diagnosis of mental disorders, mental illness and related medical issues in clinical social work practice. Diagnostic assessment and application with diverse population groups and integration of client strengths, social work values and ethics, are also included in the clinical differential diagnostic assessment focus of this course.

**SWK 736** **Three Credits**  
**Substance Abuse**  
The purpose of this course is to provide students with clinical and/or administrative professional goals an opportunity to attain an essential knowledge and skill base necessary for successful program planning, service delivery, and evaluative practice with people involved in substance abuse. This course is designed for individuals with little or no prior knowledge in this area.

**SWK 753** **Three Credits**  
**School Social Work**  
*Prerequisite: SWK 651*  
This course focuses on social work practice in the educational setting. There will be an overview of historical developments, educational policy and planning, and implementation of social work service delivery. It will address the role and function of school social workers in elementary, middle, and high schools. The special education process, the policies mandated, and the needs of at-risk students will be examined.

**SWK 757** **Three Credits**  
**Policies and Services for Aging**  
*Prerequisite: SWK 651*  
A comprehensive analysis of policies and services for senior citizens will be covered in this course. Students will examine factors leading to present policy as well as those which may indicate future trends.

**SWK 759** **Three Credits**  
**Community Mental Health Policy and Services**  
*Prerequisite: SWK 651*  
This course emphasizes historical and current policies and services for mental health in the United States. Trends, impact, and outcome of policies will be

evaluated. Specific attention is given to the funding of mental health care and to implications of a national movement to ensure legal rights for mentally disabled persons.

**SWK 760** **Three Credits**  
**Child Welfare Policies and Services**  
*Prerequisite: SWK 651*  
The content of this course includes an in-depth study of services and programs affecting the security and development of children. The roles of parents and spokespersons are examined, as are current trends in children's legal rights and education for the exceptional child. Special attention is given to developments which may be anticipated in the next decade.

**SWK 761** **Three Credits**  
**Military Policies and Services**  
*Prerequisite: SWK 651*  
This course builds on Social Welfare Policy and Services (SWK 651) and focuses on policies that direct functions of the military. The major emphasis of this course is learning to identify and advocate for benefits, and work toward changes in policies that impact treatment services and benefits that military personnel and their dependents receive. The course sensitizes students to ways social work interfaces with clients' and families' day-to-day functioning, whether they have non-combatant, reserve, active duty, or veteran status. The course is designed to teach students (1) how to understand how the military culture shapes clients' lives and (2) how to advocate for those who need access to the benefits they are entitled to because of their military status.

**SWK 762** **Three Credits**  
**Community Practice**  
This course is designed to introduce students to the dynamics of organizational and community change and transformation. The focus is on imparting knowledge and skills in systematic problem solving steps to bring about planned change that will result in achieving sound socio-economic well-being.

**SWK 763** **Three Credits**  
**Advocacy and Social Planning**  
*Prerequisite: SWK 762*  
This course is designed to introduce students to the salient principles, methods, processes, techniques, and various models of social planning. The knowledge and skills acquired from the course will prepare students to make systematic assessment and evaluation of community problems, and to design and implement effective programs to deal with such problems. The focus is on providing refined knowledge and skills in social planning.

**SWK 764** **Three Credits**  
**Social Service Administration**  
*Prerequisite: SWK 651 (or permission of instructor)*

Utilizing a diversity perspective, the course is designed to make creative application of administrative and organizational management knowledge and skills to foster cooperative partnerships among various community agencies, including local, state, and regional social service organizations. The aim is to find a method of providing effective social services to diverse populations and various client populations. The focus is on providing pertinent knowledge and skills in administration and organizational management, financial management, supervision, budgeting, and coordination.

**SWK 771** **Three Credits**  
**Social Work with Individuals**

*Prerequisite: SWK 675*

This course focuses on social intervention with individuals. A multi-faceted format will be used to study the theories, their behavioral sciences empirical supports, value bases, and effectiveness with problems faced by individuals. This course will be conducted as a seminar, and is designed to incorporate a high level of participation by students.

**SWK 772** **Three Credits**  
**Social Work with Groups**

*Prerequisite: SWK 675*

This course provides students with the knowledge about social work group theory perspectives and the experiential application of group-based clinical skills for social work group interventions.

**SWK 773** **Three Credits**  
**Application of Group Skills**

*Prerequisite: SWK 772*

This course builds on the process model of SWK 772 to advance the application of theory and skills for clinical social work practice with groups. The advanced nature of this course includes 1) more in-depth attention to theory and skills for facilitating groups for therapeutic purposes; 2) more sophisticated application of action and process-based techniques to the stages of group development and to the cultural diversity of members in therapeutic groups; 3) more comparative assessment of the types of/and models for social work practice with groups in diverse contexts; 4) more intensive experience in a group process designed to increase awareness regarding current strengths and obstacles to the "use of self" in clinical social work practice with groups.

**SWK 775** **Three Credits**  
**Social Work with Families**

*Prerequisite: SWK 771*

This course is designed to provide clinical students with knowledge and application of theoretical frameworks and related multi-theoretical family social work practice approaches that are unique to the modality of family therapy. The course focuses on the family as a natural social system in context and provides historical, sociological, psychological, systems and strengths-based perspectives of family functioning. Primary emphasis will be placed upon the mastery of family theory/therapy-based assessment

strategies utilizing well-known family therapy models as well as the related demonstration of theory-based family intervention skills.

**SWK 783** **Three Credits**  
**Advanced Social Work with Families**

*Prerequisite: SWK 775*

This course is designed to enhance the student's assessment and intervention skills and to expose students to the competency-based (strength oriented) approach to family therapy. Special attention will be given to gender issues and families from diverse cultures. The course builds upon content previously experienced by the student in the clinical methods foundation, ethnicity, the advanced curriculum and field experience. Primary emphasis will be placed upon students obtaining and demonstrating skills and techniques. Thus, role play, case presentation and an analysis of pre-recorded video tape will be extensively employed.

**SWK 788** **Three Credits**  
**Supervision**

This course serves as a bridge for the clinician to transition from direct practice to tasks associated with supervision and mid-level management in human services organizations. The process to move from direct practice to tasks associated with effective supervision, consultation and the management of staff and resources is multifaceted and multidimensional. In order to obtain supervision knowledge, values and skills, the clinician will need a shift in knowledge base to reflect an introductory exposure to the foundational levels of the components and techniques of supervision, differential leadership models, consultation, and organizational needs.

**SWK 790 A & B** **Six Credits Each**  
**Field Practicum II**

*Prerequisite: SWK 690 A & B*

*Co-Requisite: Enrollment in a social work practice methods course*

The Field Practicum II educational experience provides students with the learning opportunity to engage in supervised Clinical Practice upon successful completion of Field Practicum I and all prerequisite courses. The Field Practicum II experience builds upon the knowledge and skills obtained in the foundation courses and Field Practicum I, and gives students the opportunity to develop advanced practice skills in clinical social work practice. Field Practicum II for the clinical practice concentration affords students the learning opportunity to engage in advanced direct practice techniques for working with diverse individuals, families, and groups. In addition, Field Practicum II provides in-depth practical

experiences for utilizing a variety of theories of social work to guide and evaluate practice.

**SWK 793 A & B Zero Credits Each Field Practicum Orientation II**

*Prerequisite: SWK 790 A & B*

*Co-Requisite: Enrolment in a social work practice methods course*

This is a mandatory/required one-time attendance course designed as an orientation course to equip the MSW II clinical level social work field practicum student with the knowledge, values and skills needed to negotiate a successful second year field education experience.

**SWK 797 Three Credits  
Evaluative Research**

*Prerequisite: SWK 697*

This is an advanced research course to acquaint students with theories, process, techniques, and context of evaluation, as well as program evaluation, such as intervention planning, research designs, monitoring of operation, assessment of impact, and efficiency/effectiveness of the service program.

**SWK 810 Three Credits  
Scholarly Writing and Publishing**

This course examines issues centered on scholarly writing and publishing. Examples of topics examined are the importance of writing, factors that affect high scholarly productivity, writing for a specific journal, how to cope with rejection, the motivation to write, collaborative writing, the organization of ideas, and finding the time to write.

**SWK 811 Three Credits  
Social Work Practice Theory**

This course examines the epistemological bases for social work practice. It focuses on the nature and types of practice theory and examines the relationship among perspectives, paradigms, conceptual frameworks, and practice models through examples in current practice.

**SWK 812 Three Credits  
Teaching Practicum in Social Work**

This course provides students with a supervised experience in major task functions in the role of social work educator. Curriculum development, teaching tasks, supervisory meetings, and assigned readings are integral components of the practicum experience.

**SWK 813 Three Credits  
Research in Social Work I**

This course emphasizes the place of research in theory development in social work. It includes understanding of the philosophy of science, research design, logic and data analysis and statistical procedures as related to knowledge building. Practical aspects of conducting research, questionnaire construction, and content analysis are covered. This course also examines the contributions and limitations of both qualitative and quantitative methodologies.

**SWK 814 Three Credits  
Social Welfare Policy I**

This course uses the social work perspective to develop conceptual frameworks for the critical analysis of social welfare policies in response to historical and contemporary needs and problems. Primary emphasis is on the impact of policies relative to social work practice, needs and resources.

**SWK 816 Three Credits  
Research in Social Work II**

*This course is a sequel to SWK 813*

This course reviews the foundation and theory underlying statistical methods and basic statistical analysis. It emphasizes the issues, logic, and designs in research, particularly those that contribute to testing, revising, and generating theory for family-centered social work practice. Knowledge of statistical procedures, computer technology, and qualitative and quantitative designs for dissertation research are covered.

**SWK 817 Three Credits  
Social Welfare Policy II**

*This course is a sequel to SWK 814*

This course focuses on the historical and current issues which affect policy both in the context of the United States and in comparison with other countries. It considers such issues as family values, the definition and goals of family policy, the role of government in relation to the family, and the effects of current and future trends in family policy on families and on social work practice.

**SWK 818 Three Credits  
Seminar: Family in Context**

This course will develop students' independent integration and application of curriculum concepts with a focus on their applicability to the historical and contemporary socio-cultural concepts of families. Multicultural, social change, economic and political variables, and theoretical frameworks are examined in relation to their impact on family needs and resources. Additionally, it examines the impact that the social, economic, and political environments have upon African American and other culturally diverse families, particularly those that are disadvantaged and at risk.

**SWK 819 Three Credits  
Advanced Research Methods**

This course instructs doctoral students in the methods and modalities of research that build upon and extend the knowledge they acquired in earlier courses. It examines critical issues in research including measurement and validity; research designs for answering complex theoretical issues; and research approaches used for systematic theory building and testing and knowledge development. Methods and issues involving secondary data and their analysis, including archival sources, are addressed. Research

inquiry into systems that influence family practice and policies also are addressed. Content will include techniques and strategies for writing research proposals, reporting data, funding research, and publishing.

**SWK 820** **Three Credits**

**Seminar: Ethnic Minority Families**

This course develops students' independent integration and application of family centered practice theory and research with a focus on diverse families. The emphasis is on the current relevance of the knowledge base for practice with or on behalf of ethnoculturally diverse, especially African American families. It emphasizes the development of knowledge through theory and research that build on the strengths to empower these families.

**SWK 821** **Three Credits**

**Multivariate Analysis and Statistical Modeling**

*Prerequisite: SWK 813 Research in Social Work*

This course is designed to provide knowledge and skill in applying methods of advanced statistical analysis to social work practice and theoretical problems. It covers multi-linear regression analysis, logistic regression analysis, and statistical analysis involving dichotomous variables. The course will focus on applying the ANOVA approach to multiple regression analysis and understanding the data reduction attributes of that method.

**SWK 822** **Three Credits**

**Social Work Education**

This course addresses critical issues in social work education. Some of the areas covered are professionalism, curriculum designs and process, principles of adult learning, methods of instruction and ancillary educational roles. Special attention is given to the undergirding theories and research basis for policies and practices in social work education.

**SWK 829** **Three Credits**

**Advanced Research Practice in Social Work**

This course provides students with an individualized advanced "hands on" research experience under the supervision of a faculty member. The objective of the research practicum is to strengthen students' ability to synthesize different phases and components of social work research. Students are encouraged to pursue a publication stemming from the research experience.

**SWK 830** **Three Credits**

**Seminar in Social Work Research**

This course provides students with a group experience in the development and application of qualitative and quantitative research methods. Students will participate in the design and implementation of funded and non-funded research related to social work practice with diverse families. This course strengthens students' capability to conduct independent research. It is intended to acquaint the

student with reporting research, its dissemination, and publication procedures with the goal of preparing a manuscript for submission.

**SWK 889** **Three Credits**

**Research Practicum**

*Prerequisite: SWK 697 and permission of instructor supervising or conducting the investigation*

This course involves the individually supervised practice in the application of research methods and tools to a specific social welfare problem, which may be indicated by students, generated by faculty and/or social agency. Research may include historical/bibliographical study methods.

**SWK 910** **Three Credits**

**Dissertation Seminar**

This course is designed to assist students in planning, conducting, and reporting dissertation research. It covers the role and selection of the dissertation committee, dissertation guidelines, including preparation of the dissertation proposal, practical considerations in conducting dissertation research, and the preparation and defense of the dissertation report. Topical areas of social work research and publication guidelines are covered also.

**SWK 950** **Zero Credits**

*Prerequisite: Completion of Coursework*

Comprehensive Exams are required for candidacy.

**SWK 999A** **Six Credits**

**Dissertation**

Candidates for the degree of Doctor of Social Work are required to plan, carry out, and report the results of an original, independent study in the form of a doctoral dissertation. Candidates are required to maintain continuous enrollment until completion of all dissertation requirements. SWK 999A is the first dissertation course.

**SPE 516** **Three Credits**

**Managing Human Behavior**

The focus of this course is on advanced concepts and strategies to change behavior patterns of individuals and groups. It includes a knowledge base of critical theoretical frameworks and programmatic paradigms for increasing appropriate behaviors and decreasing inappropriate behaviors that are generalized to enhance the individual's adjustment to live a harmonious and productive life in a multi-cultural environment

**SPE 523** **Three Credits**

**Attributes and Medical Conditions Associated With Early Childhood Special Education**

Medical aspects of development and legal aspects as they relate to educational issues will be explored. This will include exploration of etiology, treatment, medical characteristics and educational approaches. The Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, the

Americans with Disabilities Act, the Disabilities in Education Improvement Act (IDEIA), and the No Child Left Behind Act (NCLB) will be discussed. Twenty (20) hours of guided observation/participation at this level are required (see [http://www.nsu.edu/education/pdf/ProfessionalObservatio\\_nHandbook.pdf](http://www.nsu.edu/education/pdf/ProfessionalObservatio_nHandbook.pdf) ).

**SPE 532**

**SWK 999B**

**Six Credits**

**Dissertation**

This is the second dissertation course. Students are required to defend the dissertation proposal and research study. The dissertation committee has the responsibility for recommendations, evaluations, and decisions about the dissertation proposal, study, and manuscript and the committee conducts the final oral defense of the dissertation.

## **SPECIAL EDUCATION - SPE**

**SPE 510**

**Three Credits**

**Introduction to Exceptional Individuals**

This course provides an overview of the foundation for educating individuals with disabilities and special gifts. It includes philosophical perspectives, developmental differences, and cultural influences as they relate to individuals in their home, school, and community. A twenty- hour clinical experience is required.

**SPE 512**

**Three Credits**

**Legal and Ethical Aspects of Educating Exceptional Learners**

This is a comprehensive active learning course designed to provide students with a framework to understand the legal requirements of providing a free and appropriate public education to learners with disabilities. The course addresses the necessary information for pre-service teachers and practitioners to understand the history and developments of special education laws, and the requirements of these laws from a legal viewpoint and an ethical perspective. In addition, opportunities are provided for students to enhance their skills in locating pertinent information in law libraries, on the Internet, and from other sources to keep abreast with the constant changes and developments in the field.

**Three Credits**

**Curriculum and Instructional Procedures for Teaching Students with Mild Disabilities**

This course is designed to focus on strategies for teaching learners with mild disabilities who are accessing the general education curriculum. Areas of study include terminology and etiological factors, historical perspectives, legal parameters, assessment techniques, influence of culture variables, current issues, and effective methods of instruction. A twenty-hour clinical experience is required.

**SPE 538**

**Three Credits**

**Nature of and Strategies for Teaching Individuals with Severe Disabilities**

This course is designed to provide students with the means to assist individuals with severe disabilities to function more effectively in school and in the community. Areas of study include terminology and etiology, historical perspectives, legal parameters, assessment, influence of cultural variables, current issues, and effective methods of instruction. A twenty-hour practicum is a requirement for this course.

**SPE 540**

**Three Credits**

**Collaboration Procedures**

This course is designed to increase the competence of teachers in meeting the instructional needs of exceptional learners. Its focus is on current issues and trends for accommodating variances in abilities through cooperation with persons from other disciplines and agencies. A twenty-hour clinical experience is required.

**SPE 540A**

**Three Credits**

**Collaboration Procedures Applied**

The purpose of this course is to teach strategies for building and working effectively within collaborative teams in schools. Course content addresses the following areas: Team organization; Stages of team development and team building strategies; Teamwork skills (e.g., communication, problem-solving, conflict resolution); Challenges to and supports for collaborative teams; Teams' roles in designing individualized education programs and other plans; Understanding and supporting team's relationship with family members, students and peers, related services personnel, and paraprofessionals.

**SPE 542**

**Three Credits**

**Reading and Literacy Instruction for Exceptional Learners**

This is comprehensive active learning course designed to provide students with a foundation in literacy instruction and content area reading. Emphasis will be placed on language acquisition and the interrelated nature of reading, writing, speaking, listening, and thinking to promote the use and understanding of language by the exceptional learner. Field experiences will facilitate student mastery of developing a balanced reading program.

**SPE 545**

**Three Credits**

**Transition**

This course is designed to increase the competence of teachers in meeting the instructional needs of exceptional learners. Its focus is on current issues and trends for accommodating variances in abilities through cooperation with persons from other disciplines and agencies. A twenty- hour clinical experience is required.

**SPE 610**

**Three Credits**

**Education in Urban and Global Environments**

This course is designed to provide students with an

advanced-level exploration of the foundations of education in America examined in the context of a cursory view of global and comparative education issues. Sociological, historical, and legal parameters are studied with attention to inclusion of cultural and ability variance. Prospective teachers are guided relative to entry, retention, and growth in the profession.

**SPE 613** **Three Credits**  
**Assessment and Evaluation In ECC**

This course is designed to provide students with a theoretical, clinical, pragmatic, and relevant overview regarding the assessment and evaluation of infants, toddlers, and preschoolers with special needs. The course will also highlight procedures and measures used to evaluate a spectrum of abilities (i.e. cognition, motor, sensory, communication, adaptive behavior, and social competence) with sensitivity to class, cultural differences, environment, and family resources. The culminating focus will be using the assessment information to determine, plan, and implement appropriate placements and programs of intervention. Twenty (20) hours of guided observation/ participation at this level are required (see [http://www.nsu.edu/education/pdf/ProfessionalObservatio\\_nHandbook.pdf](http://www.nsu.edu/education/pdf/ProfessionalObservatio_nHandbook.pdf) ).

**SPE 619** **Three Credits**  
**Educational Aspects of Abnormality**

This course will provide participants an opportunity to acquire knowledge about mentally and physically disabling conditions they may encounter in their fields of work. Attention will focus on federal and state regulations governing services for exceptional students. Information about effective techniques and interventions for interacting with disabled individuals will also be researched and discussed.

**SPE 640** **Three Credits**  
**Psychoeducational Diagnostic Measures**

This advanced course is designed to provide students with an understanding of the psychoeducational diagnostic process. Special attention is given to the testing domains of intelligence, language, perception, academics, overt behavior, affective competence, and vocational assessment. Educational experiences focus on developing instructional interventions for linguistically and culturally diverse learners.

**SPE 641** **Three Credits**  
**Physical and Occupational Therapy Procedures**

This course emphasizes the techniques used in positioning and handling the individual, the adaptive aids and equipment used, and daily living skills. It includes the techniques to coordinate and reinforce physical and occupational therapy on a daily basis.

**SPE 643** **Three Credits**  
**Communication Development for Early Childhood Special Education**

This is a graduate course designed to increase

knowledge and develop skills to enhance teachers' skills in identifying and working with young children with communication and speech challenges. Through the use of course readings, available research and case studies, candidates will develop competencies in planning and utilizing effective methods and strategies for working with children who have communication and language disabilities to maximize learning in early childhood and classroom situations. Twenty (20) hours of guided observation/ participation at this level are required (see [http://www.nsu.edu/education/pdf/ProfessionalObservatio\\_nHandbook.pdf](http://www.nsu.edu/education/pdf/ProfessionalObservatio_nHandbook.pdf) ).

**SPE 654** **Three Credits**  
**Special Education Seminar**

This course is designed to introduce as well as identify major and current issues in the Special Education field. Focus will be on such areas as the condition of special education, assessment and instruction, legal issues, "best practices," school and community collaboration, and student and family concerns. Students will visit special education programs in order that they may critically analyze issues and trends relating to methodology and current approaches used to educate exceptional individuals.

**SPE 662** **Three Credits**  
**Guidance and Counseling and Rehabilitation Counseling**

This course is designed to enable students to become knowledgeable of the theories of guidance and of counseling, and to understand the role of the rehabilitation counselor in the design and implementation of a vocational rehabilitation program. It emphasizes transition, supported employment, and centralized service delivery systems.

**SPE 663** **Three Credits**  
**Casework and Rehabilitation Counseling**

This course will provide a theoretical and practical introduction to casework management and the rehabilitation process with emphasis on vocational goals, job development, and career exploration. Emphasis will be placed on individual program design, counseling, utilization of resources, and informed choice. The course will explore the federal mandates and the effect they have on the rehabilitation process.

**SPE 665** **Three Credits**  
**Rehabilitation Counseling: Occupational Information and Placement**

recording, and reporting experiences of individuals and groups who seek the agency's services. This course includes occupational and labor market information, job development, job seeking skills, placement and follow up activities. Students will execute the role of the rehabilitation counselor to include conduct of print and electronic research, use of databases, and facilitation of placements.

**SPE 667** **Three Credits**  
**Ethical Rehabilitation Strategies for the Empowerment of Culturally Diverse Populations**

Didactic and experiential constructs of understanding behavior will be embedded in this course to examine critical practice concerns in the rehabilitation counseling profession and emerging issues within the larger rehabilitation and disability communities. A general aim of the course is to help students understand the role/status of persons with disabilities in our society and to help students identify attitudes and preconceptions toward persons with disabilities. Students will draw upon their values, knowledge, and experiences in developing strategies and frameworks devoted to meeting the needs of their clients without jeopardizing the dignity of those they serve.

**SPE 692** **Three Credits**  
**Research Methods in Special Education**

This course is designed to impart mastery of types of research, selection of problems, location of information, collection and classification of data, as well as analysis and interpretation of information. Students will conduct a literature review, write a prospectus for a thesis, or write a proposal for submission to a funding agency.

**SPE 699** **Three Credits**  
**Internship in Teaching Students with Mild Disabilities**

*Prerequisite: Departmental Approval (400 clock hours)*  
This course is designed to provide a period of supervised teaching during which the candidate takes responsibility for a given group of individuals with mild disabilities for a definite period of time. The candidate will assess students, plan and write instructional interventions deliver instruction, monitor and document student progress, and assume all other classroom duties of the cooperating teacher. All placements will provide candidates with opportunities to interact with individuals from diverse populations.

**SPE 699D** **Six Credits**  
**Internship in Teaching Students with Severe Disabilities**

*Prerequisite: Departmental Approval (400 clock hours)*  
This course is designed to provide a period of supervised teaching during which the candidate takes responsibility for a given group of individuals with severe disabilities for a definite period of time. The candidate will assess students, design and write instructional plans, implement plans, monitor and document student progress, collaborate with other team members, and assume all other classroom duties of the teacher. All placements will provide candidates with opportunities to interact with individuals from diverse populations.

**SPE 699E** **Six Credits**  
**Internship in Rehabilitation Counseling**

This course is designed to provide culminating clinical experiences in rehabilitation counseling. Students

develop and use a coherent, personalized counseling approach that is adequately based in counseling theory and research. They engage in direct interaction by observing, counseling,

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## URBAN AFFAIRS - UAF

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**UAF 570** **Three Credits**  
**Introduction to Urban Studies**

This course is designed to provide insights into the occurrence of urbanization and focuses on the transformations of communities from rural to urban. Basic definitions of urban studies are introduced along with the nature of contemporary urban problems: historical and more recent involvements of governmental jurisdictions in urban problem solving; competitive recommendations for a national urban policy; and character and problems of current urban research activities.

**UAF 575** **Three Credits**  
**Information Systems and Urban Administration, Research and Evaluation**

This course is designed as an introductory course in data processing, as related to urban administration. The student will be made aware of the various usages of the computer in administrative decision-making, conduction of research studies, and in program evaluation. Advantages and disadvantages of the computer will be investigated, and different languages and canned programs will be introduced.

**UAF 611** **Three Credits**  
**Urban Problems in Urban America**

This course focuses upon the impact of the urban problems in urban centers. It provides critical analyses of the nature of contemporary urban problems, including opposing views and definitions of the "Urban Crisis;" attempts to distinguish specific "Urban Problems" from the more general social problems manifested mostly in urban areas. Special examinations will be made of significant research performed in order to analyze major urban issues.

**UAF 614** **Three Credits**  
**Structural Models for Urban Action**

This course provides practice in studying urban settlements with a view of understanding the relatively stable structures setting limits on community public action. The sociological, political, economic, and other commonly used models of "community power" and other structures are briefly studied, followed by a comparative analysis of surveys in different communities and areas. Emphasis is placed upon the structural design for relevant action by urban policy professionals.

**UAF 616** **Three Credits**  
**Executive Management and Leadership**

This course explores the appropriate roles of urban

executives and administrators in determining and realizing democratic goals and in fostering the values of responsible societies. Consideration will be given to executive managerial objectives, functions, means toward ends, organization and resources in achieving program objectives, the exercise of leadership, decision-making, motivation, and management of conflict. Comparisons are drawn among administrative roles at different levels and in varying national cultural environments.

**UAF 620** **Three Credits**  
**Housing and Redevelopment Policy in Urban Change**

This course involves a comparative review of housing legislation, urban renewal, and related community development among selected nations. Policy and program development is analyzed to identify the bases of public support. Particular attention is given to the social, economic, and political forces directed toward the amelioration of urban ills. Urban administrators are viewed as both initiators and implementers of public policy, in addition to being advocates and initiators of new policies and programs.

**UAF 697** **Three Credits**  
**Urban Research Methods I**

This course focuses on the research design method of data collection and problems of measurement.

**UAF 698** **Three Credits**  
**Urban Research Methods II**

This course focuses on data reduction, analysis, interpretation, application and utilization of data.

**UAF 690** **Three Credits**  
**Advanced Seminar: Urban Policy Analysis and Program Development**

An overview of urban processes through the utilization of general systems theory and the applied tools of systems analysis is explored. Critical review of major contemporary issues of the city as a system, and an evaluation of the potentials of the most significant dimensions of policy making are dealt with. Developing skills in the critical evaluation of applied methodologies and program formulation and assisting in the determination of organizational effectiveness are also major consideration.

**UAF 693** **Three Credits**  
**Urban Community Field Placement**

Each student in the Urban Affairs program, who has not had or is not presently involved in related work experience, is expected to expend a designated period of time in field placement at a government or private industry or service agency. The purpose is to provide or continue practical experience, to test academic models, to participate in inter- group experiences, and to develop skills related to the day- to-day agency functions in the delivery of human services.

**UAF 699** **Six Credits**  
**Thesis (Required)**

Thesis research is an individual research project and is required of all students for graduation. It is designed to provide students with the opportunity to study empirical or historically social problems and their impact on urban living. The thesis process requires students' developing both a problem statement and a research design, analyzing and summarizing numerical data, and reaching a justifiable conclusion. Policy implications/recommendations are also expected.

**UAF 752** **Zero Credits**  
**Comprehensive Examination**

This course is required for all students taking the comprehensive examination. Students should register for this course the semester they intend to sit for the comprehensive examination.

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## URBAN EDUCATION - UED

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**UED 505** **Three Credits**  
**Reading in the Content Areas**

Skills in this area are designed to impart an understanding of comprehension skills in all content areas, including a repertoire of questioning strategies, summarizing and retelling skills, and strategies in literal, interpretive, critical, and evaluative comprehension, as well as the ability to foster appreciation of a variety of literature and independent reading.

**UED 600** **Three Credits**  
**Introduction to Administration & Leadership**

This course is intended to provide candidates with a theoretical and practical overview of leadership expectations in school settings. Candidates will have an opportunity to reflect on and practice important contextual ideas, concepts, and skills necessary for effective school principals and other school leaders.

**UED 601** **Three Credits**  
**Data-Driven Leadership & Technology**

This course provides candidates with a practical overview of the use of quantitative and qualitative data in school settings. Candidates will develop data literacy and analytical skills. Candidates will learn general concepts and techniques of data analysis, generation, and presentation with specific application to educational issues, included but not limited to program assessment and evaluation, resource planning, and allocation, and strategic planning. **Prerequisites:** UED 600, UED 617, UED 630, UED 637, UED 641, and UED 691.

**UED 603** **Three Credits**  
**School Leadership Issues and Trends**

This course is intended to provide candidates with a theoretical and practical overview of leadership expectations in school settings based on the most

recent trends, policies, and issues in the field of education impacting public schools. Candidates will have an opportunity to reflect on and practice important contextual ideas, concepts, and skills necessary for effective school principals and other school leaders.

**EDU 605** **Three Credits**  
**Human Growth and Development**

This course is designed to analyze the nature and range of human characteristics through the study of principles and procedures in evaluating student growth in skills, attitudes and understanding. Candidates will conduct in-depth study into moral development, values, clarification and perceptual and cognitive factors in learning and reading.

**UED 606** **Three Credits**  
**Multicultural Concepts & Perspectives**

This course examines the impact of culture on behavior and provides knowledge that candidates can use to increase effectiveness in counseling and leading individuals from other cultures. In addition, candidates explore ways in which their respective cultures form their worldview and how this worldview may impact their interactions with others. Candidates learn about the cultural norms of specific groups and explore the importance of implementation of equity of policies and procedures, counseling skills and techniques, and decision-making approaches that best meet the needs of all stakeholders in a diverse society.

**EDU 612** **Three Credits**  
**Counseling for Human Growth and the Lifespan**

In this course, candidates will be able to understand the stages of lifespan development with applications to counseling. Current research findings on major developmental issues including physical, social, emotional, speech and language, and cognitive processes of individuals will be emphasized.

**UED 617** **Three Credits**  
**Organizational Behavior in a Multicultural Society**

This course is intended to provide the candidates with an understanding of the structure and dynamics of the school as an organization in a multicultural society. A knowledge base founded in the works of Kolb, Vroom, McClelland, Likert, Boyatzis, Schein, Bennis and other researchers and theorists will serve as a guide to students' understanding the complexity of an organization. Candidates will gain self-understanding by using Kolb's conceptual model of concrete experience, reflective observation, abstract conceptualization and active experimentation. The candidates will gain insights into their role in the organization through hands-on experiences in the functions of the school as a social organization.

**UED 620** **Three Credits**  
**Legal and Ethics Issues in Counseling**

This course provides an orientation to ethical issues in the practice of school counseling. Ethical practices are examined through the use of case scenarios, which outline ethical dilemmas commonly experienced by

professional school counselors. The course entails a review of court cases, federal and state legislation, school board policies, ethical codes, and related literature.

**UED 620C** **Three Credits**  
**Legal and Ethical Issues in Counseling**

This course provides an orientation to ethical issues in the counseling practice. Relevant issues in mental health are identified and explored. Focal areas include professional roles and functions, ethical standards including accountability, responsibility, client welfare, emotional health, laws and regulations, institutional policies, cross cultural, cross social class practices and their impact on mental health. Ethical practices are examined by the use of vignettes describing ethical dilemmas presented to the counselors. Professional identification, the discipline appropriate professional associations and organizations and publications regarding best practices and strategies in providing counseling services to students, individuals and families are identified and introduced to the student.

**UED 621** **Three Credits**  
**Principles of Counseling**

This course is intended to give the beginning counselor an understanding of counseling theory and strategies. It is intended to aid the prospective counselor in establishing a view of counseling based on a firm foundation supported by acknowledged theories of counseling. In addition, the student will develop skills to work with families, individuals, and crisis interventions. Participants will gain an understanding of the counseling theories used in psychodynamic approaches, humanistic, cognitive, and behavioral genres.

**UED 621C** **Three Credits**  
**Introduction to Professional Counseling**

This course is intended to give the beginning counselor an understanding of counseling theory and strategies. It is intended to aid the prospective counselor in establishing a view of counseling based on a firm foundation supported by acknowledged theories of counseling. In addition, the student will develop skills to work with families, individuals, and crisis interventions. Candidates will gain an understanding of the counseling theories used in psychodynamic approaches, humanistic, cognitive, and behavioral genres.

**UED 622** **Three Credits**  
**Counseling Theories**

This course introduces, analyzes, and evaluates the application various counseling and psychotherapy theories and models. The following theories will be examined: (a) Psychoanalytic, (b) Adlerian, (c) Existential; (d) Person-Centered (e) Gestalt; (f) Behavior; (g) Cognitive Behavior; (h) Reality (i) Postmodern and (k) Family Systems. Emphasis will be placed on developing effective techniques for conducting individual counseling, conducting interviews, helping clients adjust to change, facilitating clients with self-exploration, self-understanding, and self-evaluation. This course is

designed to explore the counseling process by examining specific theories and the related research. This course is designed to acquaint candidates with implementation of a counseling relationship in clinical and school settings

**UED 622C** **Three Credits**  
**Counseling and Psychotherapy**

The course introduces, analyzes, and evaluates the application of various counseling and psychotherapy theories and models. The following theories will be examined: (a) Psychoanalytic; (b) Adlerian; (c) Existential; (d) Person-Centered; (e) Gestalt; (f) Behavior; (g) Cognitive Behavior; (h) Reality; (i) Feminist, (j) Postmodern; and, (k) Family Systems. Emphasis will be placed on developing effective techniques for conducting individual counseling, conducting interviews, helping clients adjust to change, facilitating clients with self-exploration, self-understanding, and self-evaluation. This course is designed to explore the counseling process by examining specific theories and the related research. This course is designed to acquaint candidates with implementation of a counseling relationship in clinical settings. The course will also explore counseling skills and procedures.

**UED 623** **Three Credits**  
**Counseling Techniques and Skills**

This course focuses on the major techniques used in counseling. Emphasis is placed not only on the techniques but also on the rationale underlying the practice of counseling, theoretical approaches, counseling techniques, and the ethics of counseling.

**UED 623** **Three Credits**  
**Counseling Techniques and Skills**

This course focuses on the major techniques used in counseling. Emphasis is placed not only on the techniques but also on the rationale underlying the practice of counseling, theoretical approaches, counseling techniques, and the ethics of counseling.

**UED 626** **Three Credits**  
**Program Evaluation and Development**

This course prepares candidates for effective leadership roles in urban systems through an understanding of the relationship between needs assessment, program goals, measurable outcomes, and program mission statements. Candidates seeking leadership roles in school divisions, military units, community

**UED 630** **Three Credits**  
**School and Community Relations**

This course focuses on the relationships between school and the local community, the impact of social systems on educational opportunities for community field experiences, media for interpreting needs of the community, views and achievement of the school.

**UED 630C** **Three Credits**  
**Community and Agency Counseling**

In this course students will study counseling in such settings as mental health, social service, religious, penal institutions, rehabilitation and employment agencies. Emphasis will be on the counseling and consulting skills that prepare counselors to provide effective client assistance and to work collaboratively in the community.

**UED 632** **Three Credits**  
**Human Relations Development and Group Counseling**

This course is designed to provide participants with the interpersonal skills they will need to work with students, parents, staff and community residents. Emphasis will be placed on the students' developing effective techniques for conducting group discussion, conducting interviews, helping clients to adjust to change, and facilitating the client's growth with facilitating client with self-explorations, self-understanding, and self-evaluation. The course provides a knowledge base founded on concepts developed by Kolberg, Erikson, Bennis, Carkhuff, and others.

**UED 632** **Three Credits**  
**Group Counseling Theories and Techniques**

This graduate course is to provide candidates with the interpersonal skills to work with children, adults, and staff. Emphasis will be placed on candidates' developing effective techniques for conducting group discussions, conducting interviews, helping clients adjust to change, and facilitating clients with self-exploration, self-understanding, and self-evaluation. This course is designed to explore the group process by examining theories and research related to group counseling. This course is design to acquaint candidates with implementation of group counseling in the clinical settings. The courses will also explore group dynamics and group procedures. This course will emphasize the integration of group counseling concepts in counseling programs for clients.

**UED 636** **Three Credits**  
**Instruction and Classroom Management for Early Childhood Special Education**

This course provides teachers and other related professionals with knowledge of instructional strategies and various methods of classroom and behavior management for infants, toddlers, and preschoolers with special needs. The course will provide a practical guide to in-service and pre-service teachers, families, and paraprofessionals for implementing instruction and applying behavior management techniques in both general and special education settings, the home, and the community. In addition, the ethics of behavior management, the rights of children, and the legal and legislative impact upon behavior management will be covered.

**UED 637** **Three Credits**

**Curriculum Development**

Principal Preparation

This course analyzes the historical, sociopolitical, economic, and cultural dimensions of curriculum development as foundational pieces for state mandated guidelines in the context of an ever evolving technological society that espouses multimedia platform production orientation.

**Prerequisites:** UED 600 and UED 630

**UED 638** **Three Credits**

**Classroom Management for School Counselors**

This course will help school counselors understand education in America's public schools and the role of the school counselor. Candidates will acquire knowledge of the principles of classroom teaching and management. They will learn ways to create a positive, supportive, and respectful learning environment, ways to present interesting and meaningful classroom guidance lessons, and effectively address a range of challenges in the pre K – 12 classroom.

**UED 640** **Three Credits**

**Family Systems**

This course will introduce students to a family systems perspective in regards to client issues brought to the counseling setting. Students will be introduced to the family development framework and common family issues across the family life cycle. The course will also include an introduction to theories of family therapy along with counseling strategies and techniques as well as research in family counseling and family functioning.

**UED 641** **Three Credits**

**Supervision and Evaluation of Instruction**

This course is intended to give the participant an understanding of leadership skills as applied to the supervision process. Students will gain an insight into motivational theory, organizational theory, clinical supervision and the teacher evaluation process. Works of Daniel Griffith, Jacob Getzelm Eagan Guba, Luvern L. Cunningham will be used for foundation knowledge. Students will identify personal leadership styles and their implications for supervision.

**UED 644** **Three Credits**

**Addiction Counseling**

This course provides a summary of addiction counseling based on practical application of both theory and research. It serves as a reference that can be used by two groups: (1) undergraduate and graduate students who are training to be direct service workers with addicted individuals and (2) clinicians who are new to the field of addiction counseling or who would like to review the state of the art of addiction counseling. The main focus of the course is on the practitioner. Throughout the course, interactive exercises, such as case studies and discussion exercises are provided to assist the

reader in applying the information and to assist the facilitator in integrating the material into the classroom discussion. Due to the many different approaches in the addictions field, there are often controversies regarding theory and practice. This course will not reconcile these differences, but it does fuse theoretical and practical concerns into a pragmatic counseling framework.

**UED 645** **Three Credits**

**Assessment and Appraisal in School Counseling**

This course is designed to acquaint candidates with the fundamental principles of psychological and educational assessments, various types of standardized tests, needs assessments, and program evaluations. This course will emphasize data-driven decision making with a focus on ethics and issues involving the appropriate use of psychological and educational assessment results. The integration of standardized tests and administration, scoring, and interpretation play an integral part in understanding the impact of data on a variety of stakeholders within a public school setting and its surrounding community.

**UED 645C** **Three Credits**

**Testing and Assessment in Counseling**

In this course candidates will examine individual and group approaches to formal and informal client testing and assessment techniques. The course includes an examination of the various assessments, use of collaborative information, clarification of assessment concepts, test selection for various populations, test administration, results interpretation, and ethical and legal issues relative to assessment.

**UED 650** **Three Credits**

**Diagnosis and Treatment:**

This course will provide an in depth review of a broad spectrum of psychopathological conditions as defined in the DSM-5. The focus of this review will include the etiology, prevalence & incidence, signs & symptoms, and criteria for differential diagnosis. The emphasis of this review will be on comparing and contrasting different theoretical perspectives on each disorder, as well as reviewing the empirical literature in support of these theoretical perspectives. As a graduate level course, this review will be at an advanced level and presumes mastery of the content of an undergraduate Abnormal Psychology course.

**UED 670** **Three Credits**

**School Law**

This course is intended to provide participants with an overview of school law. Participants will learn terminology of federal and state court systems and their implications for public schools. The course will cover major legal issues affecting education and Virginia School laws. Participants will be expected to develop skills using legal resources and to have a working knowledge of current laws affecting schools.

**UED 671** **Three Credits**  
**School Finance**

Current practices and techniques for making efficient and effective decisions concerning financial resource management in public schools are analyzed and evaluated. Attention will be given to state aid formulas and current practices in accounting systems as applicable to public schools.

**UED 677** **Three Credits**  
**Foundations of Career Development**

This course provides candidates with knowledge, skills, and competencies to respond appropriately to the attitudes, behaviors, feelings and thoughts of students implementing the career counseling function. Additionally, candidates will learn how to assist students in acquiring, processing and applying information relative to themselves and the world of work. This course is also designed to assist the candidate in synthesizing theoretical constructs and application of theory in all career development areas.

**UED 680** **Three Credits**  
**Introduction to Counseling Supervision**

This course provides the foundation for learning theories and practices of consultation and supervision including legal and ethical issues. The course includes 3 broad content areas: (a) counseling supervision fundamentals, interpersonal and developmental processes, clinical content, evaluation, gate-keeping, and administrative and case-management tasks (B) individual supervision models, approaches, theories and additional supervision formats: and (c) teaching, learning, and developmental processes for becoming a supervisor, During this course, candidates explore supervision and consultation as unique skills and practices for counseling, professionals and consultation, theoretical frameworks and models of supervision and consultation, the roles and relationships related to clinical supervision and consultation, and legal, ethical and multicultural issues associated with clinical supervision and consultation. The prerequisite for this course is UED 621C Principles of Counseling or UED 621 Principles of Counseling.

**UED 681** **Three Credits**  
**Personnel Management and Staff Development**

Personnel management is that aspect of school administration that is concerned with the effective supervision of the school staff. This course examines the concepts and strategies that make people satisfied and productive whether they are professional or hourly rated employees. In addition, the participant will also gain experience in dealing with conflicts and personal problems.

**UED 684** **Three Credits**  
**Curriculum and Instructional Procedures in Mathematics**

Study of theories, strategies for effective instruction, and contemporary assessment practices that support mathematics learning in grades 6-12. Special emphasis on research methods in mathematics education, Independent research project required.

**UED 686** **Three Credits**  
**Curriculum and Instructional Procedures in Fine Arts**

Study of theories, strategies for effective instruction, and contemporary assessment practices that support mathematics learning in grades 6-12. Special emphasis on research methods in mathematics education, Independent research project required.

**UED 687** **Three Credits**  
**Curriculum and Instructional Procedures**

Study of materials and methods for teaching, integrating, and assessing English language, literature, grammar, and composition with attention to current research and theories that inform best practices in language arts instruction.

**UED 690** **Three Credits**  
**Curriculum and Instructional Procedures in Secondary Social Studies**

*Prerequisites: UED 682 and completion of history deficiencies per the certificate of preliminary endorsement*

Emphasizes and reinforces the modeling and making of the best curriculum and instructional practices by future secondary social studies teachers. Reinforces the adherence of secondary social studies teachers to both the content standards of educational accrediting bodies and those put forth by the state of Virginia. Writing, speaking, and critical thinking competencies are reinforced and applied.

**UED 691** **Three Credits**  
**Research and Writing**

This course is designed to assist graduate candidates in education and behavioral sciences to develop skills associated with the systematic investigating, collecting, classifying, interpreting, and reporting of data. Candidates will become familiar students with scholarly research, terminology, and methodology for evaluating and writing a research proposal.

**UED 692** **Three Credits**  
**Research Methods**

This course is designed to assist graduate candidates in the Community Counseling/Mental Health program to develop skills associated with the systematic investigating, collecting, classifying, interpreting, and reporting of data. Candidates will become familiar with scholarly research, terminology, and methodology for evaluating and writing a research proposal.

**UED 700C** **Three Credits**  
**Psychopathology**

This course is designed to provide an integrated approach for treatment of psychopathology for helping professionals in the field of behavioral health. The course covers a wide range of definitions and models that focus on psychological disorders, functioning and abnormal psychological, and conditions of psychopathology based in the DSM-V. The primary focus of this course is on psychopharmacology, prevalent psychotherapies, and theories of abnormal behavior and development in clinical settings which includes using the principles and practices of diagnosis treatment, referral, crisis intervention and prevention of mental health disorders to initiate, maintain, and terminate treatment in the behavioral health setting.

regular curriculum; (2) develop and conduct a field trial on a new curriculum or instructional area; (3) or, develop and apply for a research grant. The course allows the participant to be involved in quantitative

**UED 710C** **Three Credits**  
**Practicum I**

The course is designed to provide an orientation for candidates as they begin supervised work in the counseling profession. During this initial practicum experience, the candidates will apply knowledge and skills learned throughout the program in working with clients in a supervised field placement. The candidates are required to complete **50 clock hours which are to be fulfilled in an academic term** which include a minimum of **40 hours per term** of direct contact (counseling) hours with clients and a minimum of 10 hours of group work. The remaining **10 hours per term** consists of indirect hours accrued performing other counseling-related duties. Candidates receive 1 hour of individual supervision by site and university supervisors weekly and 1-2 hours of group supervision during the academic term. The experiences must be approved by the Practicum Supervisor and Professor.

**UED 720C** **Three Credits**  
**Counseling Practicum II**

The course is designed to provide an orientation for candidates as they begin supervised work in the counseling profession. During this continued practicum experience, the candidates will apply knowledge and skills learned throughout the program in working with clients in a supervised field placement. The candidates are required to complete **50 clock hours which are to be fulfilled in an academic term** which include a minimum of **40 hours per term** of direct contact (counseling) hours with clients and a minimum of 10 hours of group work. The remaining **10 hours per term** consists of indirect hours accrued performing other counseling-related duties. Candidates receive 1 hour of individual supervision by site and university supervisors weekly and 1-2 hours of group supervision during the academic term. The experiences must be approved by the Practicum Supervisor and Professor.

**UED 791/792** **Six Credits**  
**Applied Research I & II**

The Applied Research course is a two-semester program that will provide the participant with an opportunity to explore one of the following: (1) an in-depth study of an area that is not normally part of the

and/or qualitative research. The participant will receive approval to explore a problem or issue that has relevance to his/her area of concentration or knowledge base. The participant will be expected to develop a theory or proposition and explore the issue using library research and direct observation. Students will be expected to develop a document describing and summarizing the results of the research done in the study.

**UED 793** **Three Credits**  
**Internship I**

The internship is structured as the culminating practical experience for the candidates. This experience will vary in depth and range in the following areas: (a) policy and professional ethics, (b) program planning, (c) small group facilitation, (d) individual counseling, (e) lifestyle / career planning, (f) appraisals and assessment, (g) multicultural relevancy, (h) student consultation, and (i) community involvement and service- learning.

**UED 793C/** **Three Credits**  
**Internship I**

Counseling internship is designed to meet the CACREP accreditation standards and is based on seminar-style class discussion, the presentation and discussion of cases, clinical group supervision principles and didactic instruction. The program requires students to complete a clinically supervised internship of **300 clock hours which is to be fulfilled in an academic term.**

The internship course provides a systematic sequence of professional experiences under the supervision of a certified professional in Community Counseling. During this continued internship experience the candidate will apply knowledge and skills learned throughout the program in working with actual clients in a supervised field placement. The candidate is required to spend a minimum of **120 hours per semester** of direct counseling service with clients, of which it is preferred that one-fourth of these hours be in group work (i.e. leading or co-leading a counseling group, conducting a psycho-education group experience such as a stress management or substance abuse awareness group). The remaining **120 hours per semester** consists of indirect hours accrued performing other counseling-related duties. Candidate receive 1 hour of individual supervision weekly, and receive 1-2 hours of group supervision during the academic term. The experiences must be approved by the internship Supervisor and Professor and is required to assess and treat mental health issued as categorized in the standard diagnostic nomenclature of Virginia

**UED 794** **Three Credits**  
**Internship II**

This course serves as an extension of UED 793 (see UED 793)

**UED 794C** **Three Credits**  
**Internship II**

Counseling internship is designed to meet the CACREP

accreditation standards and is based on seminar-style class discussion, the presentation and discussion of cases, clinical group supervision principles and didactic instruction. The program requires students to complete a clinically supervised internship of **300 clock hours which is to be fulfilled in an academic term.**

The internship course provides a systematic sequence of professional experiences under the supervision of a certified professional in Community Counseling. During this continued internship experience the candidate will apply knowledge and skills learned throughout the program in working with actual clients in a supervised field placement. The candidate is required to spend a minimum of **120 hours per semester** of direct counseling service with clients, of which it is preferred that one-fourth of these hours be in group work (i.e. leading or co-leading a counseling group, conducting a psycho-education group experience such as a stress management or substance abuse awareness group). The remaining **120 hours per semester** consists of indirect hours accrued performing other counseling-related duties. Candidate receive 1 hour of individual supervision weekly, and receive 1-2 hours of group supervision during the academic term. The experiences must be approved by the internship Supervisor and Professor and is required to assess and treat mental health issued as categorized in the standard diagnostic nomenclature of Virginia