



**2021-2022**

**Graduate Catalog**

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**PROTECT  
YOURSELF  
AND OTHERS**

**PROTECT  
YOURSELF  
AND OTHERS**

# GRADUATE

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## 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 is applies and admitted to another degree program will follow the requirements specified in the University Catalog issued for the year of the admission 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.*

# ACADEMIC CALENDAR

## Fall Semester 2021

Event	Date
State of the University Address/ Faculty/Staff/School/Department Meetings/Faculty Information Workshops	Tuesday, August 24
Departmental Advising and Registration	Friday, August 27 - Saturday, August 28
<b>Classes Begin/Late Registration</b>	<b>Monday, August 30</b>
Deadline for Late Registration/ Adding Courses or Declaring Audit	Friday, September 03
Mini Term 1A/1C Deadline for Late Registration/Adding Courses or Declaring Audit	Friday, September 03
Deadline to Drop a Course and Receive 100% Refund (18/1 and Mini Term 1A/1C)	Friday, September 03
<b>Labor Day Holiday (No Classes)</b>	<b>Monday, September 06</b>
<b>Mini Term 1A/1C advisory grades due (6 week session)</b>	<b>Monday, September 20 - Saturday, September 25</b>
<b>Founders Day Convocation</b>	<b>Thursday, September 16</b>
Deadline to Apply for December 2021 Graduation	Friday, September 24
<b>At the 5th Week, First Advisory grades due (12 week session)</b>	<b>Monday, September 27 - Saturday, October 02</b>
<b>Mid Term Grading for Graduate Courses</b>	<b>Monday, October 11 - Saturday, October 16</b>
Mini-Term 1B/1D (Classes Begin)	Saturday, October 16
<b>Fall Break (No Classes for 15 week session)</b>	<b>Thursday, October 21 - Friday, October 22</b>
Mini-Term 1B/1D Deadline for Late Registration/Adding Courses or Declaring Audit	Friday, October 22
Deadline to Drop a Course and Receive 100% Refund (Mini Term 1B/1D)	Friday, October 22
Registration for Spring 2022 Semester Begins	Monday, November 01 - Saturday, January 15
<b>At the 10th week, Second advisory grades due ( 13 week session)</b>	<b>Monday, November 01 - Saturday, November 06</b>
<b>Mini Term 1B/1D advisory grades due (6 week session)</b>	<b>Monday, November 15 - Saturday, November 20</b>
<b>Election Day</b>	<b>Tuesday, November 02</b>
Deadline to Drop a Course (21/1, 21/1B, 21/1D)	Friday, November 12
Reading Day (No classes)	Wednesday, November 24
<b>Thanksgiving Break</b>	<b>Thursday, November 25 - Sunday, November 28</b>
Classes Resume	Monday, November 29
<b>Final Grades Due for December 2021 Graduates</b>	<b>Wednesday, December 01</b>
<b>Classes End</b>	<b>Friday, December 03</b>

**(Last Day to Withdraw from the University without Academic Penalty)**

<b>Reading Day (No Classes)</b>	<b>Saturday, December 4</b>
Final Examination Period	Monday, December 6 - Friday, December 10
<b>COMMENCEMENT</b>	<b>Saturday, December 11</b>
Deadline to Report Final Grades	Tuesday, December 14

Registration One-Stop Shop and Advising Services will be located on the first floor of the Student Center beginning Friday, August 27, 2021 through Friday, September 3, 2021 for registration. Hours of operation will be 8:00 a.m. until 6:00 p.m. **The Office of the Registrar, Financial Aid, Cashiers Office, and Student Accounts will be in Room 149 until Friday, September 3, 2021.**

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

**Spring Semester 2022**

<b>Event</b>	<b>Date</b>
University Community/Faculty/ Staff/School/Department Meetings/ Faculty Information Workshops	Tuesday, January 04
Departmental Advising and Registration	Friday, January 07 - Saturday, January 08
<b>Classes Begin/Late Registration</b>	<b>Monday, January 10</b>
Deadline for Late Registration/ Adding Courses or Declaring Audit	Friday, January 14
Mini Term 2A/2C Deadline for Late Registration/Adding Courses or Declaring Audit	Friday, January 14
Deadline to Drop a Course and Receive 100% Refund (20/2 and Mini Term 2A/2C)	Friday, January 14
<b>Martin Luther King Jr. Holiday (No Classes)</b>	<b>Monday, January 17</b>
Deadline to Apply for May 2022 Graduation	Friday, January 28
<b>Mini Term 2A/2C advisory grades due (7 week session)</b>	<b>Monday, January 31 - Saturday, February 05</b>
<b>At the 5th week, First advisory grades due (15 week session)</b>	<b>Monday, February 07 - Saturday, February 12</b>
<b>Mid Term Grading for Graduate Courses</b>	<b>Monday, February 21 - Saturday, February 26</b>
Mini Term 2B/2D (Classes Begin)	Monday, February 28
Mini-Term 2B/2D Deadline for Late Registration/Add/Drop Courses or Declaring Audit	Friday, March 04
Deadline to Drop a Course and Received 100% Refund (Mini Term 2B/2D)	Friday, March 04
<b>Spring Break (No classes)</b>	<b>Monday, March 07 - Sunday, March 13</b>
Registration for Summer and Fall 2022 Semester	Monday, March 14 - Friday, June 17
<b>At the 10th week, Second advisory grades due (15 week session)</b>	<b>Monday, March 21 - Saturday, March 26</b>
Deadline to Drop a Course (21/2, 21/2B, 21/2D)	Friday, April 01
<b>Mini Term 2B/2D advisory grades due (7 week session)</b>	<b>Monday, March 28 - Saturday, April 02</b>

<b>Final Grades Due for May 2022 Graduates</b>	<b>Wednesday, April 20</b>
<b>Classes End</b>	<b>Friday, April 22</b>
<b>(Last Day to Withdraw from the University)</b>	
Final Examination Period	Saturday, April 23 - Friday, April 29
<b>COMMENCEMENT</b>	<b>Saturday, May 07</b>
Deadline to Report Final Grades	Tuesday, May 10
Faculty Development Workshop	Wednesday, May 11 - Thursday, May 12

Registration One-Stop Shop and Advising Services will be located on the first floor of the Student Center beginning Friday, January 07, 2022 through Friday, January 14, 2022 for registration. Hours of operation will be 8:00 a.m. until 6:00 p.m. **The Office of the Registrar, Financial Aid, Cashiers Office, and Student Accounts will be in Room 149 until Friday, January 14, 2022.**

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

## Summer Sessions 2022

### May 17 to June 25, 2022: Six-Week Term (TERM A)

Event	Date
End of Registration (Term A)	Saturday, May 15
Classes Begin/Late Registration	Monday, May 17
Deadline for Late Registration/ Adding Courses or Declaring Audit	Thursday, May 20
Deadline to Drop a Course and Receive 100% Refund	Thursday, May 20
Memorial Day Holiday (No Classes)	Monday, May 31
Deadline to Drop a Course	Tuesday, June 08
Classes End	Thursday, June 24
<b>(Last Day to Withdraw from the University without Academic Penalty)</b>	
Final Examination Period	Friday, June 25
Deadline to Report Final Grades	Tuesday, June 29

### June 28 to July 23, 2022: Four-Week Term (TERM B)

Event	Date
End of Registration (Term B)	Saturday, June 26
Classes Begin/Late Registration	Monday, June 28
Deadline for Late Registration/ Adding Courses or Declaring Audit	Thursday, July 01
Deadline to Drop a Course and Receive 100% Refund	Thursday, July 01
Deadline to Drop a Course	Monday, July 12
Classes End	Thursday, July 22
<b>(Last Day to Withdraw from the University without Academic Penalty)</b>	
Final Examination Period	Friday, July 23
Deadline to Report Final Grades	Monday, July 26

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

# WELCOME TO NORFOLK STATE UNIVERSITY

Norfolk State College was founded on September 18, 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.

## Our Mission

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 21st 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.

## Institutional Goals

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  
1866 Southern Lane  
Decatur, Georgia 30033-4097

or call 404-679-4500 for questions about the accreditation of Norfolk State University.

## Specialized Accreditations

Accrediting Agency	Discipline
<b>Engineering Accreditation Commission (EAC) of ABET</b>	Electrical and Electronics Engineering (BS) Optical Engineering (BS)
<b>American Chemical Society (ACS)</b>	Chemistry (BS)
<b>Accreditation Council for Education in Nutrition and Dietetics (ACEND)</b>	Food Science and Nutrition (BS in Exercise Science)
<b>American Psychological Association (APA)</b>	Clinical Psychology (Ph.D.)
<b>Association to Advance Collegiate Schools of Business (AACSB)</b>	School of Business (BS)
<b>Commission on Accreditation of Allied Health Education Programs (CAAHEP)</b>	Kinesiotherapy (BS in Exercise Science/ Physical Education)
<b>Computing Accreditation Commission (CAC) of ABET</b>	Computer Science (BS)
<b>Council on Social Work Education (CSWE)</b>	Social Work (B.S.W.) Social Work (M.S.W.)

<b>National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)</b>	Medical Technology (BS)
<b>The Association of Technology, Management and Applied Engineering (ATMAE)</b>	Building Construction Technology (BS)
	Computer Technology (BS)
	Electronic Technology (BS)
<b>National Association of Schools of Music (NASM)</b>	Music (B.Mus.)
	Music (M.Mus.)
<b>Council for the Accreditation of Educator Programs (CAEP)</b>	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 PreElementary 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)
<b>Accreditation Commission for Education in Nursing (ACEN)</b>	Nursing (BS)
<b>Accrediting Council on Education And Mass Communications (ACEJMC)</b>	Mass Communication & Journalism (BS)

- 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
- 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
- College and University Staffing
- Conference of Southern Graduate Schools
- Council for Advancement and Support of Education
- Council of Graduate Schools
- Council of Historically Black Graduate Schools
- Council on Social Work Education
- Intercollegiate Music Association
- Mid Atlantic Association for School
- Group for the Advancement of Doctoral 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

## Affiliations

- Administrative Management Society
- American Alliance for Health Education, Recreation, Physical Education and Dance
- American Association for Affirmative Action
- American Association of Colleges of Nursing

# 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. 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 a minimum of 54 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 4.0 point scale. Specific requirements for doctorate degrees vary by discipline and are specified in each program description published in the Graduate Catalog.

# SCHOOL OF GRADUATE STUDIES AND RESEARCH

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**Dr. DoVeanna Fulton**, Provost and Vice President for Academic Affairs  
(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, Ethelyn R. Strong 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.

## Graduate Council

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. It aims to ensure the effective coordination of graduate programs and the maintenance of high-quality graduate education. The Council recommends the following:

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 in 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.

## General Admission Requirements

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 an 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. 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.
  - b. 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).
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. (Please note: Some programs may require a higher minimum grade point average.)
  - 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). Work experience does not reduce the course requirement credits.

Some graduate programs have additional requirements such as letters of recommendation, personal statement or essay, 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 academic program office for additional requirements.

### DEADLINES

To ensure adequate time for processing prior to enrollment, the Office of Graduate Studies must receive application forms, transcripts, letters of recommendation, and other credentials by the following deadlines:

**November 1** for enrollment for the spring semester;  
**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. Applications received after these dates may be deferred for consideration of enrollment for the following semester.

**PLEASE NOTE:** Some programs have earlier deadlines. Please check with your specific program of interest to determine if they have earlier or later deadlines for admission consideration.

All transcripts and other credentials become the property of the University and must remain on file in the School of Graduate Studies and Research.

## Admission Procedures

Admission to pursue graduate study at Norfolk State University is accomplished by completion of an online application (<https://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 in courses, official transcripts must be mailed or electronically delivered to:

The School of Graduate Studies and Research  
 Office of Graduate Studies  
 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.

## International Students

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. This requirement can be met in the following ways:

1. Acceptable scores on an approved English language proficiency test such as the Test of English as a Foreign Language (TOEFL; minimum of 80 on the TOEFL iBT) and IELTS (minimum of 6.5) taken within the past two years. Other English language proficiency tests must be approved and passed at rates equivalent to the TOEFL and IELTS per official standards from the administering organization. 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> (<http://www.ets.org/toefl/>) or on the IELTS at <https://www.ielts.org/>.
2. Six semester hours or more of college level English completed with a grade "C" or better at an accredited Institution;
3. Possession of a bachelor's or master's degree equivalent from an accredited institution located in a country where English is the native or dominant language.

International students who are admitted into the university must be cleared through the Office of Accessibility and International Students

(OASIS) prior to enrolling in courses. Information about this clearance process can be found at the OASIS website (<https://www.nsu.edu/iss/about/>).

## Admission Classifications

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:

1. meet all requirements for regular admission but do not wish to take courses leading to a particular degree;
2. 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
3. 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, or 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 coursework 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.

## Time Limit

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 in 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> (<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.

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.

### Re-Admission After the Time Limitation Has Passed

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.

## Graduate Fellowships and Achievement Assistantships

### Graduate Fellowships

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 may be considered for graduate fellowships.

### Graduate Achievement Assistantships

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:

1. Enrolled full-time (nine credit hours or more)
2. In good academic standing
3. Making satisfactory progress toward a graduate degree
4. 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 assistantship. All graduate students may be considered for this award.

## 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.

## Domicile

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.

## Tuition and Fees

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> (<https://www.nsu.edu/tuitionandfees.aspx>).

### 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 ([studentaid.gov](https://studentaid.gov)) (<https://studentaid.gov/h/apply-for-aid/fafsa/>). To submit a FAFSA online, a student must obtain a Personal Identification Number (PIN) at [www.pin.ed.gov](http://www.pin.ed.gov). (<https://studentaid.gov/fsa-id/create-account/launch/>) 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 [studentaid.gov](https://studentaid.gov) (<https://studentaid.gov/h/apply-for-aid/fafsa/>). 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.

## Federal Ford Direct Loans

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 the completion of degree requirements and preparation for graduation.

## Commencement

### 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> (<https://www.nsu.edu/registrar/graduation/>).

# 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. Specific departmental and program requirements are available in departmental offices, websites, 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 (9) credit hours per semester during the academic year.

## Academic Standards and 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.

Graduate degree programs vary on minimum grade requirements for successful completion of a graduate course and program. 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. Students are responsible for knowing and adhering to the academic requirements of their specific program.

## 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.

Course Number	Course Level
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	Description
A	4.000	
A-	3.700	
B+	3.300	
B	3.000	
B-	2.700	
C+	2.300	
C	2.000	
C-	1.700	
F	0.000	
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.

## 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. 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> (<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 completion of the course and approved by the Program Coordinator 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 in the department. 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

1. the credits have not previously been used or applied to a degree at another institution;

2. the grade earned in the course is "B" or above;
3. the courses are comparable to those offered in the program to which the applicant is applying;
4. approval is granted by the graduate program area; and
5. 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

Don Essex,  
Dean of Library  
(757) 823-9153

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 microformat. 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 (p. 18),
- Finance and Business (p. 28),
- Research and Economic Development (p. 31),
- Student Affairs (p. 20), and
- University Advancement (p. 31).

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. DoVeanna Fulton**  
**Provost and Vice President for Academic Affairs**  
**(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 articulated 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 Student Affairs

Dr. Leonard Brown, Jr.  
Vice President for 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.

## Office of the Dean of Students

Student Services Center, Suite 307  
(757) 823-2152

The Office of the Dean of Students assists all students, graduate and undergraduate, from their initial orientation to the University 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 and Family Relations

Student Services Center, Suite 319

Student Advocacy and Family Relations 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 Services Center, Suite 307

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 members of the Norfolk State University community and promotes a safe and inclusive atmosphere. Additional information can be found at: Student Conduct (<http://www.nsu.edu/dean-of-students/student-conduct/>)

The Dean of Students Office is located in the Student Services Center, Suite 307. The telephone number is 757-823-2152.

## Student Concerns

The Office of Academic Engagement handles academic student concerns rising to the Office of the Provost.

## STUDENT COMPLAINT PROCESS

Student concerns will be addressed according to published protocol. For academic concerns, students must begin by interacting directly with the instructor in a respectful, professional manner. Nearly all concerns can be resolved at the level of the instructor in a collegial conversation.

- Please take time to review a flowchart of the University's Student Complaint Process (<https://www.nsu.edu/oel/student-complaint-process/>)

The official process for addressing student concerns is located at the link below. Please see the appropriate school or college Student Resolution Form below.

### Student Resolution Forms

- Student Resolution Form - COLA ([https://www.nsu.edu/Academics/Academic-Engagement/Student-Pathways-Academic-Formation/Student-Concerns/Student-Resolution-Form\\_COLA.aspx](https://www.nsu.edu/Academics/Academic-Engagement/Student-Pathways-Academic-Formation/Student-Concerns/Student-Resolution-Form_COLA.aspx))
- Student Resolution Form - CSET ([https://www.nsu.edu/Academics/Academic-Engagement/Student-Pathways-Academic-Formation/Student-Concerns/Student-Resolution-Form\\_CSET.aspx](https://www.nsu.edu/Academics/Academic-Engagement/Student-Pathways-Academic-Formation/Student-Concerns/Student-Resolution-Form_CSET.aspx))
- Student Resolution Form - Business ([https://www.nsu.edu/Academics/Academic-Engagement/Student-Pathways-Academic-Formation/Student-Concerns/Student-Resolution-Form\\_Business.aspx](https://www.nsu.edu/Academics/Academic-Engagement/Student-Pathways-Academic-Formation/Student-Concerns/Student-Resolution-Form_Business.aspx))
- Student Resolution Form - Social Work ([https://www.nsu.edu/Academics/Academic-Engagement/Student-Pathways-Academic-Formation/Student-Concerns/Student-Resolution-Form\\_Social-Work.aspx](https://www.nsu.edu/Academics/Academic-Engagement/Student-Pathways-Academic-Formation/Student-Concerns/Student-Resolution-Form_Social-Work.aspx))
- Student Resolution Form - Education ([https://www.nsu.edu/Academics/Academic-Engagement/Student-Pathways-Academic-Formation/Student-Concerns/Student-Resolution-Form\\_Education.aspx](https://www.nsu.edu/Academics/Academic-Engagement/Student-Pathways-Academic-Formation/Student-Concerns/Student-Resolution-Form_Education.aspx))

## SCHEV

In accordance with VAC 40-31-100 of the Virginia Administrative Code, the State Council of Higher Education of Virginia (SCHEV) is responsible for investigating all written and signed student complaints against post-secondary educational institutions in Virginia, once a student has exhausted all available grievance procedures at the University. Please review the attached link for additional information: SCHEV Student Complaints Page (<http://www.schev.edu/index/students-and-parents/resources/student-complaints/>).

## NATIONAL COUNCIL FOR STATE AUTHORIZATION RECIPROCITY AGREEMENT (NC-SARA)

Norfolk State University (NSU) is a member of the National Council for State Authorization Reciprocity Agreement (NC-SARA), which allows online delivery of distance learning programs to residents of states other than Virginia. All NSU licensure programs lead to a recommendation for a Virginia license. Therefore, prospective students should review the specific academic requirements for the program in which they are enrolling.

Pursuant to the United States Department of Education's Program Integrity Rule, each institution of higher education is required to provide all prospective and current students with the contact information of the state agency or agencies that handle complaints. NSU consistently monitors ongoing developments in the relevant laws in every state.

If authorization becomes necessary, NSU will obtain the necessary approvals.

The following link provides a list of contacts for each state (<https://www2.ed.gov/about/contacts/state/>). If additional information is needed after a student has exhausted all available internal grievance procedures, the student may access the NC-SARA student complaint process (<https://nc-sara.org/student-complaints/>).

For information on resolving non-academic concerns, please click here (<https://www.nsu.edu/campus-life/services-resources/dean-of-students/student-complaints/>).

## 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:

1. 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;
2. 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;
3. 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
4. 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

Student Services Center, Room 318  
(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 318, Student Services Center.

Functions include:

1. Identifying and developing full-time, internship and cooperative opportunities;
2. Maintaining Handshake, a dynamic database of employment opportunities that allows students/alumni to upload resumes, and apply for jobs and internships;
3. Providing career coaching and advising;
4. Planning and conducting professional seminars which include Resume Writing, Interviewing Skills, Internship Preparation, 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).

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

## Counseling Center

(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, when the student is a minor (under 18), per 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, licensed 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 (OASIS)

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 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 OASIS and within the AT Lab is available from Accessibility 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

Residential Complex, Suite 100  
(757) 823-8407

Living in one of our residential communities provides a great opportunity for students to take advantage of campus resources such as tutoring, library and dining; interact with people from different backgrounds, be actively 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 full-time and part-time employees such as 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 an advocate, 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, enhance services provided to residential students, and plan and implement fun, creative programs and activities.

### 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 (Fall semester entry-April 1<sup>st</sup> for current NSU students and June 1st for incoming first-time students; Spring semester entry-November 1st).

Applications will be considered upon submission of a complete housing application and the \$300 deposit. Students may submit a request for a preferred residential community but Housing and Residence Life does not

guarantee placement. Spaces are assigned on a first-come, first-serve basis.

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 in order for students to receive a key to their room. To inquire about individual accounts, students should contact the Office of Student Financial Services at (757) 823-8381.

### 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 eligibility criteria 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 they may forfeit their 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 are typically closed during the Fall break, Thanksgiving, 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. Students will receive updated information with specific dates and times to vacate the respective community.

Students will depart the residential communities at the conclusion of the Fall semester, which coincides with the Thanksgiving holiday. Students who plan to return for the Spring semester are not required to remove their belongings. However, students are strongly encouraged to secure all valuables or take them home.

### 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. Students considering withdrawing from their assigned space after the designated grace period outlined in their Housing Contract may incur additional charges on their student account based on contract terms.

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 2022-2023 Residential Handbook (Guide to Community Living) and the terms of their Housing Contract. Additionally, residents are required to abide by the Norfolk State University Code of Student Conduct. Alleged violation of the Handbook or Code of Conduct will result in disciplinary action.

## **Spartan Health Center**

Spartan Station  
(757) 278-3360

Student health services are provided by Fort Norfolk Plaza Urgent Care. Basic health services provided 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 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 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 8:00 a.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.

## Student Accident Insurance Plan

All full time undergraduate students (U.S. citizens and permanent residents) taking 12 or more credit hours and all international students (full and part time, graduate and undergraduate) will automatically be enrolled in the Accident Only Expense Benefit and the Outpatient Prescription Drug Benefit, insured by BCS Insurance Company. This plan is mandatory and no waivers will be allowed. The annual premium of \$100 will be assessed to each qualifying student in two equal installments of \$50 each semester.

Additional coverage for sickness benefit is also available. While enrollment in the Sickness Expense portion of the plan is not mandatory, it is highly recommended for students who do not have adequate insurance for sicknesses. Part-time and graduate students are also eligible to enroll in the Optional Sickness plan. Specific information regarding the student insurance plan can be obtained via the NSU website.

## Health Insurance

Information about the NSU student insurance plan maybe obtained at the Spartan Health Center or the Office of Student Services/Judicial Affairs. 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 the Student Government Association, the Office of the Student Activities and Leadership, meeting rooms, Spartan commuter Lounge, computer labs, Spartan Echo and Spartan Reflection Yearbook Office, Spartan Game Zone, Spartan Training Zone, Spartan Express Café, and University Bookstore. The Spartan Lanes are managed by the Student Center along with Intramural Sports teams and IM league teams.

## Student Activities and Leadership

(757) 823-8200

The Office of Student Activities and Leadership 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.

## Student Organizations

- 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 Alpha Fraternity, 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
- Association of General Contractors of America
- Association of Information Technology Professionals
- Athletes in Action
- Banking and Finance Club
- Baptist Student Union
- Consumer Services and Family Studies Club
- Cooperative Education Club
- Council for Exceptional Children
- Council of Independent Organizations (C.I.O.)
- Dance Marathon
- 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
- Consumer 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
- Delta Sigma Theta Sorority, Inc
- Determined Educated Sisters Taking Initiative N Encouraging Dreams(D.E.S.T.I.N.E.D.)
- DNIMAS Student Association
- Early Childhood Education Club
- Eboni Rage Fashion Society
- Economics Club
- Elements of Style
- English Club
- English and Foreign Languages Major Club
- Elements of Style
- 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 (GASET)
- Genetics Society of Norfolk State University
- Golden Key National Honor Society
- 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/Physical Education & Exercise Science Majors Club
- 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
- Intersarsity 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 Gentlemen of Technology
- Leading the Education of Gay and Straight Individuals (LEGASI)
- 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
- 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 in 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 Theta
- Phi Beta Delta Honor Society for International Scholars
- Phi Beta Lambda
- 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 Sinfonia 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, Inc. (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
- Society for 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
- Students 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
- The Diplomats' Circle
- Thurgood Marshall Pre-Law Club
- Upsilon Phi Delta Honor Society
- Urban Control Entertainment Crew
- University Dance Theater
- University Players

- Veterans Club
- Virginia 21
- 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

**Student Services Center, Suite 110**

(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 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 also accepts tuition waivers under the Virginia Military Survivors and Dependents Education Program.

#### **VA Delayed Payment Compliance Addendum**

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.

#### **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)

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

Official School Catalog Addendum

I certify the current policy is true and correct:

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
- 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 final 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 final 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 remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same institution. Therefore, the described person must be enrolled in the institution and use educational benefits under Chapters 30, 31, 33 or 35 of Title 38, United States Code.

Authorized Official to Make Revisions to the Catalog: Dr. DoVeanna Fulton

Title: Provost and Vice President for Academic Affairs

## Division of Finance and Business

Dr. Gerald Hunter  
Vice President and Chief Financial Officer  
(757) 823-8011

The Division of Finance and Administration (DFA) undergirds the instructional and service goals of the University and academy by providing appropriate business, environmental and safety services for all students, faculty, staff, alumni, and other stakeholders based upon Virginia, federal, and generally accepted accounting principles (GAAP), management and ethical practices. DFA administers the institution's fiscal and business services and protects its financial and capital resources, which include providing leadership initiatives and services that sustain and enhance the University's living, learning, and working environments for students, faculty, and staff. DFA priorities and goals are to provide exemplary customer service, 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:

### I. Auxiliary Enterprises and Services 757-823-8085

Auxiliary Services is a unique, multi-faceted unit of the Finance and Administration area that is responsible for coordinating non-educational and general business services that contribute and relate directly to the mission, goals, and objectives of Norfolk State University.

- **Book Store 757-823-2037** The bookstore is the University's retail location for textbooks, general books, supplies, materials and Norfolk State University memorabilia. The bookstore is also the source for official class rings, graduation regalia and announcements.
- **Conference Services** The Conference Services Office is a "one-stop-shop" for all event planning needs. Conference Services provides comprehensive event coordination and management services for meetings, conferences, camps, and academic programs.
- **Dining Services 757-823-2114** A multi-unit operation that provides dining services from Scott/Dozier Dining Hall, West Dining Hall, Spartan Station Food Court, Student Center Food Court, Café at the Nursing/General Education Building and Outtakes at Wilson Hall. Catering services are also available upon request.
- **Printing Services 757-823-8179**  
Printing Services is a full-service unit of Auxiliary Services offering professional printing and copying services.
- **Spartan Card 757-823-9479**  
The Spartan Card Office provides a "One Card" identification (ID) solution and is responsible for issuing ID Cards all personnel and students on the campus.
- **Ticket Center 757-823-9009**

The Spartan Ticket Center is the central outlet for information about and the ticketing of athletic and cultural events. The Spartan Ticket Center is also responsible for selling parking decals and collecting parking fines.

### II. Facilities Management 757-823-2957

Facilities Management operates, maintains, and addresses the day-to-day operational needs and preserves the physical assets of the Norfolk State University campus; ensures a safe, healthy work environment for all students, employees, visitors, and the surrounding community; and provides quality facilities maintenance and repair services. The goal is to provide and deliver outstanding customer service to the university.

- **Administrative Services 757-823-2392**
  1. Provides financial, budgeting, and administrative services to the operating units within facilities.
  2. Services provided include budget, finance, payroll, postal services, inventory control, transportation, billing, payment of all utility and vendor invoices.
- **Capital Planning and Improvements 757-823-8440**
  1. Provides services for space utilization, design and planning.
  2. Construction contract administration and funding for all new planning and construction projects.
  3. Coordinate bidding, and contracting services for capital outlay projects and minor renovations to existing facilities.
- **Environmental Health, Safety and Risk Management 757-823-9142**
  1. Provides oversight to mandated programs
  2. Provides safety consultations to faculty and staff, and conducts training, incident investigations; monitors and coordinates evaluations for fire safety systems.
  3. Manages liability and property damage claims; appraises and issues certificates of insurance coverage.
  4. Coordinates hazardous waste storage and disposal.
  5. This area works collaboratively with University Police to assess response procedures for emergencies.
- **Facilities Management 757-823-4595**
  1. Provides services needed to operate and maintain all university facilities.
  2. Services are provided by carpenters, painters, mason plasterers, plumbers, electricians, HVAC mechanics, locksmiths, laborers, engineers, administrative, work management center, and supervisory personnel.
  3. The Department is responsible for electrical and other utilities distribution.
- **Building Services and Grounds 757-823-2772**
  1. Directs the planning and administration of the care and upkeep of all physical facilities at the University,
  2. Oversees the custodial and grounds/landscaping services of all Auxiliary and Education & General Facilities.
  3. Inspects buildings for compliance with environmental (cleanliness), health and safety standards.
  4. Direct and organize the cleaning, environmental, and safety functions of the grounds/landscaping division.
  5. Provides labor services such as sound setups, moving and hauling for the entire university community.

### III. Planning and Budget 757-823-8207

The Office of Planning and Budget works with the campus community to allocate efficiently financial resources and monitor the various budgets of the University. The mission is to lead effectively the development and management of all University budgeting activities, which include:

- Develop annual operating budget of the university (both the revenue and expenditure budgets).
- Provide education, training, and guidance to internal constituents regarding all aspects of the budgetary process.
- Deliver strategic information and analysis to guide planning, decision-making, policy development and the allocation of financial resources.
- Determine financial aspects of the University's Capital Outlay budget.
- Communicate frequently with University constituents to discuss the status of their budgets, as well as, the overall budget of the University.

### IV. Procurement Services and Central Warehouse 757-785-3851

Procurement Services procures high quality goods and services notwithstanding the source of funding in which the contract is to be paid or whether the public body, the contractor, or third party are providing the consideration; provides quality services at a reasonable cost in a timely and professional manner; and in compliance with the provisions of the Restructured Higher Education Financial and Administrative Operations Act, Chapter 4.10 (§ 23-38.88 et seq.) of Title 23 of the Code of Virginia, and in particular § 23.38.90 of the Restructuring Act.

- Procurement Services  
757-785-3851  
Mission is to procure high quality goods and services at a reasonable cost in a timely manner and in compliance with University and Commonwealth laws and regulations.
- Central Warehouse  
757-823-2936  
Provides the central point for vendor deliveries, shipping of goods, inventory stock processing and control, supply-order filling and billings, inventory maintenance, and disposal of all University surplus property in accordance with the compliance and provisions of the Restructured Higher Education Financial and Administrative Operations Act, Chapter 4.10 (§ 23-38.88 et seq.) of Title 23 of the Code of Virginia, and section (§ 23.38.90) of the Restructuring Act.

### V. University Controller 757-823-8275

The Office of the Controller is responsible for managing the overall Accounting, Financial Reporting, Payroll and Treasury operations of the University. This includes managing internal controls to mitigate risks; ensuring that the official financial records of the University are current and accurate; safeguarding University assets to minimize risk of financial loss; and developing and maintaining reporting tools and guidelines to provide high-quality financial information that supports the University's mission, strategic management initiatives, and leadership vision.

- Bursar and Student Accounts  
757-823-2951  
The Student Accounts Department is the general billing and collections office for student tuition, course fees, room and board and

other educational related fees. This department is also responsible for the posting of employee tuition benefits and the billing of third party and contract accounts. Financial Services

- Financial Services - Financial Reporting  
757-823-8808  
The mission of the Financial Services Office is to ensure the integrity of the University's official financial records. Financial Services is responsible for maintaining the general ledger and daily interfaces with the Commonwealth Accounting and Reporting System; producing the annual financial statements; filing all tax returns, and state and local banking transactions and reconciliations (Financial Reporting), processing invoices and other University payments (Accounts Payable) ; post-award financial activities for sponsored programs (Grants and Contracts Accounting), and maintaining the fixed assets database (Fixed Asset Accounting).
- Financial Services - Accounts Payable  
757-823-9485  
The Accounts Payable Office is responsible for processing of invoices, bills, travel reimbursements, student payments and any documents authorized for payment within the Prompt Pay Act and other state policies and procedures of Virginia. Disbursements from local funds are processed according to the policies and procedures of the University.
- Financial Services - Grants and Contracts Accounting & Fixed Assets  
757-823-2816  
The Grants and Contracts Accounting Office is responsible for the post-award financial activities for sponsored programs to include the following:
  1. Attending grant set-up meetings
  2. Establishing Chart of Account Coding for grant projects
  3. Assigning Grant Numbers to Grant Projects
  4. Entering Grant Information in to Projects Accounting Module of Colleague
  5. Preparing Detailed Budget for BU1.5 Form with PI Signature
  6. Preparing and submission of Financial Reports to Granting Organizations
  7. Submitting Monthly Financial Certifications to PI/PD
  8. Requesting Reimbursements and Sending Invoices to Granting Agencies
  9. Preparing electronic drawdowns
  10. Preparing Indirect Cost Recoveries
  11. Review Budget-Line Adjustment Requests
  12. Review HR-1 Forms and Stipend forms for Grant Projects to verify funds availability
  13. Distribute Time and Effort for Grant Projects to PIs/PDs
  14. Process Revenue Received by Depositing it to Proper Grant Project
  15. Initiate Grant Close-Out Process /Prepares financial documentation for Grant Close-Out
  16. Process refund payment back to grantor or unspent funds.
  17. Provide Technical Assistance to PI/PD on Grant Projects and Systems (MYNSU)
- Payroll Services  
757-823-2946  
The Payroll Office is responsible for processing payroll transactions for full time employees, hourly employees (including students), and adjunct faculty. Leave transactions for classified employees are entered and monitored by the Payroll Office. The office is also responsible for entering employee benefits and monitoring hours worked for part time employees.
- Agency Risk Management & Internal Control (ARMICS)

757-823-2907

*Agency Risk Management and Internal Control Standards* is a directive issued by the State Comptroller in November 2006 and applies to all state agencies and institutions within the Commonwealth of Virginia. Its purpose is to implement internal control standards and “best practices” that directly support the mission of the Commonwealth and of the University. It is part of the Commonwealth Accounting Policies and Procedures (CAPP) manual and is an ongoing process that provides reasonable assurance of the integrity of fiscal processes and that all assets are safeguarded.

VI. University Police and Parking Services

757-823-2194

Responsible for providing direct supervision, leadership, and coordination of police department operations and activities, including the divisions of patrol services, administrative support division, police communications, criminal and internal investigations, and parking services. Other duties include management activities to include oversight and submission of the Annual Security Report also known as the Clery Report. Primary responsibility consists of the overall safety and security of the campus community.

- University Police  
757-823-9109  
Reports directly to the Chief of Police and provides direct supervision and leadership to the Lieutenants assigned to the Operations Unit, Administrative Unit, and the Investigations Unit. Other duties include management activities to include service on several internal and external committees.
- Parking Services  
757-823-2211  
Responsible for the issuance of parking decals as well as decal enforcement throughout the campus community to ensure adequate and available parking for all. Additionally, Parking Services is also responsible for coordinating parking for special events throughout campus.

## CONTACT CAMPUS POLICE

Incidents may be reported in person or anonymously:

- Non-Emergency      757-823-8102
- Emergency            757-823-9000
- Anonymous            757-823-2148

The Norfolk State University Police Department has primary responsibility for security on campus. The mission of the Norfolk State University Police Department is “to promote and maintain personal safety and physical and environmental security.” The department’s efforts include preventive measures through education and enforcement and promoting awareness of individual safety and crime prevention responsibility. Norfolk State University Police Officers are sworn law enforcement 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 established by the Commonwealth of Virginia and the Virginia Department of Criminal Justice Services. The policies and procedures also comply with federal requirements set forth in the Student Right-To-Know Act, and the Campus Security Act, which was signed into law in November 1990 (20 U.S.C. Section 1092). Title II of this Act is known as the Crime Awareness and Campus Security Act.

Norfolk State University Police Department prepares, publishes, and distributes an annual Campus Security Report in compliance with the **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act**. Institutions that participate in student financial aid programs under Title IV of the Higher Education Act of 1965 must comply with the conditions of this Act. The report includes information about campus security policies and procedures and crime statistics for the previous three years. These statistics focus on reported crimes that occurred on and off campus and certain off-campus buildings owned or controlled by Norfolk State University. Public property within or immediately adjacent to and accessible from Norfolk State University is also included.

Additionally, the annual Safety and Campus Security Report outlines policies that relate to the following: the possession, use, and sale of alcoholic beverages (including the enforcement of state underage drinking laws), drug, and alcohol-abuse education programs, the reporting of crimes, sexual assault/sexual harassment education and prevention programs, and procedures for reporting sex offenses.

## CAMPUS SECURITY

- Campus Safety – The term “campus crime” tends to bring to mind a few obvious crimes such as, bicycle thefts or textbook thefts. Certainly, these thefts can and do prove very costly to victims. But a realization that any crime that occurs in society can and does occur on a college or university campus puts you one step closer to avoiding becoming a victim. For more info, click here: <https://www.nsu.edu/publicsafety/campus-safety> (<https://www.nsu.edu/publicsafety/campus-safety/>)
- Parking Services – Operation hours (M-F) 7:30 a.m. to 5:00 p.m. Parking decals may be purchased at the Spartan Ticket Box Office located across from Echols Hall during the hours of 9:30am and 5:30pm. For more info, click here: <https://www.nsu.edu/About/Administrative-Offices-Services/Campus-Safety-and-Parking/Parking-Services> (<https://www.nsu.edu/About/Administrative-Offices-Services/Campus-Safety-and-Parking/Parking-Services/>)
- “Blue Light” emergency call boxes are strategically located throughout the campus and connect directly to the University Police Department. This security measure is provided to ensure the safety of everyone. For more info, click here: <https://www.nsu.edu/publicsafety/blue-lights> (<https://www.nsu.edu/publicsafety/blue-lights/>)
- Crime Prevention Programs – The police department is available to assist campus departments and community organizations in planning, presenting and coordinating activities and programs. For more info, click here: <https://www.nsu.edu/publicsafety/crime-prevention> (<https://www.nsu.edu/publicsafety/crime-prevention/>)
- The University Police Department is a part of Norfolk State University’s Department of Administration and Finance. The department performs a variety of law enforcement tasks, including but not limited to, investigation of criminal activity, apprehension of criminals, traffic enforcement, emergency response, and special security assignments. For more info, click here: <https://www.nsu.edu/publicsafety/campus-security> (<https://www.nsu.edu/publicsafety/campus-security/>)

## 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:

- Office of Communications and Marketing at (757) 823- 8373,
- Office of Finance and Business at (757) 823-8011,
- Office of Risk Management at (757) 823-9142,
- Switchboard at (757) 823-8600 or
- 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.

## Division of Operations and Institutional Effectiveness

Dr. Justin L. Moses  
Vice-President for Operations & Chief Strategist for Institutional Effectiveness  
(757) 823-2452

The Division of Operations and Institutional Effectiveness, through its eight departments, ensures the quality and effectiveness of NSU's internal infrastructure and enrollment functions. The division is comprised of eight functional administrative areas that provide enrollment guidance, communication, and technological support to incoming students, faculty and staff. The departments that comprise the Division of Operations and Institutional Effectiveness include the following:

### ENROLLMENT MANAGEMENT (<https://www.nsu.edu/enrollment-management/>)

The Enrollment Management Office at Norfolk State University provides the highest standards of excellence in enrollment planning by actively identifying, recruiting, and enrolling academically qualified students.

### HUMAN RESOURCES (<https://www.nsu.edu/human-resources/>)

The Office of Human Resources functions as a value-added business partner to faculty and staff in acquiring, cultivating, and retaining diverse talent to facilitate institutional sustainability and excellence in academic and administrative operations, research, and community engagement.

### INFORMATION SECURITY OFFICE (<https://www.nsu.edu/oit/staff/>)

The Information Security Office (ISO) is committed to strengthening Norfolk State University's comprehensive cyber security posture by advancing University-wide governance to increase information technology (IT) security and reduce risk.

### INSTITUTIONAL RESEARCH (<https://www.nsu.edu/factbook/>)

The Office of Institutional Research provides data and analysis to support continuous improvement and informed decision-making at the University.

### OFFICE OF INFORMATION TECHNOLOGY (<https://www.nsu.edu/oit/>)

The Office of Information Technology (OIT) enables student, faculty, and staff success by providing high-quality services and support through its management of University information technology resources.

### OFFICE OF INSTITUTIONAL EQUITY (<https://www.nsu.edu/Office-of-Institutional-Equity/>)

The Office of Institutional Equity (TOIE) serves as a critical leader, resource, and support in helping to lead inclusion efforts across campus through accountability, compliance and diversity and inclusion.

## Division of University Advancement

Mr. Clifford Porter  
Vice President for University Advancement  
(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

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Dr. Denelle Wallace, 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.

## 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.

## Accreditation

All of the teacher education programs leading to certification and licensure sponsored by the School of Education have been approved by the Virginia Department of Education and have been accredited by the Council for Accreditation of Educator Programs (CAEP). These programs are designed to prepare teachers, counselors, and administrators to meet the requirements for the Commonwealth of Virginia.

## Organization of School

The courses of instruction offered by the School of Education are organized into departments that 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 Resource Center
- The Office of Clinical Experiences and Student Services
- The Student Volunteer Center

- The Praxis 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.

## School of Education Departments

### Department of Early Childhood/Elementary Education and Special Education

The Early Childhood/Elementary and Special Education Department (EASE) provides undergraduate and graduate programs for students seeking preparation to work with young children in the community, agencies, and preK-12 school settings. The goal of the teacher education programs is to prepare competent, compassionate, collaborative, and committed leaders. The teacher education programs are approved by the Virginia Department of Education and accredited by the Council for the Accreditation of Educator Preparation (CAEP). The early childhood, elementary, and special education programs provide instruction, field experiences, and clinical practices that develop excellence in teaching and skills to serve diversified populations.

### Department of Secondary Education and School Leadership

The Department of Secondary Education and School Leadership (SESL) offers multi-dimensional Urban Education degree programs and teacher education to assist in-service and pre-service school practitioners interested in acquiring state endorsements and enhancing their professional development. Programs offered in SESL under the Urban Education degree include Administration and Supervision Pre-K-12, Community Counseling, School, Curriculum Development and Supervision and Professional School Counseling. SESL also awards the Masters of Arts in Teaching for Secondary Education and advanced teaching degrees in specific content areas.

### Degree Programs

- Early Childhood, Elementary and Special Education (p. 33)
  - Special Education, M.A. (p. 34)
  - Teaching, M.A. - Elementary Education - PreK-6 - Online (p. 37)
- Secondary Education and School Leadership (p. 39)
  - Teaching, M.A. - Secondary Education (p. 40)
  - Urban Education, M.A. (p. 42)

## Early Childhood, Elementary and Special Education

(757) 823-2700

### M.A. 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.

### M.A. in Teaching (Elementary Education, PK-6)

The Masters of Arts in Teaching Elementary program is designed to prepare individuals to teach in an elementary school setting. The program is a career path in which students enrolled will focus on subjects (e.g., mathematics, science, social studies and language arts) to be taught to students in grades pre-kindergarten through five or six (depending on school district/division). Students will be provided with pedagogical knowledge, skills and dispositions to effectively plan instructional activities to support learning for all school-age children. Curricula will incorporate school policy, child development courses along with coursework towards global awareness, instructional technology, planning and assessment and working with at-risk children. In addition, the graduate of this program will receive a Commonwealth of Virginia professional teaching license and will be eligible to teach in public elementary schools in Virginia.

## Early Childhood, Elementary and Special Education Programs

- Special Education, M.A. (p. 34)
- Teaching, M.A. - Elementary Education - PreK-6 - Online (p. 37)

## Special Education, M.A.

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 these programs 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
  - a. General K-12
  - b. Severe Disabilities - Adapted curriculum for students with severe disabilities to increase access to the general curriculum
2. Rehabilitation Counseling
3. Severe Disabilities/Non-Teaching - primarily for those who do not need teacher licensure but seek an advanced degree in special education.

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 Severe Disabilities/Non-Teaching sequence is open to professionals from any discipline who wish to increase their competence in serving individuals with disabilities in community agencies or organizations. 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.

### Virginia Consortium Program for Teacher Preparation in Visual Impairment (VI Consortium)

NSU participates in the VI Consortium which provides an additional endorsement for licensed teachers to work with the visually impaired.

More information can be found at the following link: <https://education.gmu.edu/special-education/vi-consortium/>

## CONCENTRATIONS

### General Curriculum K-12 (licensure)

Prepares candidates for licensure to provide educational services to individuals with special needs who are served in general education environments from kindergarten through 12<sup>th</sup> grade.

#### Summary of Graduation Requirements

Subject Area	Credits
Major Requirements	24
Electives	6
Other Requirements	6
<b>Total Credit Hours</b>	<b>36</b>

#### Curriculum

Code	Title	Credits
<i>Semester One</i>		
EDU 605	Human Growth and Development	3
EDU 501	Foundations of Education	3
EED 500G	Language and Developmental Reading in **	3
<i>Semester Two</i>		
SPE 512	Foundations of Special Education: Legal and Ethical Aspects of Educating Exceptional Learners	3
SPE 542	Reading and Literacy Instruction for Exceptional Learners **	3
SPE 516	Managing Human Behaviors **	3
<i>Semester Three</i>		
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
<i>Semester Four</i>		
SPE 545	Collaboration, Inclusion, Transition and Other Curriculum Adjustments **	3
SPE 613	Assessment and Evaluation in Ecc **	3
UED 692	Research Methods	3
<i>Semester Five</i>		
SPE 699	Internship in Teaching Students With Mild Disabilities	3
<b>Total Credits</b>		<b>39</b>

\*\* Course consists of a 20-hour observation participation field experience in a school.  
Students must pass the Reading for Virginia Educators (RVE) Assessment and VCLA to apply for student teaching.

### Severe Disabilities Adapted Curriculum K-12 (Licensure)

Prepares candidates for licensure to provide educational services to individuals with severe disabilities and autism from kindergarten through 12<sup>th</sup> grade. Courses in this concentration are offered through distance learning by the Virginia Consortium for Teacher Preparation in Severe Disabilities and Autism which may provide tuition assistance to qualified applicants

#### Summary of Graduation Requirements

Subject Area	Credits
Major Requirements	33
Other Requirements	6
<b>Total Credit Hours</b>	<b>39</b>

#### Curriculum

Code	Title	Credits
<b>NSU Courses</b>		
UED 637	Curriculum Development and Technology	3
UED 691	Research/Writing	3
<b>Consortium Courses</b>		

SPE 516A	Managing Human Behavior-Adapted (Adapted)	3
SPE 542A	Reading and Literacy Instruction for Exceptional Learners (Adapted)	3
SPE 523A	Attirubutes and Medical Conditions Assoiated With Disabilities-Adapted (Adapted)	3
SPE 613A	Assessment and Evaluation-Adapted (Adapted)	3
SPE 641A	Physical and Occupational Therapy Procedures-Adapted (Adapted)	3
SPE 538A	Nature of and Strategies for Teaching Individuals With Severe Disabilities (Adapted)	3
SPE 540A	Collaboration Procedures-Adapted (Adapted)	3
SPE 545A	Transition Procedures-Adapted (Adapted)	3
SPE 643A	Communication Development for Individuals With Severe Disabilites (Adapted)	3
<b>Internship</b>		
SPE 699A	Internship: Special Education (Adapted)	6
<b>Total Credits</b>		<b>39</b>

## Rehabilitation Counseling

Prepares individuals to provide professional rehabilitation counseling and services to individuals with disabilities in social, vocational, and community settings.

### Summary of Graduation Requirements

Subject Area	Credits
Major Requirements	30
Internship	6
<b>Total Credit Hours</b>	<b>36</b>

### Curriculum

Code	Title	Credits
<b>Core Courses</b>		
SPE 512	Foundations of Special Education: Legal and Ethical Aspects of Educating Exceptional Learners	3
SPE 613	Assessment and Evaluation in Ecc **	3
UED 691	Research/Writing	3
<b>Specialty Courses</b>		
SPE 516	Managing Human Behaviors **	3
SPE 523	Attirubutes and Medical Conditions Assoiated With Disabilities	3
SPE 641	Physical and Occupational Therapy **	3
<b>Concentration Courses</b>		
UED 622	Counseling Theory and Psychotherapy	3
SPE 662	Guidance and Counseling **	3
SPE 663	Case Work and Rehabilitation Counseling **	3
SPE 665	Rehabilitation Counseling: Occupational Information and Placement **	3
<b>Internship</b>		
SPE 699E	Internship in Rehabilaiton Counseling	6
<b>Total Credits</b>		<b>36</b>

\*\* Course requires a 20-hour observation-participate field experience.

## Severe Disabilities/Non-Teaching

Provides increased competence for special education professionals through advanced training in education and service delivery for individuals with disabilities.

### Summary of Graduation Requirements

Subject Area	Credits
Major Requirements	30
Electives	9
<b>Total Credit Hours</b>	<b>39</b>

### Curriculum

Code	Title	Credits
<b>Major Requirements</b>		
SPE 501A	Education of the Handcap	1
SPE 512	Foundations of Special Education: Legal and Ethical Aspects of Educating Exceptional Learners	3
SPE 613	Assessment and Evaluation in Ecc	3
UED 691	Research/Writing	3
SPE 516	Managing Human Behaviors	3
SPE 523	Attirubutes and Medical Conditions Assoiated With Disabilities	3
SPE 641	Physical and Occupational Therapy	3
SPE 538	Nature of and Strategies for Teaching Individuals With Severe Disabilities	3
SPE 643	Communication Development for Early Childhood Special Education	3
UED 637	Curriculum Development and Technology	3
<b>Elective Courses</b>		<b>9</b>
<b>Total Credits</b>		<b>37</b>

## Post Baccalaureate Endorsement Program: Visual Impairments PreK-12

### Virginia Consortium for Teacher Preparation in Visual Impairment

This endorsement offers coursework for PreK-12 teacher licensure as a Teacher of the Visually Impaired (TVI). Students who have completed graduate or undergraduate coursework in a special education program at the university level may request that some courses in the endorsement program be waived based on prior equivalent coursework. Courses in this endorsement are offered through distance learning by the Virginia Consortium for Teacher Preparation in Visual Impairment which may provide tuition assistance to qualified applicants.

### Curriculum

Code	Title	Credits
<b>Prerequisite Course</b>		
SPE 321/512	Characteristics, Medical & Legal Aspects in Special Education, Foundations, Characteristics, Medical & Legal Aspects in Special Education	3
<b>Certification Courses</b>		
SPE 523V	Characteristics of Students With Visual Impairments (pre/Co-Requisite Course) (pre/co-requisite course)	2
SPE 526V	Orentation and Mobility	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 Impairment	3
SPE 616V	Braille Reading and Writing	3
SPE 545	Collaboration, Inclusion, Transition and Other Curriculum Adjustments	3

**Internship****Professional Studies Requirements: Undergraduate or Graduate Courses**

SPE 699	Internship in Teaching Students With Mild Disabilities	3
EDU 486/605	Human Growth and Development	3
EDU 201/501	Foundations of Education	3
SPE 344/542	Teaching Reading to Exceptional Learners	3
SPE 312/516	Educational Psychology & Behavior Management	3
SPE 332/532	Curriculum & Instructional Procedures in Teaching Students With Mild Disabilities	3

## ADMISSIONS

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 an 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 2.75 or higher on a four (4) point scale.

A complete application file will include the following:

1. Application to Norfolk State University
2. Non-refundable application fee.
3. Official transcripts from all institutions of higher education attended.
4. A personal statement regarding professional goals.
5. Current resume
6. Three (3) recent letters of recommendation (e.g. supervisor, former professor, and advisor) dated within the last year.

**FOR LICENSURE PROGRAMS ONLY:**

1. Bachelor's degree (Liberal Arts) from a nationally accredited institution of higher learning. Students with a non-Liberal Arts degree may be required to take additional coursework.
2. Passing scores on the VCLA exam
  - a. Potential candidates may be accepted "provisionally" pending proof of passing scores on the VCLA exam.
  - b. Candidates who are accepted provisionally are not eligible for financial aid and can only take nine (9) graduate credit hours.
  - c. Provisional candidates may submit a request for full admission upon completion of graduate coursework (not to exceed nine

credit hours) with a grade of B or higher in each course and passing scores on the VCLA exam.

**FOR THE SEVERE DISABILITIES ADAPTED CURRICULUM K-12 LICENSURE ONLY:**

Pre-requisite required courses include SPE 512 Foundations of Special Education: Legal and Ethical Aspects of Educating Exceptional Learners **and** EDU 605 Human Growth and Development. Courses or equivalent may be taken at the undergraduate level or taken concurrently upon admission. If taken concurrently, these courses do not count towards degree requirements.

All application materials should be received by May 1 for priority consideration in the fall, and by November 1 for priority 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 a 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.

# Teaching, M.A. - Elementary Education - PreK-6 - Online

## Description

The Masters of Arts in Teaching Elementary Online program is designed to prepare individuals to teach in an elementary school setting. The program is a career path in which students enrolled will focus on subjects (e.g., mathematics, science, social studies, and language arts) to be taught to students in grades pre-kindergarten through six (depending on school district/division). Students will be provided with pedagogical knowledge, skills, and dispositions to effectively plan instructional activities to support learning for all school-age children. Curricula will incorporate school policy, child development courses along with coursework towards global awareness, instructional technology, planning and assessment, and working with at-risk children. In addition, the graduate of this program will receive a Commonwealth of Virginia professional teaching license and will be eligible to teach in public elementary schools in Virginia.

The program provides comprehensive course offerings that align with requirements set forth by the Council for the Accreditation of Educator Preparation (CAEP), Interstate New Teacher Assessment and Support Consortium (InTASC), and the Virginia Department of Education (VDOE) standards.

## Summary of Graduation Requirements

Subject Area	Credits
Major Requirements	30
Other Requirements	9
<b>Total Credit Hours</b>	<b>39</b>

## Curriculum

Course	Title	Credits
<b>First Year</b>		
EDU 605	Human Growth and Development	3
EED 500G	Language and Developmental Reading in	3
EED 501	Diagnostic Reading	3
EDU 501	Foundations of Education	3
EED 503	Teaching and Learning in the Primary School (pre K-3)	3
EED 603	Teaching and Learning in the Primary School(prek-3)	3
<b>Credits</b>		<b>18</b>
<b>Second Year</b>		
EED 601	Methods and Materials for Teaching Mathematics, Science and Technology	3
EDU 636	Classroom and Behavior Management	3
EED 500	Teaching Social Studies in Elementary Schools	3
UED 691	Research/Writing	3
EED 696C	Practicum	9
<b>Credits</b>		<b>21</b>
<b>Total Credits</b>		<b>39</b>

## ADMISSIONS

Admission criteria to the Master of Arts Degree Program in Elementary Education (Pk-6) 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 2.75 or higher on a four (4) point scale.

A complete application file will include the following:

1. Application to Norfolk State University
2. Non-refundable application fee.
3. Bachelor's degree (Liberal Arts) from a nationally accredited institution of higher learning. Students with non-Liberal Arts degree may be required to take additional coursework.
4. Passing scores on the PRAXIS Core (Math, Reading, & Writing) or equivalent (PRAXIS Math & VCLA)
  - a. Potential candidates may be accepted "provisionally" pending proof of passing scores on PRAXIS Core (Math, Reading, & Writing) or equivalent (PRAXIS Math & VCLA).
  - b. Candidates who are accepted "provisionally" are not eligible for financial aid and can only take nine (9) graduate credit hours. Provisional candidates may submit a request for full admission upon completion of graduate coursework (not to exceed nine hours) with a grade of B or higher in each course, passing scores on PRAXIS Core (Math, Reading, & Writing) or equivalent (PRAXIS Math & VCLA).
5. Three (3) recent letters of recommendation (e.g. supervisor, former professor, and advisor) dated within the last year.
6. Official transcripts from all institutions of higher education attended (unofficial transcripts can be accepted for review purposes).
7. Personal Statement regarding professional goals.
8. Resume (updated)

All application materials should be received by May 15 for consideration in the fall, and by November 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 a baccalaureate degree, seeking to take particular courses but not working toward a graduate degree may be granted such permission to take up to nine (9) credit hours. 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.

# Secondary Education and School Leadership

Dr. Angel Dowden  
Department Chair (757) 823-9095

The Department of Secondary Education and School Leadership (SESL) offers multi-dimensional programs in urban education and teacher preparation. The focus is to offer in-service and pre-service practitioners an opportunity to acquire state endorsements and licensure while enhancing their professional development. The programs offered in the SESL Department include:

**Master of Arts (MA) in Urban Education** with concentrations in:

1. Professional School Counseling
2. Community Counseling
3. Principal Preparation Pre-K-12
4. Curriculum Development and Supervision
5. Advanced Teacher Education in Subject Area Concentrations for those who hold a teacher's license of certification in a content area

**Master of Arts in Teaching (MAT)** with concentrations in:

1. Fine Arts
2. Biology
3. Chemistry
4. English
5. History
6. Mathematics
7. Music
8. Physics

The Department historically has focused its attention principally on those educational issues germane to the urban experience. 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 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 the Council for the Accreditation of Educator Preparation.

## Secondary Education and School Leadership Programs

- Teaching, M.A. - Secondary Education (p. 40)
- Urban Education, M.A. (p. 42)

## Teaching, M.A. - Secondary Education

Dr. Cynthia Nicholson, Program Lead  
(757) 823-2325

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 VCLA (Virginia Communication and Literacy Assessment) or the RVE, if applicable, and related state required licensure exams before the program is completed. Candidates must have a baccalaureate degree in a liberal arts discipline or one of the nine certified teaching areas:

- Biology
- Chemistry
- English
- Fine Arts
- History
- Mathematics
- Music
- Physics

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.

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

### Summary of Graduation Requirements

Subject Area	Credits
Core Courses	27
Subject Area Courses	12
<b>Total Credit Hours</b>	<b>39</b>

### Core courses

Code	Title	Credits
UED 505	Reading in the Content Area	3
UED 599	Teaching Internship	9
UED 684	Curriculum and Instructional Procedures in Mathematics (UED 685, UED 686, UED 687, UED 690 can be used also)	3
UED 691	Research/Writing	3
EDU 501	Foundations of Education	3
EDU 605	Human Growth and Development	3
EDU 636	Classroom and Behavior Management	3
<b>Total Credits</b>		<b>27</b>

### M.A.T. - Biology

Code	Title	Credits
BIO 501	History of Biological Concepts	3
BIO 502	Modern Biology	3
BIO 510	Experience Biology	3
BIO 520	Special Problems in Biology	3
<b>Total Credits</b>		<b>12</b>

### M.A.T. - Chemistry

Code	Title	Credits
CHM 521	Chemical Demonstration	3
CHM 531	Biochemistry	3
CHM 532	Biochemistry	3
CHM 581	Special Topics	3
<b>Total Credits</b>		<b>12</b>

### M.A.T. - English

Code	Title	Credits
ENG 519	Contemporary American English Grammar	3
ENG 560	Assessment and Evaluation of Writing	3
ENG 654	Professional Writing	3
ENG 648	Language and Culture	3
<b>Total Credits</b>		<b>12</b>

### M.A.T. - Fine Arts

Code	Title	Credits
FIA 513	Computer Graphics	3
FIA 514	Fine Arts Methods	3
FIA 515	Fine Arts Units	3
FIA 599	Graduate Seminar Art Education	3
<b>Total Credits</b>		<b>12</b>

### M.A.T. - History

Code	Title	Credits
HIS 501	Topics in American History	3
HIS 502	Topics in European History	3
HIS 503	Topics in Non-Western History	3
HIS 516	America and the Rise of a City	3
<b>Total Credits</b>		<b>12</b>

### M.A.T. - Mathematics

Code	Title	Credits
MTH 511	Adv Topics in Geom	3
MTH 520	Mathematical logical and Set theory	3
MTH 531	Topics in algebra	3
MTH 540	Mathematical Model and Application	3
<b>Total Credits</b>		<b>12</b>

## M.A.T. - Music

Code	Title	Credits
MUS 650	Choral Techniques	3
or MUS 651	Band Management	
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
<b>Total Credits</b>		<b>12</b>

## M.A.T. - Physics

Code	Title	Credits
PHY 565	Physical Mechanics	3
PHY 566	Electricity and Magnetism	3
PHY 590	Physics Demonstration	3
PHY 591	Experimental Concepts in Physics	3
<b>Total Credits</b>		<b>12</b>

## Urban Education, M.A.

### Principal Preparation Pre-K-12

Dr. DeNelle Wallace, Program Coordinator  
dlwallace@nsu.edu  
757-823-8590

The Principal Preparation segment of the Administrative and Supervision PreK-12 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 in which one must be 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 become competent, compassionate, collaborative, and committed leaders. All individuals who are seeking an endorsement authorizing them to serve as principals and assistant principals will be required to take the School Leaders Licensure Assessment (SLLA), a requirement in Virginia. The sequence of courses is as follows:

#### Prerequisites:

Certification as a Teacher and 3 years of teaching experience

## Mental Health Counseling (Naval Base Program)

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

Norfolk State University's Mental Health Counseling Program is designed to train and prepare candidates who plan to pursue careers in community agencies (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 and state licensure. The Masters 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.

## Professional School Counseling

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

Norfolk State University's School Counseling Program is designed to prepare candidates in the specialty of professional school counseling. The school counseling courses cover the common core areas of

1. professional counseling orientation and ethical practice,
2. social and cultural diversity,
3. human growth and development,
4. career development,
5. counseling and helping relationships,
6. group counseling and group work,
7. assessment and testing, and
8. research and program evaluation which represents knowledge areas that are fundamental to the counseling profession and essential

for candidates seeking careers in school counseling and related educational settings at the elementary, middle, and high school levels.

The Master of Arts degree program requires 48 semester hours of academic credit (no more than 6 credit hours may be transferred from another university) and includes a 600-hour internship experience.

## Leadership and Supervision (Online)

The Leadership and Supervision degree program is designed for in-service teachers and/or school staff personnel who wish to be endorsed as curriculum leaders, specialists, and supervisors.

## M.A. in Urban Education in Subject Area Concentrations

Dr. Cynthia Nicholson, Program Coordinator  
csnicholson@nsu.edu  
757-823-2325

The Master of Arts in Urban Education in subject area concentration is a (36) thirty-six credit hour degree program that serves the needs and interests of teachers in Science, Technology, Engineering, the Arts, and Mathematics (STEAM). This degree program is designed to allow teachers to meet Virginia recertification guidelines in the current content area while earning an advanced degree. Ideal for working educators, this graduate degree program offers 7-week coursework that is totally online.

Candidates will be required to take (15) fifteen graduate credit hours of professional education courses and graduate credit hours in their respective subject concentration area.

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

## ACADEMIC STANDARDS

### SESL Academic Good Standing Requirements

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.

Students must:

1. Maintain a cumulative 3.0 GPA;
2. Repeat any required course that they receive a "B-".
3. Students obtaining three (3) grades below a "B-" will be reviewed for academic fit for the program. The outcome of the review will determine continuation in the program.
4. Students obtaining two (2) or more incomplete grades ("I"s) will be prohibited from enrolling in courses until the incomplete grades have been removed.

## SESL Exit Requirements

Students must:

1. Successfully complete course of study;
2. Have a minimum 3.0 GPA.

Curricula for each concentration is below.

## Mental Health Counseling (Naval Base Program)

Code	Title	Credits
<b>Common Counseling Courses</b>		
UED 606	Multicultural Counseling	3
COED 612	Counseling for Human Growth & the Lifespan	3
COED 620	Legal & Ethical Issues in Counseling	3
COED 622	Counseling Theories and Psychotherapy	3
COED 623	Counseling Techniques & Skills	3
COED 632	Group Counseling Theories and Techniques	3
COED 640	Family Systems	3
COED 644	Addiction Counseling	3
COED 645	Testing and Assessment in Counseling	3
COED 650	Diagnosis and Treatment	3
COED 677	Foundations of Career Development & Counseling	3
COED 680	Intro to Counseling Supervision	3
UED 692	Research Methods	3
COED 700	Psychopathology	3
COED 720	Crisis and Trauma Intervention	3
<b>Mental Health Counseling Core Courses</b>		
COED 631C	Introduction Into Professional Counselin	3
COED 630C	Community and Agency Counseling	3
COED 710C	Counseling Practicum I	3
UED 793C	Internship I	3
UED 794C	Internship II	3
<b>Total Credits</b>		<b>60</b>

## Professional School Counseling Pre-K -12 Curriculum

Code	Title	Credits
<b>Common Counseling Courses</b>		
UED 606	Multicultural Counseling	3
COED 612	Counseling for Human Growth & the Lifespan	3
COED 620	Legal & Ethical Issues in Counseling	3
COED 622	Counseling Theories and Psychotherapy	3
COED 623	Counseling Techniques & Skills	3
COED 632	Group Counseling Theories and Techniques	3
COED 640	Family Systems	3
COED 644	Addiction Counseling	3
COED 645	Testing and Assessment in Counseling	3
COED 650	Diagnosis and Treatment	3
COED 677	Foundations of Career Development & Counseling	3
COED 680	Intro to Counseling Supervision	3
UED 692	Research Methods	3
COED 700	Psychopathology	3

COED 720	Crisis and Trauma Intervention	3
<b>Professional School Counseling Core Courses</b>		
COED 621	Principles of Counseling	3
UED 626	Program Evaluation and Development	3
COED 638	Classroom Management for School Counselors	3
UED 793	Internship (300 hours at elementary, grades PreK-5)	3
UED 794	Internship II (300 hours at secondary, grades 6-12)	3
<b>Total Credits</b>		<b>60</b>

## Principal Preparation Pre-K -12

### Summary of Graduation Requirements

Subject Area	Credits
Major Requirements	24
Other Requirements	15
<b>Total Credit Hours</b>	<b>39</b>

### Curriculum

Code	Title	Credits
<b>Part One</b>		
UED 600	Introduction to Administration and Leadership	3
UED 603	School Leadership Issues and Trends	3
UED 606	Multicultural Counseling	3
UED 630	School and Community Relations	3
UED 637	Curriculum Development and Technology	3
UED 641	Supervision and Evaluation of Instruction	3
UED 681	Personnel Management and Staff Development	3
<b>Part Two</b>		
UED 626	Program Evaluation and Development	3
UED 670	School Law	3
UED 671	School Finance	3
UED 692	Research Methods	3
<b>Part Three</b>		
UED 793	Internship	3
UED 794	Internship II	3
<b>Total Credits</b>		<b>39</b>

<sup>1</sup> SLLA exam must be passed prior to internship.

## Leadership and Supervision (Online Program)

### Summary of Graduation Requirements

Subject Area	Credits
Major Requirements	30
Electives	0
Other Requirements	9
<b>Total Credit Hours</b>	<b>39</b>

Code	Title	Credits
EDU 605	Human Growth and Development	3
UED 617	Organization Behavior in a Multicultural Society	3
UED 630	School and Community Relations	3

UED 637	Curriculum Development and Technology	3
UED 641	Supervision and Evaluation of Instruction	3
UED 670	School Law	3
UED 671	School Finance	3
UED 681	Personnel Management and Staff Development	3
UED 793	Internship	3
UED 794	Internship II	3
<b>Research Component Courses</b>		
UED 691	Research/Writing	3
UED 791	Applied Research I	3
UED 792	Applied Research II	3
<b>Total Credits</b>		<b>39</b>

## M.A. in Urban Education Subject Area Concentration

### Summary of Graduation Requirements

Subject Area	Credits
Core Courses	21
Subject Area Courses	15
<b>Total Credit Hours</b>	<b>36</b>

### Core Courses

Code	Title	Credits
SPE 510	Introduction to Exceptional Individuals	3
UED 600	Introduction to Administration and Leadership	3
UED 606	Multicultural Counseling	3
UED 617	Organization Behavior in a Multicultural Society	3
UED 637	Curriculum Development and Technology	3
UED 670	School Law	3
UED 692	Research Methods	3

### Subject Area Courses

#### Fine Arts

Code	Title	Credits
FIA 513	Computer Graphics	3
FIA 514	Fine Arts Methods	3
FIA 515	Fine Arts Units	3
FIA 599	Graduate Seminar Art Education	3
FIA XXX	Restricted Elective	3
<b>Total Credits</b>		<b>15</b>

#### Biology

Code	Title	Credits
BIO 501	History of Biological Concepts	3
BIO 502	Modern Biology	3
BIO 510	Experience Biology	3
BIO 520	Special Problems in Biology	3
BIO XXX	Restricted Elective	3
<b>Total Credits</b>		<b>15</b>

### Chemistry

Code	Title	Credits
CHM 521	Chemical Demonstration	3
CHM 531	Biochemistry	3
CHM 532	Biochemistry	3
CHM 581	Special Topics	3
CHM XXX	Restricted Elective	3
<b>Total Credits</b>		<b>15</b>

### English

Code	Title	Credits
ENG 519	Contemporary American English Grammar	3
ENG 560	Assessment and Evaluation of Writing	3
ENG 648	Language and Culture	3
ENG 654	Professional Writing	3
ENG XXX	Restricted Elective	3
<b>Total Credits</b>		<b>15</b>

### History

Code	Title	Credits
HIS 516	America and the Rise of a City	3
HIS 610	Topics Urban Hist	3
GEO 510	Urban Geography	3
UAF 611	Urban Problems in Contemporary America	3
HIS XXX	Restricted Elective	3
<b>Total Credits</b>		<b>15</b>

### Mathematics

Code	Title	Credits
MTH 500	Advanced Geometry	3
MTH 510	Discrete Mathematics	3
MTH 520	Mathematical logical and Set theory	3
MTH 530	Mathematical Models and Applications	3
MTH XXX	Restricted Elective	3
<b>Total Credits</b>		<b>15</b>

### Music

Code	Title	Credits
MUS 650	Choral Techniques	3
or MUS 651	Band Management	
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
MUS XXX	Restricted Elective	3
<b>Total Credits</b>		<b>15</b>

### Mathematics Specialist

The Mathematics Specialist concentration focuses on leadership and mathematics instructional delivery including best practices. It requires nine (9) credits of Educational Leadership courses for a total of 39 credits.

Code	Title	Credits
MTH 500L	Geometry and the Middle School Teacher	3
MTH 500S	Probability and Statistics	3
MTH 501J	Numbr syst & oper	3
MTH 501K	Alg & functions mid sch teache	3
MTH 501L	Rational Numbers & Proportional Reasoning	3
EED 551	Education Leadership I	3
EED 552	Education Leadership II	3
EED 553	Educational Leadership III	3
UED 617	Organization Behavior in a Multicultural Society	3
UED 637	Curriculum Development and Technology	3
UED 691	Research/Writing	3
UED 791	Applied Research I	3
UED 792	Applied Research II	3
<b>Total Credits</b>		<b>39</b>

## 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) (<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 (<https://www.nsu.edu/getattachment/Academics/Faculty-and-Academic-Divisions/Schools-and-Colleges/School-of-Education/Departments/Secondary-Education-School-Leadership/Forms/Administrative-and-Supervision-preK-12.pdf.aspx?lang=en-US>) (**Principal Preparation and Curriculum Development Program candidates only**)
5. An active teaching license (**only for Teacher Education in Subject Area Concentration, Principal Preparation and Curriculum Development and Supervision Program candidates**)
6. Three (3) years of teaching experience (**only for Principal Preparation and Curriculum Development and Supervision Program candidates**)
7. A personal statement
8. Current criminal background check
9. Interview (all programs except Subject Area Concentration and MAT)
10. All candidates must have a baccalaureate degree from a regionally accredited college or university.
11. 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)
12. A non-refundable application processing fee.

## 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.

# COLLEGE OF LIBERAL ARTS

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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.

## College of Liberal Arts Departments

- Media and Communications (p. 47)
  - Media and Communication, M.A. (p. 48)
- Psychology (p. 50)

- Clinical Psychology, Ph.D. (p. 51)
- CyberPsychology, M.S. (p. 53)
- Sociology (p. 56)
  - Criminal Justice, M.A. (p. 57)
  - Urban Affairs, M.A. (p. 58)
- Visual and Performing Arts (p. 60)
  - Music, M.M. (p. 61)
  - Visual Studies, M.F.A. (p. 65)

# Media and Communications

Dr. Cathy Jackson  
Program Coordinator  
(757) 823-2442  
cmjackson@nsu.edu

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 the 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.

## Media and Communications Programs

- Media and Communication, M.A. (p. 48)

# Media and Communication, M.A.

## Degree Requirements

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 coursework in the degree program in order to graduate. A grade of B- or below in a major required course is a failing grade.

## 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. 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.

## GRADUATION DEGREE REQUIREMENTS

Subject Area	Credits
Core Courses	9
Concentration Electives	9
Internship/Thesis/Electives	12
<b>Total Credit Hours</b>	<b>30</b>

## CORE COURSES

Code	Title	Credits
MCM 610	Media Research	3
MCM 620	Media Theory	3
MCM 653	Media Law	3

## Concentrations

### Journalism: News Editorial and Management Curriculum

Code	Title	Credits
<b>Core Courses</b>		
MCM 510	Introduction Mass Communication	3
MCM 513	Specialized Writing	3
MCM 545	Media Management Admin	3
MCM 610	Media Research	3
MCM 620	Media Theory	3
MCM 653	Media Law	3
XXX XXX	Internship/Thesis/Electives	12
<b>Total Credits</b>		<b>30</b>

### Journalism: Public Relations Curriculum

Code	Title	Credits
<b>Core Courses</b>		
MCM 512	Editing Publications	3
MCM 513	Specialized Writing	3
MCM 620	Media Theory	3
MCM 610	Media Research	3
MCM 653	Media Law	3
MCM 652	Public Relations	3
XXX XXX	Internship/Thesis/Electives	12
<b>Total Credits</b>		<b>30</b>

### Mass Communications: Media Management Curriculum

Code	Title	Credits
<b>Core Courses</b>		
MCM 545	Media Management Admin	3
MCM 610	Media Research	3
MCM 620	Media Theory	3
MCM 653	Media Law	3
MCM 660	Seminar: Radio/Tv/Film	3
MCM 680	Global Media	3

XXX XXX	Internship/Thesis/Electives	12
<b>Total Credits</b>		<b>30</b>

### Mass Communications: Media Production Curriculum

Code	Title	Credits
<b>Core Courses</b>		
MCM 550	Introduction: Television	3
MCM 610	Media Research	3
MCM 620	Media Theory	3
MCM 650	Television Production II	3
MCM 653	Media Law	3
MCM 660	Seminar: Radio/Tv/Film	3
XXX XXX	Internship/Thesis/Electives	12
<b>Total Credits</b>		<b>30</b>

4. 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 May 1 for fall and summer and November 1 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.

## Admissions

### 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 3.0 (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.

A student who otherwise meets all of the general requirements for admission but whose overall undergraduate academic average falls below the required 3.0 yet exceeds 2.8 (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.

### 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. A personal statement of goals relative to the graduate field of study.

# Psychology

Dr. Karen Y. Holmes, Department Head  
(757) 823-9055

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 and Old Dominion University. 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.

## Psychology Programs

- Clinical Psychology, Ph.D. (p. 51)
- CyberPsychology, M.S. (p. 53)

# Clinical Psychology, Ph.D.

Dr. Andrew Franklin  
Associate Director of Clinical Training  
(757) 823-2241

Dr. Desi Hacker  
Co-Associate Director of Clinical Training  
(757) 823-2893

## Program Description

The Clinical Ph.D. Program is jointly sponsored by Norfolk State University 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. The combined efforts of these institutions give considerable breadth and depth to this unique program. Students take classes at both institution and are engaged in research activities and clinical work throughout their training.

The program follows a scientist-practitioner model whose mission 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.

Detailed information about the program is available at the programs website (<https://sci.odu.edu/vcpcp/>).

In compliance with federal disclosure regulations, The Virginia Consortium provides all prospective students with information about the degree to which the Program meets the educational requirements for licensure in the U.S. (states, territories, and the District of Columbia) on its program website (<https://sci.odu.edu/vcpcp/>) (located at the bottom).

## Accreditation

American Psychological Association (<http://www.apa.org/ed/accreditation/>)  
Consultation/Accreditation  
750 First Street, NE  
Washington, DC 20002  
202-336-5979/Fax 202-336-5978  
Email: [apaaccred@apa.org](mailto:apaaccred@apa.org)

Please see the Consortium website at [www.odu.edu/vcpcp](http://www.odu.edu/vcpcp) (<http://www.odu.edu/vcpcp/>) for the most up-to-date program and catalog information.

## 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) (<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.

## Curriculum

Code	Title	Credits
<b>Core Courses</b>		
<i>NSU Courses</i>		
CPS 632	Intellectual Assessment	3
CPS 635	Social and Multicultural Psychology	3
CPS 700	Clinical & Ethical Practice	3

CPS 705	History & Systems	3
CPS 895	Clinical Practicum	3
PSY 936	Cognitive Behavior Therapy Academic Year	3 Planned for 2022-23
CPSY 971	Consultation/Supervision Year	3 Planned for 2022-23 Academic
<i>ODU Courses</i>		
PSY 651	Developmental Psychology	3
PSYS 661	Psychopathology	3
PSYC 801	Empirically Supported Therapies	3
PSYC 813	Research Methods	3
PSYC 824	Analysis of Variance	4
PSYC 825	Regression/Correlations Design	4
PSYC 890	Internship in Clinical Psychology	12
CPSY 936	Personality Assessment	3
CPSY 961	Biological and Cognitive Aspects of Behavior	3
<i>Any Site</i>		
Research in Clinical Practicum		16
Advanced Clinical Practicum		12
Clinical Dissertation		12
Therapy Elective		3
Free Elective		3
<b>Total Credits</b>		<b>105</b>

## Admissions Requirements

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, and relevant clinical experience. 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 4-6 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 a statement indicating professional goals and academic objectives (refer to application blank for specific detail) - and include a vita or resume;
5. Submit three letters of recommendation;
6. Complete a personal interview.

**Please note:** The GRE General Test for the Fall 2021 admission cycle is optional for applications submitted fall 2021.

## Application Procedures

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/) (<http://www.odu.edu/vcpcp/>)

### Application Deadline

Complete an application by going to the Admissions page at [www.odu.edu/vcpcp/](http://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.

# CyberPsychology, M.S.

Scott M. Debb, Ed.D.  
Program Coordinator  
757-823-8573  
cyberpsychology@nsu.edu

The M.S. CyberPsychology program (MS.CYP) is a year-round fully asynchronous online program designed to prepare students for careers in applied social science. This specialty examines the relationship between human behavior in the 21<sup>st</sup> century and both current and emerging (digital) technologies. The program builds on a wide range of psychological theories combined with critical examination of emerging trends across all domains of psychology and related interdisciplinary fields. Students are equipped with essential research skills sought after across a wide range of employment settings and higher education programs.

## Program Learning Outcomes

Upon completion of the CyberPsychology program coursework and training, students will be able to:

- **Describe** how current and emerging digital technologies impact how human beings think and behave individually and in groups;
- **Integrate** the ethical, cultural, social, political, and legal issues impacting applied cyberpsychological theory and research;
- **Conduct** cyberpsychological research informed by diverse interdisciplinary theories;
- **Conceptualize** practical and novel problems in society that are impacted by the continual changes in digital technologies;
- **Design, implement,** and effectively **communicate** cyberpsychological research findings

## Foundation Core

Students complete 21 credits of the foundational core.

Code	Title	Credits
PSY 510	Psychology & Cyberspace	3
PSY 520	Current Trends in Cyberpsychology	3
PSY 530	Research & Ethics in Cyberp	3
PSY 610	Cyberpsychology Research I *	3
PSY 690	Cyberpsychology Capstone	3

\* Course to be taken 3 semesters consecutively

## Elective Core (Take 21 credits from the following):

Code	Title	Credits
PSY 535	Quantitative Research Methods	3
PSY 536	Qualitative Research Methods	3
PSY 540	Consumer & Media Cyberpsychology	3
PSY 550	Human-Computer Interaction	3
PSY 560	Virtuality	3
PSY 570	Forensic Cyberpsychology	3
PSY 580	Cybercognition & Behavior	3
PSY 590	Cyberpsychopathology	3
PSY 600	Cyberpsychology Internship **	3
PSY 620	Cyberpsychology Research II **	3

CSC 535	Computer Security I	3
CYS 688	Human Aspects of Cybersecurity	3

\*\* 1 - 3 credits repeatable up to 9 credits total

## Sample Sequence of Courses for Fulltime Students

Course	Title	Credits
<b>First Year</b>		
<b>Fall</b>		
Mini Term 1		
PSY 510 & PSY 530	Psychology & Cyberspace and Research & Ethics in Cyberp	6
Mini Term 2		
PSY 520 & PSY 540	Current Trends in Cyberpsychology and Consumer & Media Cyberpsychology	6
<b>Credits</b>		<b>12</b>

## Spring

Mini-Term 1		
PSY 550 & PSY 610	Human-Computer Interaction and Cyberpsychology Research I	6
Mini-Term 2		
PSY 535 & PSY 610	Quantitative Research Methods and Cyberpsychology Research I	6
<b>Credits</b>		<b>12</b>

## Summer

PSY 536 & PSY 610	Qualitative Research Methods and Cyberpsychology Research I (Mini-Term 1)	6
PSY 570 & PSY 580	Forensic Cyberpsychology and Cybercognition & Behavior	6
<b>Credits</b>		<b>12</b>

## Second Year

### Fall

Mini-Term 1		
PSY 590 & PSY 690	Cyberpsychopathology and Cyberpsychology Capstone	6
<b>Credits</b>		<b>6</b>
<b>Total Credits</b>		<b>42</b>

## Total credits for degree program: 42 semester credit hours Months to completion: as few as 14 months

Graduation from an accredited domestic or international undergraduate (or graduate) degree program is required although an academic major or area of concentration is open. However, a strong undergraduate background in psychological theory or social science research is highly desirable (preference will be given to students with a psychology-related background). The MS.CYP program is research-intensive and applicants should aim to demonstrate their experience, proficiency, or potential to engage in research via their application materials, in particular the personal statement and letters of recommendation.

The M.S. CyberPsychology degree program admits full and part-time matriculating students, as well as non-degree seeking students. There are six independent entry points during each academic year. Applications are accepted on a rolling basis. Applicants will identify a preferred semester of entry, although circumstances may require a subsequent date of entry.

All M.S. CyberPsychology degree program applicants are evaluated based on each application's merit and demonstrated relevance to the mission of the program, as determined by the M.S. CyberPsychology Admissions Committee. Meeting the minimum criteria outlined below is not a guarantee of acceptance into the program.

Matriculating full-time students are eligible to apply for tuition assistantship and graduate assistantship ([https://nsugradstudies.iad1.qualtrics.com/jfe/form/SV\\_bd3PX8nAoHEL7Kd/](https://nsugradstudies.iad1.qualtrics.com/jfe/form/SV_bd3PX8nAoHEL7Kd/)) funding. Funds are highly limited and will be granted on a first-come, first-served basis, subject to qualifications. These funds are overseen by the School of Graduate Studies, not the CyberPsychology program.

Norfolk State University's application for Graduate Studies can be found here (<https://nsu.elluciancrmrecruit.com/Admissions/Pages/welcome.aspx>). The University's minimum requirements are outlined here (<https://www.nsu.edu/graduate-studies/admission-requirements/>). An official transcript identifying an undergraduate institution from which your degree has been conferred, and other graduate/undergraduate institutions from which you have received academic credit, is required prior to admittance. Unofficial transcripts may be uploaded with your application to expedite review by the Admissions Committee. You do not need to submit a "portfolio" of your work experience as mentioned in the university's standard requirements and you are not required to take the GRE (but you may report your scores to the school if you have them).

Additionally, please ensure your application reflects the following program-specific documentation.

- Graduation from an accredited domestic or international undergraduate (or graduate) degree program is required

- Academic major or area of concentration is open

- A strong undergraduate background in psychological theory/research or social science is highly desirable (preference will be given to students with a psychology-related background)

- The MS.CYP program is research-intensive and applicants should aim to demonstrate their experience, proficiency, or potential to engage in research via their application materials, in particular the personal statement and letters of recommendation.

- At a minimum, students are encouraged to have familiarity with:

- \* Introductory psychology (including abnormal / personality / developmental psychology);
- \* Experimental Psychology / Statistics (social science related) & Psychological Research Methods

All applicants must adhere to the guidelines below:

### **1. Three letters of academic or professional recommendation**

- *At least one recommender* must be a professor or other academician with whom you have completed at least one course and who can attest to your academic performance and potential as a graduate student. Other recommendation letters can be from professors, workplace or research supervisors, or another individual who knows you in any professional capacity.
  - a. *Recommendation letters from recent professors are highly recommended.*
  - b. *Recommendation letters from personal contacts (e.g., friends or family) will not be accepted.*
- The recommender must fill out the school's rating form at a minimum, although it is *highly recommended* for recommenders to also write a

personalized letter and upload it. Uploaded letters must be in PDF format and signed (or digitally signed) by the recommender.

- The recommendation letter must specifically attest to the student's previous academic or vocational performance, as well as the student's abilities and future potential for success at the graduate level.
- Recommendation letters that do not meet these criteria will not be accepted

### **2. Grade Point Average (GPA)**

- An undergraduate GPA of 3.0 on a 4.0 scale is highly preferred. Graduate coursework (minimum GPA of 3.0 on a 4.0 scale) will be considered in addition to or in lieu of undergraduate GPA.
- An undergraduate GPA of 2.50 may be considered assuming the application is accompanied by three strong letters of recommendation from individuals uniquely qualified to attest to your potential as a graduate student AND a personal statement that includes insight specifically about why your GPA does not accurately reflect your academic potential.

### **3. Personal Statement**

1. A personal statement written in a narrative form that addresses your specific interest in the field of *cyberpsychology*, what attracted you to the program, what you believe will allow you to be successful in this program, and what you hope to achieve as a student.
2. Proofread and formatting that does not exceed 2 pages (double spaced, 12 pt Times or Arial font, 1" margins, .5" header and footer).

### **4. Academic Experiences Statement**

- In a separate document, provide a summary (no more than 1 page) of your academic experiences and coursework that has uniquely prepared you to be a student in this program (such as courses in psychological theory, research methods, statistics, as well as any experience with online education).
- Proofread and formatting that does not exceed 1 page (double spaced, 12 pt Times or Arial font, 1" margins, .5" header and footer).

### **5. Current Resume or CV**

- Your resume (or curriculum vitae) outlining your relevant skills, education, and/or work experience.
- Dates and locations for all activities should be indicated as necessary.
- *This resume is not for employment purposes.* Please structure and format your document accordingly.

### **\* Non-degree status**

Anyone with a recognized and conferred undergraduate degree from an accredited institution may apply to the NSU School of Graduate Studies (<https://www.nsu.edu/graduate-studies/admission-requirements/>) for non-degree seeking (NDS) status. NDS students will follow the same curriculum sequence as MS.CYP students but are not considered matriculated. NDS status will allow you to complete up to nine credit hours (3 courses) prior to applying as a matriculating MS.CYP student. NDS students *may* not be eligible for the types of financial assistance (federal, employer, university, etc.) offered to matriculated graduate

students. Prospective NDS applicants are highly encouraged to seek guidance from the appropriate personnel or agencies in advance.

NDS students who wish to apply for MS.CYP matriculation may do so at any time after completion of at least one MS.CYP course with a grade of B (3.0) or higher. Discussion with the PC should occur prior to application, and the standard Graduate School application (<https://nsu.elluciancrmrecruit.com/Admissions/Pages/welcome.aspx>) would be required. When going from NDS to CyberPsychology matriculation status, your application does not need to include copies of official transcripts if you previously submitted them to the university, but you must submit all other supplemental documentation in your application. Please upload an unofficial transcript with your application to ensure your application shows as *completed* and fully submitted in the online application portal. The CyberPsychology Admissions Committee will review applications as early as possible prior to the start of the subsequent semester.

*Satisfactorily completing courses as a NDS student does not guarantee future admission to the program.* When applying for matriculation, updated application materials, as well as evaluation of your performance as a NDS student will weigh heavily on the admissions decision. Rejection of application for matriculation status does not negate the possibility of reapplying for matriculation at a future date.

For students who apply but are not accepted into the CyberPsychology program as a matriculated student, the CyberPsychology Program Coordinator may suggest you take at least one course as an NDS student prior to reapplying to the program, in order to assess your readiness for graduate level education in this program. As described above, if you are subsequently admitted to the program, the coursework you complete will apply to the MS.CYP requirements assuming you have earned a grade of B or higher.

# Sociology

Dr. Carlene Turner,  
Department Head  
(757) 823-8436

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.

## Sociology Programs

- Criminal Justice, M.A. (p. 57)
- Urban Affairs, M.A. (p. 58)

## Criminal Justice, M.A.

Dr. Robert K. Perkins, Program Coordinator  
Brown Memorial Hall  
Norfolk State University  
700 Park Ave, Suite #203  
Norfolk, VA 23504  
Phone: (757) 823-8436  
Fax: (757) 823-8167  
Email: cjmp@nsu.edu  
(criminaljustice@nsu.edu) (criminaljustice@nsu.edu)

### Program Structure

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
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 in Criminal Justice.

### Curriculum

#### Summary of Graduation Requirements

Subject Area	Credits
Core Courses	15
Concentration Requirements	9
Electives	12
<b>Total Credit Hours</b>	<b>36</b>

#### Core courses

Code	Title	Credits
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

### Concentrations

#### Management and Planning Curriculum

Code	Title	Credits
<b>Core Courses</b>		
<b>Required Concentration Courses</b>		
CJS 611	Administration of Criminal Justice Organizations	
CJS 612	Strategic Planning for Criminal Justice	
CJS 618	Legal Issues in Criminal Justice Management	
<b>Electives: Select 12 credits from the following:</b>		<b>12</b>
CJS 571	Youth Crime and the School	
CJS 575	Legal Aspects of Juvenile Justice	
CJS 590	Readings in Criminal Justice	

CJS 601	Systems of Criminal Justice
CJS 607	Minorities in Criminal Justice
CJS 613	Community Policing
CJS 616	Restorative Justice
CJS 665	Criminal Justice Internship
CJS 678	Juvenile Offenders and Youth Gangs
CJS 681	Youth and Society
CJS 689	Gender, Crime, and Justice
CJS 690	Independent Study in Criminal Justice
CJS 699	Thesis
CJS 750	Continuing Registration
CJS 752	Comprehensive Examination

**Total Credits** 27

#### Juvenile Justice Curriculum

Code	Title	Credits
<b>Core Courses</b>		
<b>Required Concentration Courses</b>		
CJS 672	Policing and Adjudicating Juveniles	
CJS 674	Juvenile Corrections and Treatment	
CJS 676	Juvenile Delinquency and the Justice System	
<b>Electives: Select 12 credits from the following:</b>		<b>12</b>
CJS 575	Legal Aspects of Juvenile Justice	
CJS 590	Readings in Criminal Justice	
CJS 607	Minorities in Criminal Justice	
CJS 613	Community Policing	
CJS 616	Restorative Justice	
CJS 665	Criminal Justice Internship	
CJS 678	Juvenile Offenders and Youth Gangs	
CJS 681	Youth and Society	
CJS 689	Gender, Crime, and Justice	
CJS 690	Independent Study in Criminal Justice	
CJS 699	Thesis	
CJS 750	Continuing Registration	
CJS 752	Comprehensive Examination	

**Total Credits** 27

### Admissions

#### Requirements

##### 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.

## Urban Affairs, M.A.

Dr. Robert K. Perkins, Program Coordinator  
(757) 823-8436

### Description

The Graduate Program in Urban Affairs, which offers the Master of Arts degree, is located in the Sociology Department. 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 is an invaluable 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, including local, state, and federal government, 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.

### Degree Requirements

#### 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).

### Course Load

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.

### Transfer Credit

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.

### Withdrawal from Courses

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 provided by the Registrar's Office.

### Advancement/Advisement and Evaluation

Incoming students to the graduate program are expected to identify 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 must 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.

### Application for Degree

Prospective graduates should adhere to the University Calendar regarding deadlines 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.

### Graduation Requirements

Subject Area	Credits
Core Courses	18
Electives	12
Thesis/Non Thesis Elective Courses	6
<b>Total Credit Hours</b>	<b>36</b>

### Core Courses

Code	Title	Credits
UAF 570	Introduction to Urban Studies	3
UAF 611	Urban Problems in Contemporary America	3
UAF 690	Advanced Seminar: Urban Policy Analysis and Program Development	3
UAF 693	Urban Community Field Placement	3
UAF 697	Urban Research Methods I	3
UAF 698	Urban Research Methods II	3

### Thesis Option

Code	Title	Credits
<b>Core Courses</b>		<b>18</b>
<b>Thesis Courses</b>		<b>6</b>
UAF 699	Thesis/Urban Affairs	
<b>Electives: Select 12 credits from the following:</b>		<b>12</b>
UAF 575	Information Systems and Urban Administration Research and Evaluation	
UAF 614	Structural Models for Urban Action	

UAF 616	Executive Management and Leadership
UAF 620	Housing and Redevelopment Policy in Urban Change
POS 661	Urban Finance Administration

**Total Credits** 36

## Non-Thesis Option

Code	Title	Credits
<b>Core Courses</b>		<b>18</b>
<b>Comprehensive Examination</b>		<b>0</b>

**Electives: Select 18 credits from the following:** 18

UAF 575	Information Systems and Urban Administration Research and Evaluation
UAF 614	Structural Models for Urban Action
UAF 616	Executive Management and Leadership
UAF 620	Housing and Redevelopment Policy in Urban Change
UAF 570	Introduction to Urban Studies
UAF 575	Information Systems and Urban Administration Research and Evaluation
UAF 611	Urban Problems in Contemporary America
UAF 614	Structural Models for Urban Action
UAF 616	Executive Management and Leadership
UAF 620	Housing and Redevelopment Policy in Urban Change
UAF 697	Urban Research Methods I
UAF 698	Urban Research Methods II
UAF 690	Advanced Seminar: Urban Policy Analysis and Program Development
UAF 693	Urban Community Field Placement
UAF 699	Thesis/Urban Affairs
POS 660	Urban Administration
UAF 750	Continuing Registration
UAF 752	Comprehensive Exam

**Total Credits** 36

## Admissions Requirements

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 3.0 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.

- a. One official transcript from each college and/or university attended (unless one transcript reproduces all others).
- b. Statement of professional interest and goals.

An online application must be completed and all supplemental materials uploaded into the application portal. Official transcripts 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 a regionally accredited institution with a minimum overall grade point average of 3.0 on four-point scale.

## Non-Degree Status

Non-degree status is reserved for students who do not meet all requirements for regular admission, for students 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 May 1 and for the spring term is November 1 for guaranteed review of application materials.

## 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. Robert K. Perkins  
Urban Affairs Program, Department of Sociology  
Norfolk State University  
700 Park Avenue  
Norfolk, Virginia 23504  
Phone: (757) 823-8436  
Email: rkperkins@nsu.edu

## Visual and Performing Arts

Dr. Susan Ha, Chair  
(757) 823-8582

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, Division Coordinator  
(757) 823-8844

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.

### Division of Music

Dr. Harlan Zackery, Division Coordinator  
(757) 823-8565

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.

## Visual and Performing Arts Programs

- Music, M.M. (p. 61)
- Visual Studies, M.F.A. (p. 65)

## Music, M.M.

Dr. Matthew Russell, Program Co-Coordinator for Music Education  
(757) 823-9199

Dr. Anne Neikirk, Program Co-Coordinator for Theory/Composition and Performance  
(757) 823-9112

### Purpose and Objectives

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.

#### The Student

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 enrollment in the analytical techniques and music history courses, the student must take a diagnostic examinations in both areas.

Specifically, the student must do the following:

1. Select one of the three sequences.
2. Complete all required and elective coursework as specified by the selected sequence.
3. Select a terminal option.

### The Music Faculty

The music faculty is highly qualified and competent to teach in their respective areas and the program is fully accredited by the National Association of Schools of Music (NASM).

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.

## Graduation Requirements

Subject Area	Credits
Core Courses	11
Concentration and Elective Courses	19
Terminal Option	6
<b>Total Credit Hours</b>	<b>36</b>

Each degree concentration requires a total of 36 credit hours. They share 11 credits of Core Courses and 6 Terminal credits. The other 19 credits include emphasis area courses and electives, which are different for each area of concentration.

### Core courses

Code	Title	Credits
XXX XXX	Ensemble (MUS 510)	1
XXX XXX	Ensemble (MUS 511)	1
MUS 540	Analytical Techniques I	3
MUS 541	Analytical Techniques II	3
MUS 590	Introduction to Music Research	3

## CONCENTRATIONS

### Music, M.M. - Music Education

#### Curriculum

Code	Title	Credits
<b>CORE COURSES</b>		<b>11</b>
<b>CONCENTRATION COURSES</b>		<b>6</b>
<i>Emphasis Area Requirements</i>		
<i>Applied Musicianship</i>		
XXX XXX	Private Lessons (MUS 521)	2
XXX XXX	Private Lessons (MUS 522)	2
Select one elective from the list below:		2
<i>Keyboard</i>		
MUS 623	Organ Literature	2
MUS 624	Organ Improvisation and Service Playing	2
MUS 628	Piano Literature	2
MUS 527	Piano Pedagogy	2
<i>Instrumental</i>		
MUS 651	Band Management	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
<i>Voice</i>		
MUS 520	Voice Pedagogy	2
MUS 629	Graduate Diction and Vocal Literature	3
MUS 650	Choral Techniques	3
<i>Students in all emphasis areas may also choose one of the following as an elective course</i>		
MUS 550	Advanced Choral Conducting	2
MUS 551	Advanced Instrumental Conducting	2
MUS 620	Seminar in Performance and Repertoire	2
<b>Music Education Requirements</b>		
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

**Music History Electives**

Select two of the following:

MUS 531	Music of the Renaissance Era	2
MUS 532	Music of the Baroque Era	2
MUS 533	Music of the Classical Era	2
MUS 534	Music of the 19th Century	2
MUS 535	Contemporary Music	2

**Terminal Requirements**

Select one Terminal Option

MUS 689 & MUS 690A or MUS 690C	Terminal Project Preparation and Thesis Lecture-Recital	6
MUS 683 & MUS 684	Special Studies in Music Education and Special Studies in Music Education	6

**Terminal Options**

**Thesis** – extended research on a theoretical subject. Enrollment in MUS 689 is required in the initial semester and MUS 690A Thesis is required in the final semester.

**Lecture/Recital** – a public performance eighty minutes in length with lecture commentary during the course of the program. Enrollment in MUS 689 is required in the initial semester and MUS 690C Lecture-Recital is required in the final semester.

**Non – Thesis** – specialized field research reporting accomplishment of an exemplary, innovative school program. Enrollment in MUS 683 Special Studies in Music Education-MUS 684 Special Studies in Music Education required.

**Terminal Examinations**

- **Thesis Option** - Oral Examination (including defense of thesis)
- **Lecture/Recital** – Recital Hearing
- **Non-Thesis Option** - Oral Examination

**Music, M.M. - Performance****Curriculum**

Code	Title	Credits
<b>CORE COURSES</b>		<b>11</b>
<b>CONCENTRATION COURSES</b>		<b>15</b>
<i>Emphasis Area Requirements</i>		
<i>Applied Musicianship</i>		
XXX XXX	Private Lessons (MUS 525)	4
XXX XXX	Private Lessons (MUS 526)	4
MUS 636	Special Studies in Music History	1
Select three electives from the list below:		
<i>Keyboard</i>		
MUS 527	Piano Pedagogy	2
MUS 623	Organ Literature	2
MUS 624	Organ Improvisation and Service Playing	2
MUS 628	Piano Literature	2
<i>Instrumental</i>		
MUS 651	Band Management	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*

MUS 520	Voice Pedagogy (Required for Voice students)	2
MUS 629	Graduate Diction and Vocal Literature	3
MUS 650	Choral Techniques	3

*Students in all emphasis areas may also choose one of the following as an elective course*

MUS 550	Advanced Choral Conducting	2
MUS 551	Advanced Instrumental Conducting	2
MUS 620	Seminar in Performance and Repertoire	2

**Music History Electives**

Select two of the following:

MUS 531	Music of the Renaissance Era	2
MUS 532	Music of the Baroque Era	2
MUS 533	Music of the Classical Era	2
MUS 534	Music of the 19th Century	2
MUS 535	Contemporary Music	2

**Terminal Requirements**

MUS 689	Terminal Project Preparation	3
Select one terminal option		
MUS 690B	Recital	3
MUS 690C	Lecture-Recital	3

**Recital Hearing**

The student will present recital work to a panel of graduate faculty a minimum of 30 days prior to the scheduled recital.

**Terminal Option**

**Recital** – a public performance sixty minutes in length.

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

**Music, M.M. - Theory Composition****Curriculum**

Code	Title	Credits
<b>CORE COURSES</b>		<b>11</b>
<b>CONCENTRATION COURSES</b>		<b>11</b>
<i>Emphasis Area Requirements</i>		
<i>Applied Musicianship</i>		
XXX XXX	Private Lessons (MUS 521)	2
XXX XXX	Private Lessons (MUS 522)	2
Select one elective from the list below:		
<i>Keyboard</i>		
MUS 527	Piano Pedagogy	2
MUS 623	Organ Literature	2
MUS 624	Organ Improvisation and Service Playing	2
MUS 628	Piano Literature	2
<i>Instrumental</i>		
MUS 651	Band Management	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	
MUS 520	Voice Pedagogy	2
MUS 629	Graduate Diction and Vocal Literature	3
MUS 650	Choral Techniques	3
<i>Students in all emphasis areas may also choose one of the following as an elective course</i>		
MUS 550	Advanced Choral Conducting	2
MUS 551	Advanced Instrumental Conducting	2
MUS 620	Seminar in Performance and Repertoire	2
<b>Theory/Composition Requirements</b>		
MUS 546	Orchestration	2
MUS 642	Theory Pedagogy	2
MUS 643 & MUS 644	Composition Seminar I and Composition Seminar II	4
MUS 644	Composition Seminar II	2
MUS 645	Counterpoint and Fugue	3
<b>Terminal Requirements</b>		
MUS 689	Terminal Project Preparation	3
Select one terminal option		
MUS 690A	Thesis	3
MUS 690C	Lecture-Recital	3

### Terminal Options

**Thesis** – extended research on a theoretical subject. Enrollment in MUS 690A Thesis required in the initial semester.

**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 Thesis.

### Terminal Examinations

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

## Admissions Requirements

### 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.

### Diagnostic Examinations and Auditions

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:

## Music Education/Performance Majors

### 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.

## Theory-Composition Majors

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.

## Candidacy

A student in the Master of Music program may petition the Department Graduate Committee for candidacy upon

1. the successful completion of fifteen credit hours, including the core courses, and
2. 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

## Grading System

The grade will indicate a student's level of achievement as follows:

Grade	Grade Points	Interpretation
A		Excellent
A-		Excellent
B+		Good
B		Satisfactory
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.

# Visual Studies, M.F.A.

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

## Program Description

The 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 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. 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.

## 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:

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

sriekeije@nsu.edu

## Timeline

The Master of Fine Arts degree has a limit of seven years for completion from the date of entry

## CURRICULUM

### Degree Requirements

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 (M.F.A.)

The credit hours will be divided in the following manner:

Subject Area	Credits
Graduate Studio	27
Courses in Related Academics	12
Directed Field Experience	6
Graduate Seminars	9
Documentation (Including Solo Exhibition)	6
<b>Total Credit Hours</b>	<b>60</b>

Course	Title	Credits
<b>First Year</b>		
Choose 9 credits from 500 level Graduate Studio or Tutorial Special Problems		
FIA 535	Painting: Group Studio	3
FIA 561	Printmaking Studio	3
FIA 597A	Tutorial Work/Special Studies	3
<b>Credits</b>		<b>9</b>
<b>Total Credits</b>		<b>9</b>

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.

Code	Title	Credits
FIA 701	Thesis Exhibition	3
FIA 702	Graduate Exhibition	3

#### FIA 701 Thesis Exhibition

A student enrolling for FIA 701 Thesis Exhibition 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 Graduate 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 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 Graduate Seminar, which is a course with changing art criticism topics. The remainder of the graduate seminar requirement may be fulfilled by FIA 695 Graduate Seminar: Special Topics in Contemporary Art (another series of changing contemporary topics) and FIA 610A Graduate Seminar.

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 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.

M.F.A. candidates must register for FIA 701 Thesis Exhibition during the final semester of study. By review of the student's work, the advisory committee will determine the nature of the 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 Graduate Exhibition 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 Thesis Exhibition-FIA 702 Graduate Exhibition. 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.

## Admissions Requirements

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 priority deadline for application to the Master of Fine Arts Graduate Program in Visual Studies is May 1 for fall and November 1 for spring. All application materials must be complete and received at Norfolk State University on or before the deadline to ensure a decision for the subsequent semester. Applications received after these deadlines may be deferred to the next semester. Enrollment in the program begins the semester following admission. Applications are available online (<https://nsu.elluciancrmrecruit.com/Admissions/Pages/welcome.aspx>). 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.
6. A written statement, not to exceed four (4) pages, describing background and professional goals expected from this program.

## **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.

# COLLEGE OF SCIENCE, ENGINEERING AND TECHNOLOGY

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Dr. Michael Keeve, Dean  
(757) 823-8180

Dr. Mustaq A. Khan, Associate Dean  
(757) 823-2821

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 healthcare 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.

## Accreditations/Approvals

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> (<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) (<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) (<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>

## Organization of the School

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

## Degrees Offered

The College of Science, Engineering, and Technology offers programs terminating at the associate, baccalaureate, master, and doctoral degree levels.

## Science, Engineering and Technology Departments

- Computer Science (p. 70)
  - Computer Science, M.S. (p. 75)
  - Cybersecurity, M.S. (p. 78)
- Engineering (p. 80)
  - Electronics Engineering, M.S. (p. 81)
- Materials Science (p. 84)
  - Materials Science and Engineering, Ph.D. (p. 85)
  - Materials Science, M.S. (p. 88)
- Nursing and Allied Health (p. 90)
  - Healthcare Administration, M.H.A. (p. 90)

# Computer Science

Dr. Felicia Doswell, Department Head (I)  
(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.

## Computer Science Programs

- Computer Science, M.S. (p. 75)
- Cybersecurity, M.S. (p. 78)

## Computer Science Courses

### Computer Science

#### CSC 521 Database Principles and Design (3 Credits)

An introductory course emphasizing the basic concepts and principles of database systems. Topics include relational, hierarchical, and network approaches to data organization.

#### CSC 526 Structured Programming (3 Credits)

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 Data Communication (3 Credits)

Focuses on the basic principles of computer communication as well as hardware and software designs. Topics include transmission media, data encoding, transmission techniques, protocols, switching networks, broadcast networks, and local area networks.

#### CSC 535 Computer Security I (3 Credits)

This course is designed for IT professionals to learn computer and network security theories and practices that can be used to significantly reduce the security vulnerability of computers on internal networks or the Internet. The course assumes some familiarity with various operating systems and computer networks. Topics include cryptography, program security, operating systems security, database security, network security, security administration, computer ethics, and legal issues.

#### CSC 555 Management of Information Security (3 Credits)

This course is designed for Security System Administrators and Managers who are responsible for the design, planning and management of security installations in Business and Government Institutions. Topics include Management of Information Security, security planning, security protection (technical and procedural), best practices, risk management, Operations Security, legal issues and certification and accreditation. The course assumes some familiarity with various topics taught in an Introduction of Information Assurance course.

#### CSC 564 Operating Systems (3 Credits)

Topics include the history and evolution of operating systems, the concepts behind and structure of various operating systems, process scheduling, interprocess communication, input and output, multiprogramming, memory management, and file systems. Concepts of distributed operating systems are also introduced.

#### CSC 566 Advanced Computer Topics I (3 Credits)

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 Advanced Computer Topics III (3 Credits)**

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 Artificial Intelligence (3 Credits)**

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 571 Introduction to Game Design (3 Credits)**

This course introduces students to game design and development concepts. Topics include the history of games, play elements, story and character development, game plan and storyboard design, level and user interface design, and the game design document.

**CSC 572 3D Game Programming (3 Credits)**

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.

**CSC 573 Principals of Modeling and Simulation (3 Credits)**

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

**CSC 576 Advanced Computer Topics III (3 Credits)**

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 Advanced Computer Topics IV (3 Credits)**

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 Computer Graphics (3 Credits)**

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 Systems Programming (3 Credits)**

Fundamentals of system and network programming methodology, techniques, system calls and library calls.

**CSC 596 Compiler Construction (3 Credits)**

An introduction to the fundamentals of compiler construction and language translation. Topics include lexical analysis, specifications of syntax, algorithms for syntactic analysis, code generation, and optimization techniques.

**CSC 611 Machine Learning (3 Credits)**

Machine learning is a subfield of artificial, intelligence that is concerned with the design, analysis, implementation, and applications of, programs that learn from experience. It offers, some of the most cost-effective approaches to, automated knowledge acquisition in emerging, data-rich disciplines. This course is about, learning to extract statistical structure from, data, for making decisions and predictions, as, well as for visualization. The course gives, in-depth coverage of advanced methods in machine, learning, as well as their underlying theory. It, emphasizes approaches with practical relevance and, discusses a number of recent applications of, machine learning, such as recommender systems and, malware detection systems. An open research, project is a major part of the course.

**CSC 612 Computational Science II (3 Credits)**

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 the Mathematics, Chemistry, Physics, Biology and Engineering Departments and The 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 Analysis of Algorithms (3 Credits)**

Design and analysis of algorithms. Topics include 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 Computer Networks (3 Credits)**

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 Computer Security II (3 Credits)**

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 640 Introduction to Data Science (3 Credits)**

The main objective of this course is to introduce, fundamental concepts and practices in data, science with a focus on designing and, implementing small-scale data analytic projects, through their life cycles in a lab environment., Data science is on of the most important emerging, computing technologies and applications that are, being developed at a

**CSC 650 Cryptography (3 Credits)**

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 Parallel Computing (3 Credits)**

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 Advanced Computer Architecture (3 Credits)**

Principles and advanced topics of the instruction set architecture for uni-processors, embedded system processor, and multi-processor.

**CSC 672 Digital Forensics (3 Credits)**

Contact the department for specific course information

**CSC 678 Scientific Visualization (3 Credits)**

Fundamental concepts of the algorithms and design principles underlying modern 3D computer graphics, data and scientific visualization.

**CSC 691 Graduate Independent Study I (3 Credits)**

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 697 Ethical Hacking and Penetration Testing (3 Credits)**

Contact the department for specific course information

**CSC 701 Continuing Registration (1-9 Credits)**

A one credit hour course that allows students to maintain continuous registration status. Does not count towards the MS.CSC degree credits.

**CSC 702 Practicum I (1 Credits)**

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 703 Graduate Research (3-9 Credits)**

This is an elective course that is designed to, give graduate students an opportunity to learn, how to conduct research through practical, experience with a research advisor. This course, gives students an opportunity to gain exposure to, some subset of these tasks (develop and, implementation of a research topic, reviewing, technical literature for relevancy to research, topics, writing status reports, writing technical, reports or papers of conference submission, quality, attending technical presentations and, also making technical presentations). Topics, covered may vary based on the students knowledge, of research activities.

**CSC 720 Wireless Sensor Networks (3 Credits)**

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 Advanced Topics in Networking (3 Credits)**

This course includes the major fields in optical networks, dynamic spectrum access in wireless networks, cognitive radio networks, network coding, and other newly emerged networking technologies. For optical networks, the topics include WDM network elements, routing and wavelength assignment algorithms, blocking probability analysis, virtual/physical topology design, survivability, and IP over WDM. For dynamic spectrum access or cognitive radio networks, the topics include enabling technologies for cognitive radio, channel assignment/selection, routing, security, and spectrum management. This course will also cover network coding and other new ideas.

**CSC 745 Network Defense (3 Credits)**

Focuses on network defense and countermeasures, including firewalls, intrusion detection and prevention systems, virtual private networks.

**CSC 750 Evolutionary Computing (3 Credits)**

The fundamentals of applying biological evolutionary characteristics to optimization of very complex problems.

**CSC 755 Cloud Computing (3 Credits)**

A one-semester graduate-level course focuses on, cloud computing technologies and solutions. It is, designed to give students a solid foundation in, cloud computing fundamentals. The course covers, both the conceptual and practical aspects of cloud, computing.

**CSC 760 Secure Software Development (3 Credits)**

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 Advanced Topics in Information Assurance (3 Credits)**

Survey of current topics in Information Assurance

**CSC 781 Advanced Graduate Topics I (3 Credits)**

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 Advanced Graduate Computer Topics II (3 Credits)**

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 Graduate Independent Study II (3 Credits)**

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 Masters Project (3 Credits)**

First semester of the Master's Thesis sequence. Under the supervision of the thesis director, 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 798 Masters Thesis I (3 Credits)**

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 Masters Thesis II (3 Credits)**

The culmination of the two semester master's thesis sequence. Students must complete the thesis and defend it to a committee.

**Cybersecurity****CYS 564 Secure Operating Systems (3 Credits)**

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 Network Fundamentals (3 Credits)**

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 Computer and Network Forensics (3 Credits)**

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 Human Aspects of Cybersecurity (3 Credits)**

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 Ethical Hacking and Penetration Testing (3 Credits)**

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 Database Security (3 Credits)**

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 Healthcare Information Security (3 Credits)**

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 Advanced Topics in Cybersecurity (3 Credits)**

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 Cybersecurity Capstone (6 Credits)**

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.

**CYS 798 Cybersecurity Capstone I (3 Credits)**

This course prepares students for their capstone, experience in the Cybersecurity MS degree program., Capstone I provides the opportunity hone the, skills needed to accomplish in-depth research and, career growth; to choose a specific topic in, cybersecurity as the focus for their research; to, identify a CYS faculty advisor who agrees to, oversee their capstone project; and to develop a, viable research proposal.

**CYS 799 Cybersecurity Capstone II (3 Credits)**

This course is the capstone experience for, graduate students in the Master's degree in, Cybersecurity. Capstone provides students the, opportunity to carry out in-depth research on a, specific topic in cybersecurity under the guidance, of a faculty research advisor. The student's, project will reflect the integration and, application of cybersecurity knowledge and skills, gained over the course of the program.

## Faculty

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. Thorna Humphries  
Computer Science Department Norfolk State University  
(757) 823-8318 voice | (757) 823-9229 fax  
thumphries@nsu.edu | <http://www.cs.nsu.edu>

## Computer Science, M.S.

Dr. Rasha Morsi, Program Coordinator  
(757) 823-0047  
csggrad@nsu.edu | <http://www.cs.nsu.edu>

### Program Mission

The computer science (CS) graduate program provides a quality CS education to students, especially those from underrepresented populations, by strengthening their leadership, analytical, and research skills to empower them to fulfill their career aspirations and to become productive computer science professionals.

The Master of Science (M.S.) 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 twelve (12) 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.

There are four tracks of study:

1. General Study in Computer Science
2. Emphasis in Information Assurance
3. Emphasis in Data Science and Machine Learning
4. Emphasis in Communication Networks

The General Study track is also offered as an accelerated online program for project students only.

### Program Goal

To graduate students who are prepared to work in a computer science-related field or to enroll in a doctoral program in a computer science-related discipline, and who demonstrate creativity and innovative problem-solving skills.

### Program 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.

## GRADUATION REQUIREMENTS

Subject Area	Credits
Core Courses	12
Major Requirements	18-21
<b>Total Credit Hours</b>	<b>30-33</b>

Students completing a thesis will complete 30 credit hours and students completing a project will complete 33 credit hours.

## Curriculum

Code	Title	Credits
<b>Core Courses</b>		<b>15-18</b>
CSC 530	Data Communication	
CSC 564	Operating Systems	
CSC 625	Analysis of Algorithms	
CSC 668	Advanced Computer Architecture	
CSC 798 & CSC 799 or CSC 795	Masters Thesis I and Masters Thesis II Masters Project	
<b>Electives</b>		<b>12-18</b>
Thesis students take 12 credits of elective courses; Project students take 18 credits of elective courses.		
CSC 571	Introduction to Game Design	
CSC 572	3D Game Programming	
CSC 573	Principals of Modeling and Simulation	
CSC 577	Advanced Computer Topics IV	
CSC 580	Computer Graphics	
CSC 593	Systems Programming	
CSC 596	Compiler Construction	
CSC 611	Machine Learning	
CSC 612	Computational Science II	
CSC 630	Computer Networks	
CSC 635	Computer Security II	
CSC 650	Cryptography	
CSC 660	Parallel Computing	
CSC 678	Scientific Visualization	
CSC 691	Graduate Independent Study I	
CSC 720	Wireless Sensor Networks	
CSC 730	Advanced Topics in Networking	
CSC 745	Network Defense	
CSC 755	Cloud Computing	
CSC 750	Evolutionary Computing	
CSC 760	Secure Software Development	
CSC 765	Advanced Topics in Information Assurance	
CSC 781	Advanced Graduate Topics I	
CSC 782	Advanced Graduate Computer Topics II	
CSC 791	Graduate Independent Study II	

## Tracks

### Information Assurance

Code	Title	Credits
CSC 535	Computer Security I	3
CSC 555	Management of Information Security	3
CSC 635	Computer Security II	3
CSC 650	Cryptography	3
CSC 745	Network Defense	3
CSC 760	Secure Software Development	3
CSC 765	Advanced Topics in Information Assurance	3
<b>Total Credits</b>		<b>21</b>

## Communication Networks

Code	Title	Credits
CSC 530	Data Communication	3
CSC 630	Computer Networks	3
CSC 720	Wireless Sensor Networks	3
CSC 730	Advanced Topics in Networking	3
CSC 745	Network Defense	3
CSC 782	Advanced Graduate Computer Topics II	3
<b>Total Credits</b>		<b>18</b>

## Data Science and Machine Learning

The Data Science and Machine Learning track at Norfolk State University equips students with the skills needed to organize, collect, analyze, and draw inferences from large unstructured and structured data sets. Graduates of this track will master the theory, algorithms and state-of-the-art tools used by professionals for collecting, mining, and analyzing large data sets. Graduates also will learn the skills needed to clearly communicate results make recommendations based on those results.

### Requirements:

All students taking this track are required to take CSC 611 and CSC 614

- Thesis students are required to take at least 2 more courses from the list
- Project students are required to take at least 4 more courses from the list

Code	Title	Credits
CSC 521	Database Principles and Design	3
CSC 535	Computer Security I	3
CSC 570	Artificial Intelligence	3
CSC 611	Machine Learning	3
CSC 612	Computational Science II	3
CSC 660	Parallel Computing	3
CSC 678	Scientific Visualization	3
CSC 750	Evolutionary Computing	3
CSC 755	Cloud Computing	3

## Plan of Study Options

### Option 1 (Thesis)

Course	Title	Credits
<b>First Year</b>		
CSC 530	Data Communication	3
CSC 564	Operating Systems (Core)	3
CSC 625	Analysis of Algorithms (Core)	3
CSC 668	Advanced Computer Architecture	3
CSC XXX	Graduate Elective or Emphasis Course	3
CSC XXX	Graduate Elective or Emphasis Course	3
<b>Credits</b>		<b>18</b>
<b>Second Year</b>		
CSC 798	Masters Thesis I	3
CSC XXX	Graduate Elective or Emphasis Course	3
CSC XXX	Graduate Elective or Emphasis Course	3

CSC 799	Masters Thesis II	3
<b>Credits</b>		<b>12</b>
<b>Total Credits</b>		<b>30</b>

### Option 2 (Project)

Course	Title	Credits
<b>First Year</b>		
CSC 530	Data Communication	3
CSC 564	Operating Systems	3
CSC 625	Analysis of Algorithms	3
CSC 668	Advanced Computer Architecture	3
CSC XXX	Elective	3
CSC XXX	Elective	3
<b>Credits</b>		<b>18</b>
<b>Second Year</b>		
CSC XXX	Elective	3
CSC 795	Masters Project	3
<b>Credits</b>		<b>15</b>
<b>Total Credits</b>		<b>33</b>

### Option 3 (Accelerated)

Course	Title	Credits
<b>First Year</b>		
Fall Mini-Term 1		
CSC 530	Data Communication	3
CSC XXX	Elective	3
Fall Mini Term 2		
CSC 668	Advanced Computer Architecture	3
CSC XXX	Elective	3
Spring Mini-Term 1		
CSC 625	Analysis of Algorithms	3
CSC XXX	Elective	3
Spring Mini-Term 2		
CSC 564	Operating Systems	3
CSC XXX	Elective	3
Summer Mini-Term 1		
CSC XXX	Elective	3
CSC XXX	Elective	3
Summer Mini-Term 2		
CSC 795	Masters Project	3
<b>Credits</b>		<b>0</b>
<b>Total Credits</b>		<b>0</b>

## Application Deadline

The deadline for application to the Master of Science Graduate Program in Computer Science is June 30th of each year for Fall and November 15 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 (<https://nsu.elluciancrmrecruit.com/Admissions/Pages/welcome.aspx>) (<https://nsu.elluciancrmrecruit.com/Admissions/Pages/welcome.aspx>)

(<https://nsu.elluciancrmrecruit.com/Admissions/Pages/welcome.aspx>)  
welcome.aspx (<https://nsu.elluciancrmrecruit.com/Admissions/Pages/welcome.aspx>). Please upload all supporting documents.  
For international students: an evaluated transcript is required for the application to be considered complete and be reviewed.

**NOTE:** The accelerated track has a revolving application process, please see the accelerated program website (<https://online.nsu.edu/>) for dates.

## Admissions

Apply online. Once your application is complete, the departmental Graduate Program Committee will review your package and decide on admission.

### Academic Preparation

Students entering the master's in computer science program are expected to have an

- Undergraduate degree from an accredited 4-year college or university in
  - Computer Science, Computer Engineering, or related degree such as Electrical engineering, and
  - Generally, an overall major GPA of at least 3.0.

### English Proficiency

To meet the English Proficiency requirement for admission, a TOEFL score of at least 80 or an IELTS score of at least 6.5 should be achieved. 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.

### 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 for successful applicants is 152 or better on Verbal, and 155 or better on Quantitative and the Graduate Program Committee may waive the GRE requirement 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 (TA, RA, and LA) 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 does not exceed two academic years.

## Cybersecurity, M.S.

Dr. Mary Ann Hoppa, Program Coordinator  
(757) 823-8654

The Master of Science (M.S.) in Cybersecurity program at Norfolk State University provides a quality graduate education to students, especially those from underrepresented sectors of the population, by strengthening analytic skills, offering valuable research experiences, and promoting professional development in cybersecurity.

The M.S. in Cybersecurity is a non-thesis degree that consists of 36 graduate credit hours of course work and 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 complete the degree in 1-1/2 to 2 years.

### Expected Learning Outcomes

- 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, assess 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 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, securing the data, ensuring safe transactions, and suggesting feasible solutions.
- Students will demonstrate knowledge of security policies as an important complement to security technology.
- Students will demonstrate knowledge of the challenges involved in managing the security of enterprise information systems.

### Summary of Graduation Requirements

Subject Area	Credits
Major Requirements	36
<b>Total Credit Hours</b>	<b>36</b>

### Curriculum

The curriculum for the M.S. in Cybersecurity degree requires 36 hours of course work including a six hour capstone course CYS 795 Cybersecurity Capstone. All courses are required.

Code	Title	Credits
<b>Core Courses</b>		
CSC 535	Computer Security I	3
CSC 555	Management of Information Security	3
CYS 564	Secure Operating Systems	3
CYS 573	Network Fundamentals	3
CYS 672	Computer and Network Forensics	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 Security	3
CYS 765	Advanced Topics in Cybersecurity	3
CYS 795	Cybersecurity Capstone	6
<b>Total Credits</b>		<b>36</b>

**NOTE: Effective Fall 2022, CYS 795 Cybersecurity Capstone is replaced with the two-course sequence CYS 798 and CYS 799.**

### Sequence

Course	Title	Credits
<b>First Year</b>		
CYS 564	Secure Operating Systems	3
CYS 573	Network Fundamentals	3
CYS 688	Human Aspects of Cybersecurity	3
CSC 535	Computer Security I	3
CSC 555	Management of Information Security	3
CYS 697	Ethical Hacking and Penetration Testing	3
CYS 721	Database Security	3
CYS 755	Healthcare Information Security	3
	<b>Credits</b>	<b>24</b>
<b>Second Year</b>		
CYS 672	Computer and Network Forensics	3
CYS 765	Advanced Topics in Cybersecurity	3
CYS 795	Cybersecurity Capstone	6
	<b>Credits</b>	<b>12</b>
	<b>Total Credits</b>	<b>36</b>

### Admissions

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 admissions and for 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 may be required of all applicants seeking assistantships and scholarships. GRE scores should be sent to the School of Graduate

Studies and Research. Generally, the minimum GRE score is 152 or better on Verbal, and 155 or better on Quantitative. 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. A limited number of assistantships are awarded each year.

Tuition assistance awards do not renew automatically and are subject to annual review and available funding. Normally the length of support does not exceed two academic years.

# Engineering

Dr. Patricia Mead, Department Head  
(757) 823-0017

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

## 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.

### 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> (<https://www.nsu.edu/cset/engineering/index/>)

## 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) (<http://www.abet.org>).

## 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.

### 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

## Engineering Programs

- Electronics Engineering, M.S. (p. 81)

# Electronics Engineering, M.S.

Dr. Prathap Basappa, Program Coordinator  
 pbasappa@nsu.edu  
 (757) 823-0043

The Master of Science in Electronics Engineering program offers a rigorous and high quality graduate education that prepares 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.

## M.S. Program Requirements

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.

**Full-time** 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.

The M.S. program with a project is also offered with an **online accelerated** degree option for students interested in Biomedical Engineering or Microelectronics and Photonics. Students who select this option should expect to complete M.S. degree in 1 year. For more information on this option see our website (<https://online.nsu.edu/degrees/technology/master-science-electronics-engineering/>).

## Assistantships

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.

## Expected Learning Outcomes

The program's Student Learning Outcomes are as follows:

- **Outcome 1:** Program graduates will be able to analyze and solve advanced engineering problems.
- **Outcome 2:** Program graduates 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 graduates will be able to conduct original and independent research.
- **Outcome 4:** Program graduates will be able to explore new and advanced technologies in engineering.
- **Outcome 5:** Program graduates 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 graduates will be able to demonstrate knowledge of and display commitment to professionalism.

## Summary of Graduation Requirements

### Thesis Option:

Subject Area	Credits
Core	15
Elective	9
Thesis/Project	6
<b>Total Credit Hours</b>	<b>30</b>

### Non-Thesis Option:

Subject Area	Credits
Core	15
Elective	12
Thesis/Project	3
<b>Total Credit Hours</b>	<b>30</b>

### Core Courses:

Code	Title	Credits
<b>Core Courses</b>		
EEN 531	Microcontrollers	3
EEN 551	Communications Systems	3
EEN 581	Analog Integrated Circuits	3
EEN 610	Advanced Engineering Mathematics	3
EEN 683	Advanced Topics in Vlsi	3
<b>Track</b>		
Select a track		15
Biomedical/Modeling & Simulation (p. 81)		
Microelectronics and Photonics (p. 81)		
<b>Total Credits</b>		<b>30</b>

## Tracks

### Biomedical Engineering

Code	Title	Credits
EEN 541	Biomedical Engineering Devices and Systems	3
EEN 582	Bioelectronics	3
EEN 590	Research Methods	1
EEN 601	Systems Modeling	3
EEN 691	Advanced Topics II	3
EEN 697	Masters Project	3
EEN 698	Master's Thesis I	3
EEN 699	Master's Thesis II	3

### Microelectronics and Photonics

Code	Title	Credits
EEN 562	Semiconductor Processing Technology	3
EEN 590	Research Methods	1
EEN 614	Neural Networks	3
EEN 621	Electromagnetic Field Theory	3
EEN 646	Wireless Communications	3
EEN 651	Digital Signal Processing	3
EEN 663	Solid State Devices	3
EEN 690	Advanced Topics I	3
EEN 691	Advanced Topics II	3
EEN 697	Masters Project	3
EEN 698	Master's Thesis I	3

EEN 699	Master's Thesis II	3
OEN 520	Optical Design and Instrumentation	3
OEN 530	Optical Materials	3
OEN 540	Lasers and Photonics	3
OEN 560	Optical Communications I	3
OEN 580	Quantum Mechanics	3
OEN 630	Opto-Electronic Devices	3

**TRADITIONAL COURSE SEQUENCE**

COURSE	SEMESTER II	SEMESTER I
EEN XXX	Core #4	Core #1
EEN XXX	Core #5	Core #2
EEN XXX	Elective #2	Core #3
EEN XXX	Elective #3	Elective #1
Total Credits	12	12

**COURSE SEQUENCE YEAR II – Thesis option**

Semester I	3 credit hours	EEN 698 – Thesis I
Semester II	3 Credit hours	EEN 699 – Thesis II
Total thesis hours	6 credit hours	

**COURSE SEQUENCE YEAR II – Non-Thesis option**

Semester One:	Elective #4 and EEN 697 - Project
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**Sample Accelerated Course Sequence - Microelectronics and Photonics**

Course	Title	Credits
<b>First Year</b>		
<b>Fall</b>		
Fall Mini-Term 1		
EEN 581	Analog Integrated Circuits	3
EEN 610	Advanced Engineering Mathematics	3
Fall Mini-Term 2		
EEN 551	Communications Systems	3
EEN 603	Pc Based Instrumentation	3
<b>Credits</b>		<b>12</b>
<b>Spring</b>		
Spring Mini-Term 1		
EEN 650	Microelectromechanical Systems (mems)	3
OEN 561	Optoelectronic and Photonic Devices for	3
Spring Mini-Term 2		
OEN 540	Lasers and Photonics	3
EEN 683	Advanced Topics in Vlsi	3
<b>Credits</b>		<b>12</b>
<b>Summer</b>		
Summer Mini-Term 1		
EEN 531	Microcontrollers	3

EEN 562	Semiconductor Processing Technology	3
<b>Credits</b>		<b>6</b>
<b>Total Credits</b>		<b>30</b>

**Sample Accelerated Course Sequence - Biomedical Engineering**

Course	Title	Credits
<b>First Year</b>		
<b>Fall</b>		
Fall Mini-Term 1		
EEN 610	Advanced Engineering Mathematics	3
EEN 581	Analog Integrated Circuits	3
Fall Mini-Term 2		
EEN 551	Communications Systems	3
EEN 603	Pc Based Instrumentation	3
<b>Credits</b>		<b>12</b>
<b>Spring</b>		
Spring Mini-Term1		
EEN 541	Biomedical Engineering Devices and Systems	3
EEN 582	Bioelectrics	3
Spring Mini-Term 2		
EEN 651	Digital Signal Processing	3
EEN 683	Advanced Topics in Vlsi	3
<b>Credits</b>		<b>12</b>
<b>Summer</b>		
Summer Mini-Term 1		
EEN 531	Microcontrollers	3
EEN 614	Neural Networks	3
<b>Credits</b>		<b>6</b>
<b>Total Credits</b>		<b>30</b>

**Admissions****Requirements**

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.

**How to Apply**

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 (WES) 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 GRE also may be waived based on other student credentials.

The Departmental Graduate Committee will make the final selection for admission and assistantship and scholarship awards.

# Materials Science

Dr. Sam Shajing Sun, Program Coordinator  
(757) 823-2993

The Materials Science and Engineering programs, including both MSE-PhD and MATS-MS programs, are two interdisciplinary programs housed in the Center for Materials Research under the Department of Physics. These programs addresses the critical technical workforce 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 programs will prepare highly trained technical professionals in the area of nanostructured materials science and engineering for the future generation photonic, electronic, magnetic, bio-medical materials and devices, and for renewable and clean energy applications.

## Materials Science Programs

- Materials Science and Engineering, Ph.D. (p. 85)
- Materials Science, M.S. (p. 88)

# Materials Science and Engineering, Ph.D.

Dr. Sam Sun, Program Coordinator  
(757) 823-0035/823-2993

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, engineering, or related disciplines are eligible for admission.

The Ph.D. program addresses the critical technical workforce 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 (Ph.D.) 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 advanced materials with special nanostructures and properties. The dissertation research component of the program is typically coordinated through the Center for Materials Research (CMR). However, research may also be conducted off campus through special programs at federal research facilities such as NASA Langley Research Center or DOE National Research Laboratories, with prior approval of the advisor and graduate program coordinator (GPC).

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, 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 elective 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 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 policies of the NSU Graduate Council (GC), which meets regularly during the regular academic year. Between GC meetings, the program is administered by the Graduate Program Coordinator.

## 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 monitored by the Graduate Program Coordinator, with input from the student's research advisor.

The system of grading is as follows:

Grade	Grade Points	Interpretation
A	4.0	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 graduate teaching assistantships (GTAs), students must generally be in good academic standing, and be making normal progress toward degree completion.

Failure to maintain the required 3.0 GPA may result in probationary status or suspension from the program as outlined below.

Students on probationary status generally do not receive renewals of graduate teaching assistantships and may not be eligible for university 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 may not be permitted to enroll in additional courses in the Materials Science and Engineering program until reinstatement is granted by the appropriate MSE program 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 program 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.

## Center for Materials Research

CMR was established in 1992 to coordinate the ongoing interdisciplinary polymeric, bio and photonic materials and films, fabrication of those materials into devices for a range of applications including biomedical engineering, clean and renewable 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 Laboratories (electron transmission, scanning, and atomic force microscopes, 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 and Electron Spin Resonance (NMR and ESR) Laboratories, Organic/Polymer Synthesis and Characterization Laboratories, Neural Engineering and Nanoelectronic labs, Crystal Physics and Quantum Electronic Labs, Biomaterials and Toxicology Labs, Thin Film Processing and the Device Fabrication Labs.

## Curriculum

### Minimum Degree Requirements

All students are required to complete a total of 75 credit hours, including 36 hours of research and 9 hours of dissertation credits.

This requirement includes the following 12 semester hours of core courses:

Code	Title	Credits
<b>Professional Core Courses</b>		
MSE 600	Materials Science & Engineering Seminar I	1
MSE 601	Materials Science & Engineer Seminar II	1
MSE 605	Ethics of Scientific Research & Professionalism	1
<i>Technical Core Courses</i>		
MSE 530	Materials Science	3
MSE 533	Polymers/Composites	3
MSE 535	Electronic and Optic Material	3
<b>Technical Electives<sup>1</sup></b>		
Select nine (9) credit hours of approved technical core electives. Additional substitutions may also be approved. (This list may not be complete or updated)		9
CHM 545	Mathematical Method	
PHY 580	Quantum Mechanics for Material Science	
MSE 575	Basic Instrumentation for Material Science	
MSE 607	Materials for Nanotechnology	
MSE 635	Optical Materials	
MSE 660	Organic Optoelectronic Materials & Devices	
MSE 704	Thin Film Phenomena	
<b>Additional Electives</b>		
Select nine (9) credit hours from an elective list. Additional electives may also be approved. (This list may not be complete or updated)		9
CHM 633	Molecular Dynamics	
CHM 663	Atomic and Molecular Spectroscopy	
EEN 562	Semiconductor Processing Technology	
EEN 663	Solid State Devices	
MSE 580	Advanced Organic Synthesis	
MSE 609	Introduction to Computational Materials Science	

MSE 703	Materials & Devices for Solar Energy Conversion	
PHY 653	Solid State Physics	
PHY 675	Electricity and Magnetism	
<b>Research/ Dissertation Courses<sup>2</sup></b>		
MSE 697	Research I	3
MSE 698	Research II	3
MSE 699	Research III	3
MSE 897	Research I	9
MSE 898	Research II	9
MSE 899	Research III	9
MSE 900	Dissertation	9
<b>Total Credits</b>		<b>75</b>

After completing three technical core courses and at least three hours research courses of MSE-69X, students need to pass or enroll in a zero credit PhD qualifying/candidacy exam course, MSE-770, before being allowed to enroll the doctoral dissertation course MSE-900.

All students are required to complete a total of 45 credits of research and dissertation course work. A student's dissertation advisory committee, composed of the student's advisor and four other members, advises the students through his/her PhD qualifying and 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 and satisfaction of all other academic/financial requirements, the Ph.D. degree will be certified by the university registrar.

- In addition to the 12 credit hours of required core courses, students must complete nine (9) credit hours of approved technical core electives.
- 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.

## Admissions Requirements

The requirements for admission to the Ph.D. Program in Materials Science and Engineering are as follows:

- 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.
- Submission of a complete application including the following:
  - Completed Application Forms
  - Application Fee
  - Statement of Purpose of at least 500 words explaining how the program will advance your career goals
  - Updated Resume
  - GRE Scores
  - At least three Letters of Recommendation from persons who are qualified to evaluate your academic and research experience
  - Official Transcripts from all undergraduate institutions attended. Unofficial transcripts will be accepted for admission decisions but final official transcripts are required for enrollment if

accepted. NSU undergraduate students may submit final unofficial transcripts for enrollment. Foreign transcripts need to be evaluated/translated/certified by an approved third party evaluator such as the World Educational Services (WES).

- h. TOEFL scores for international applicants, minimum score of 79 (Internet) or 550 (Paper).

Admission to the Ph.D. program in Materials Science and Engineering may be regular, provisional, or conditional.

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 provisional 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.

### **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.

## Materials Science, M.S.

Dr. Sam-Shajing Sun, Program Coordinator  
(757) 823-2993

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 prepared 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.

### Minimum Degree Requirements

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:

Code	Title	Credits
CHM 545	Mathematical Method	3
MSE 530	Materials Science	3
MSE 533	Polymers/Composites	3
MSE 535	Electronic and Optic Material	3
MSE 575	Basic Instrumentation for Material Science	3
PHY 580	Quantum Mechanics for Material Science	3

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.

### Academics 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 student's Research Advisor. The system of grading is as follows:

Grade	Grade Points	Interpretation
A	4.0	Excellent
A-	3.70	Excellent
B+	3.30	Good
B	3.00	Satisfactory
B-	2.70	Fair
C+	Below 2.7 <sup>1</sup>	Unsatisfactory

<sup>1</sup> 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.

### Summary of Graduation Requirements

Subject Area	Credits
Major Requirements	18
Electives	9

Other Requirements	6
<b>Total Credit Hours</b>	<b>33</b>

## Curriculum

### Core Courses

Course	Title	Credits
<b>First Year</b>		
MSE 530	Materials Science	3
CHM 545	Mathematical Method	3
MSE 533	Polymers/Composites	3
MSE 535	Electronic and Optic Material	3
MSE 575	Basic Instrumentation for Material Science	3
PHY 580	Quantum Mechanics for Material Science	3
<b>Credits</b>		<b>18</b>
<b>Second Year</b>		
Technical Elective (p. 89)		3
Technical Elective (p. 89)		3
MSE 697	Research I	3
Technical Elective (p. 89)		3
MATS 799	Thesis	3
<b>Credits</b>		<b>15</b>
<b>Total Credits</b>		<b>33</b>

### Technical Electives

Code	Title	Credits
Take 9 credits from the Technical Electives list		9
CHM 633	Molecular Dynamics	
CHM 663	Atomic and Molecular Spectroscopy	
PHY 653	Solid State Physics	
PHY 675	Electricity and Magnetism	
MATS 610	Special Topics	
MATS 710	Special Topics II	
EEN 650	Microelectromechanical Systems (mems)	
EEN 661	Optics and Lasers	
EEN 663	Solid State Devices	
MSE 607	Materials for Nanotechnology	
MSE 609	Introduction to Computational Materials Science	
MSE 660	Organic Optoelectronic Materials & Devices	
MSE 703	Materials & Devices for Solar Energy Conversion	
MSE 704	Thin Film Phenomena	
OEN 540	Lasers and Photonics	
OEN 560	Optical Communications I	
OEN 630	Opto-Electronic Devices	
OEN 661	Optics and lasers	
<b>Total Credits</b>		<b>9</b>

## Admission Requirements

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 pre-requisite 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.

## Nursing and Allied Health

Dr. Mildred Fuller, Department Head (I)  
(757) 823-9013

The department of Nursing and Allied Health is committed to "transforming lives and communities". Through programs of high quality and standards, the department has been educating students for almost 60 years who are committed to providing safe, excellent, and culturally competent healthcare services through programs of high quality and standards.

The core values embraced by the faculty, staff, and students include competence, compassion, accountability, integrity, excellence, and teamwork. At NSU, we are student-centered and focused on "achieving with excellence". The department offers an online master's degree in Healthcare Administration.

### Nursing and Allied Health Graduate Programs

- Healthcare Administration, M.H.A. (p. 90)

### Healthcare Administration, M.H.A.

Dr. Marie St. Rose, Interim Program Coordinator  
mstrose@nsu.edu  
(757) 823-2480

The Master of Healthcare Administration (MHA) 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.

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.

Subject Area	Credits
Course Requirements	33
Master's Project Requirements	3
<b>Total Credit Hours</b>	<b>36</b>

Code	Title	Credits
<b>Semester One</b>		
HCA 501	Healthcare Organizations	3
HCA 515	Healthcare Financial Management	3
HCA 532	Healthcare Marketing	3
<b>Semester Two</b>		
HCA 540	Managerial Epidemiology and Population H (Fall Semester)	3
HCA 560	Ldshp, Ethcs, and Prof in Heal	3
HCA 599	Law of Healthcare Administration	3
<b>Semester Three</b>		
HCA 601	Research Methods in Health Services	3
HCA 624	Pub Pol and Admin in Healthcar	3
HCA 640	Healthcare Economics	3
<b>Semester Four</b>		
HCA 674	Health Informatics	3
HCA 690	Human Resources in Healthcare	3
HCA 699	Master's Project	3

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 all degree requirements within four years. Courses are offered in sequence every fall and spring semester.

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.

A complete application file will include the following:

1. Online application to Norfolk State University.
2. Non-refundable application fee (must be paid online to submit an application).
3. A complete and official transcript from each college and/or university attended.
4. Resume

#### Transfer Credits

No more than 12 graduate credits may be transferred from other graduate schools.

# SCHOOL OF SOCIAL WORK

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Dr. E. Deloris Dungee-Anderson, Dean (I)  
(757) 823-8668

Dr. Kirsten Ericksen, Associate Dean  
(757) 823- 8296

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.

## Accreditation

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).

## School of Social Work Programs

- Social Work, M.S.W. (p. 97)
- Social Work, Ph.D. (p. 92)

## Social Work, Ph.D.

Dr. Viola Vaughan-Eden, Program Director  
(757) 823-8773

### Program Mission

The mission of the Ph.D. Social Work Program is to provide a high-quality doctoral education for a culturally diverse student population. The program aims to develop scholars and leaders who generate and disseminate social work knowledge, promote a scientific basis for practice, facilitate policy advancement, and advocate for social and economic justice in a global environment.

### Program Goals

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.

Goal 1: Prepare students to be scholars and foster the highest educational standards of excellence for student achievement.

Goal 2: Prepare students, utilizing an innovative curriculum, to become effective leaders of the profession and discipline.

Goal 3: Prepare students to produce high-quality research that addresses evolving social issues.

### Student Learning Outcomes

1. To acquire knowledge of the epistemological base for social work practice, various practice theories, and the relationships among perspectives, paradigms, conceptual frameworks, and contemporary practice models.
2. To acquire knowledge and skills in applying methods of advanced statistical analysis to social work practice and theoretical problems.
3. To acquire knowledge and skills about perspectives and paradigms of social welfare policy and analysis from divergent political ideologies.
4. To acquire the competencies and attributes that are essential to effective leadership in social work.
5. To prepare students for leadership positions in social work education, social work administration, research, and policy.
6. To acquire knowledge and skills to be able to evaluate the new and evolving needs and problems of special populations, such as racial and ethnic minority and other diverse family groups in need of social work services.

### 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.

### Course Information

Course 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 Ph.D. 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 Ph.D. Program.

A student will be permitted to repeat no more than two separate courses in the Ph.D. 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 Examination

After successful completion of all coursework, students are required to pass SWK 950 Comprehensive Examinations. The Ph.D. 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, 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 Ph.D. 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. The dissertation committee must formally attest that the candidate is ready to proceed to the defense. All dissertation committee members, the chair, and the candidate are expected to be present on the 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 Ph.D. 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 as well as the School of Graduate Studies and Research, the candidate must follow the current policies and procedures specified in the Dissertation Guide for completion of the final copy of the Dissertation.

## Continuation and Exit Requirements

After admission, continuation in the Ph.D. 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.

## 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 Ph.D. Program Handbook. Candidates may not apply for graduation until they have successfully defended their dissertation as approved by the dissertation committee, the Ph.D. Program Director, and the Deans of the Schools of Social Work and Graduate Studies. 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 Ph.D. 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, or the University

Students must follow the guidelines and procedures for withdrawals as outlined in the Ph.D. Program Handbook and the Graduate Catalog. Students will receive a copy upon admission.

## Appeal Process

The process for student appeals is discussed in the Ph.D. 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.

## 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/student-accounts/tuition-and-fees> (<https://www.nsu.edu/student-accounts/tuition-and-fees/>).

### 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> (<https://www.nsu.edu/enrollment-management/financial-aid/index/>)

## Teaching and Research Assistantships

Teaching and research assistantships may be 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 (Ph.D.) Degree in Social Work.

## Core Curriculum

Students are encouraged 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 15 credit hours requiring the following courses:

Code	Title	Credits
SWK 810	Seminar: Scholarly Writing	3
SWK 811	Theories and Models of Practice	3
SWK 813	Introd Research Methods for Social Work	3
SWK 814	Social Welfare History and Philosophy	3
SWK 910	Dissertation Seminar	3
<b>Total Credits</b>		<b>15</b>

The curriculum is designed to align with the quality guidelines published by the Group for the Advancement of Doctoral Education in Social Work (GADE). Core and required courses in each category meet the professional standards of GADE. GADE acknowledges that graduates will pursue professions in the discipline directly related to research, scholarship, and teaching.

The focus of the core curriculum is to educate students on the epistemological basis and research methods for social work practice and policy. The courses focus on teaching students to critically analyze theories, practices, policies, and research to improve social welfare. The core courses will provide students with the foundation and understanding of the history and philosophy of the social work profession. Students will learn to use methods and modalities of research inquiry to disseminate an original body of work that to contribute the knowledge base of the profession. Students will also gain knowledge in research design and theory development. Coursework will allow students to examine contemporary theories and policies in the context of current social justice issues.

Policy coursework will educate students on the development of local, state, and federal policy in the United States to evaluate and address social problems and daily operations of the criminal justice system.

Coursework specific to teaching will expose students to the role of a social work educator. Students will learn the curriculum development process and how to align education philosophy to contemporary social issues and trends.

The dissertation requirement will allow students to create and present an original body of work that focuses on social welfare issues in the profession.

## Curriculum

### Full-Time

Full-time student status requires a minimum course load of 9 credit hours each semester for four consecutive semesters. Students enroll in a 15 credit hour core curriculum. An additional 27 credit hours of curriculum, 3 credit hours of electives, and 9 credit hours of dissertation work are required.

### Summary of Graduation Requirements

Subject Area	Credits
Major Requirements	42
Electives	3
Dissertation	9
<b>Total Credit Hours</b>	<b>54</b>

Course	Title	Credits
<b>First Year</b>		
SWK 810	Seminar: Scholarly Writing	3
SWK 811	Theories and Models of Practice	3
SWK 813	Introd Research Methods for Social Work	3
SWK 814	Social Welfare History and Philosophy	3
SWK 816	Qualitative Research Mthods	3
SWK 817	Social Policy Analysis and Evaluation	3
SWK 818	Seminar: Diversity, Equity, & Inclusion	3
<b>Credits</b>		<b>21</b>
<b>Second Year</b>		
SWK 812	Innovative Pedagogy	3
SWK 819	Advanced Research Mthds for Social Polic	3
SWK 820	Seminar: Culture, Privilege, and Oppress	3
SWK 840	Social Work and Criminal Justice Policie	3
SWK 821	Applied Structure Equation Modeling	3
SWK 822	Curriculum Development, Orgn and Chge	3
SWK 910	Dissertation Seminar	3
SWK XXX	Restricted Elective	3
<b>Credits</b>		<b>24</b>
<b>Third Year</b>		
SWK 999A	Doctoral Dissertation	9
<b>Credits</b>		<b>9</b>
<b>Total Credits</b>		<b>54</b>

### Part-Time

### Summary of Graduation Requirements

Subject Area	Credits
Major Requirements	42
Electives	3
Dissertation	9
<b>Total Credit Hours</b>	<b>54</b>

Course	Title	Credits
<b>First Year</b>		
SWK 811	Theories and Models of Practice	3
SWK 813	Introd Research Methods for Social Work	3
SWK 816	Qualitative Research Mthods	3

SWK 818	Seminar: Diversity, Equity, & Inclusion	3
<b>Credits</b>		<b>12</b>
<b>Second Year</b>		
SWK 810	Seminar: Scholarly Writing	3
SWK 814	Social Welfare History and Philosophy	3
SWK 817	Social Policy Analysis and Evaluation	3
<b>Credits</b>		<b>9</b>
<b>Third Year</b>		
SWK 819	Advanced Research Mthds for Social Polic	3
SWK 820	Seminar: Culture, Privilege, and Oppress	3
SWK 812	Innovative Pedagogy	3
SWK 840	Social Work and Criminal Justice Policie	3
<b>Credits</b>		<b>12</b>
<b>Fourth Year</b>		
SWK 821	Applied Structure Equation Modeling	3
SWK 822	Curriculum Development, Orgn and Chge	3
SWK 910	Dissertation Seminar	3
XXX XXX	Restricted Elective	3
<b>Credits</b>		<b>12</b>
<b>Fifth Year</b>		
SWK 999A	Doctoral Dissertation	9
<b>Credits</b>		<b>9</b>
<b>Total Credits</b>		<b>54</b>

## Admissions

### Requirements and Procedures

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.

## Application Process

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:

Norfolk State University  
700 Park Avenue  
Norfolk, VA 23504

## Admissions

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.

### **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/iss> (<https://www.nsu.edu/iss/>). 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) 771-710  
 Email: [toefl@ets.org](mailto:toefl@ets.org)  
 Web: <http://www.toefl.org>

## Social Work, M.S.W.

Dr. Breshell Jackson-Nevels  
MSW Program Director  
bjnevels@nsu.edu  
(757) 823-9236

Dr. Val Livingston  
Director of MSW Admissions  
vlivingston@nsu.edu  
(757) 823-2463

### MSW Program overview

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 advanced training in a doctoral program in social work in an ever-evolving global and technological community.

The MSW is a clinical program that provides students will an option of one of four specializations (Child Welfare, Macro, Military, and School Social Work). The Clinical program prepares graduates to become licensed clinical social workers (LCSW). Students gain 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

**Child Welfare Social Work.** 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.

**Macro Social Work.** Macro-level social work focuses on the community at large and systems-level functions. Social workers, in this segment of the field, work with large groups of people, communities, cities, and major institutions.

**School Social Work.** The School Social Work curriculum prepares students to practice as clinical social workers in various school settings with diverse populations.

**Military Social Work.** The Military Social Work curriculum prepares students to provide optimal clinical services to veterans, active-duty personnel, and their families.

### 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.

### Continuing Education

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.

### 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 and the Social Environment,
- Social Welfare Policy,
- Research Methods, and
- Field Practicum. Students in their first year must complete 24 hours of practicum. Students in their second year must complete 48 hours of practicum.

### Full-Time Students

#### Summary of Graduation Requirements

Subject Area	Credits
Major Requirements	24
Social Work Specialization/General Electives	18-21
Field Experiences	18
<b>Total Credit Hours</b>	<b>60-63</b>

**Curriculum**

Course	Title	Credits
<b>First Year</b>		
<b>Fall</b>		
SWK 626	Foundation 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	Msw Field Practicum Orientation I	0
<b>Credits</b>		<b>15</b>
<b>Spring</b>		
SWK 639	Ethnicity	3
SWK 698	Research Methods II	3
SWK 771	Social Work With Individuals	3
SWK 772 or SWK 762	Social Work With Groups or Community Practice	3
SWK 690B	Field Practicum I	3
SWK 693B	Msw Field Practicum Orientation I	0
<b>Credits</b>		<b>15</b>
<b>Second Year</b>		
<b>Fall</b>		
SWK 730	Differential Assessment in Social Work	3
SWK 790A	Field Practicum II	6
SWK 793A	Msw Field Practicum Orientation I	0
XXX XXX	Specialization Courses	6-9
<b>Credits</b>		<b>15-18</b>
<b>Spring</b>		
SWK 790B	Field Practicum II	6
SWK 793B	Msw Field Practicum Orientation II	0
XXX XXX	Specialization Courses/General Elective	9
<b>Credits</b>		<b>15</b>
<b>Total Credits</b>		<b>60-63</b>

**Specialization Requirements****Military Curriculum Course Requirements**

Code	Title	Credits
SWK 529	Social Work With Military Families	3
SWK 663	Trauma and the Military	3
SWK 715	Intervention Strategies With Military Families and Personnel	3
SWK 740	Stem-Health for Social Workers	3
SWK 761	Military Policies and Services	3
SWK 772	Social Work With Groups	3

**Macro Curriculum Course Requirements**

Code	Title	Credits
SWK 652	Social Welfare Policy and Services Ii: P	3
SWK 762	Community Practice	3
SWK 763	Social Planning & Program Development	3
SWK 764	Leadership and Management in SW Admin	3

SWK 765	Financial Capability and Asset Building	3
SWK 775	Social Work With Families	3

**Child Welfare Course Requirements**

Code	Title	Credits
SWK 760	Child Welfare Policies and Services	3
SWK 772	Social Work With Groups	3
SWK 775	Social Work With Families	3
SWK 736	Substance Abuse	3
XXX XXX	Trauma/Informed Clinical Practice: Children & Families	s

**Extended****Summary of Graduation Requirements**

Subject Area	Credits
Major Requirements	48
Social Work Electives	9
Graduate Elective	3
<b>Total Credit Hours</b>	<b>60</b>

**Curriculum**

Course	Title	Credits
<b>First Year</b>		
SWK 626	Foundation of Human Behavior and the Social Environment	3
SWK 651	Social Welfare Policy and Services	3
SWK 697	Research Methods I	3
SWK 639	Ethnicity	3
SWK 698	Research Methods II	3
SWK 736	Substance Abuse	3
<b>Credits</b>		<b>18</b>
<b>Second Year</b>		
SWK 675	Social Work Profession	3
SWK 775	Social Work With Families	3
SWK 690A	Field Practicum I	3
SWK 693A	Msw Field Practicum Orientation I	0
SWK 771	Social Work With Individuals	3
SWK 760	Child Welfare Policies and Services	3
SWK 693B	Msw Field Practicum Orientation I	0
<b>Credits</b>		<b>15</b>
<b>Third Year</b>		
SWK 772	Social Work With Groups	3
SWK 790A	Field Practicum II	6
SWK 793A	Msw Field Practicum Orientation I	0
SWK XXX	Policy Elective	3
SWK XXX	Practice Elective (Restricted)	3
SWK 790B	Field Practicum II	6
SWK 793B	Msw Field Practicum Orientation II	0
<b>Credits</b>		<b>21</b>
<b>Total Credits</b>		<b>54</b>

Note: Other courses may be required upon examination of transcripts

## Advanced Standing

### Summary of Graduation Requirements

Subject Area	Credits
Major Requirements	30
Social Work Electives	9
Graduate Elective	0
<b>Total Credit Hours</b>	<b>39</b>

### Spring Curriculum

Course	Title	Credits
<b>First Year</b>		
SWK 639	Ethnicity	3
SWK 730	Differential Assessment in Social Work	3
SWK 771	Social Work With Individuals	3
SWK 698	Research Methods II	3
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	Msw Field Practicum Orientation I	0
<b>Credits</b>		<b>27</b>
<b>Second Year</b>		
SWK XXX	Policy Elective	3
SWK XXX	Practice Elective (Restricted)	3
SWK 790B	Field Practicum II	6
SWK 793B	Msw Field Practicum Orientation II	0
<b>Credits</b>		<b>12</b>
<b>Total Credits</b>		<b>39</b>

### Summer Curriculum

Course	Title	Credits
<b>First Year</b>		
SWK 639	Ethnicity	3
SWK 730	Differential Assessment in Social Work	3
SWK 771	Social Work With Individuals	3
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	Msw Field Practicum Orientation I	0
<b>Credits</b>		<b>24</b>
<b>Second Year</b>		
SWK XXX	Elective	3
SWK 698	Research Methods II	3
SWK XX	Practice Elective (Restricted)	3
SWK 790B	Field Practicum II	6
SWK 793B	Msw Field Practicum Orientation II	0
<b>Credits</b>		<b>15</b>
<b>Total Credits</b>		<b>39</b>

## Admission Requirements

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) (<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.

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 letters are required (one academic, one professional, one volunteer).
- Copies of official transcripts from all universities attended.
- 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.

## Matriculating Admission

### 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.
- 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) 823-2463.

## 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.

# COURSE DESCRIPTIONS

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## C

- Chemistry (CHM) (p. 101)
- Communications (COM) (p. 104)
- Community Psychology (CPS) (p. 104)
- Computer Science (CSC) (p. 104)
- Counseling Education (COED) (p. 102)
- Criminal Justice (CJS) (p. 107)
- Cybersecurity (CYS) (p. 109)

## E

- Early Childhood Special Education (ECS) (p. 109)
- Education (EDU) (p. 110)
- Electronics Engineering (EEN) (p. 110)
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- English (ENG) (<https://catalog.nsu.edu/graduate/course-descriptions/eng/>)

## F

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## M

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## O

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## P

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## S

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## U

- Urban Affairs (UAF) (p. 133)
- Urban Education (UED) (p. 134)

Code	Subject
CPS	Community/Clinical Psychology
COED	Counseling Education
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
SED	Secondary Education and Leadership
SWK	Social Work
SPE	Special Education
UAF	Urban Affairs
UED	Urban Education

## Term Offered Code

Code	Title
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 Semesters Only
O	Offered Every Other Year

## Biology (BIO)

### BIO 501 History of Biological Concepts (3 Credits)

Contact the department for specific course information

### BIO 502 Modern Biology (3 Credits)

Contact the department for specific course information

### BIO 510 Experience Biology (3 Credits)

Contact the department for specific course information

### BIO 520 Special Problems in Biology (3 Credits)

Contact the department for specific course information

## Chemistry (CHM)

### CHM 521 Chemical Demonstration (3 Credits)

Contact the department for specific course information

### CHM 531 Biochemistry (3 Credits)

See department for more information

### CHM 532 Biochemistry (3 Credits)

See department for more information

**CHM 545 Mathematical Method (3 Credits)**

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 573 Advance Inorganic (3 Credits)**

Contact the department for specific course, information.

**CHM 581 Special Topics (3 Credits)**

See department for more information

**CHM 633 Molecular Dynamics (3 Credits)**

This course examines modern concepts in reaction-transport phenomena, transition state theory, and reaction dynamics. Experimental techniques and physical models for reactivity at a microscopic level are discussed.

**CHM 663 Atomic and Molecular Spectroscopy (3 Credits)**

This course deals with the study of the interaction of radiation with matter. The application of quantum mechanics for the spectroscopic determination of the rotational, vibrational, and electronic structure of matter are examined.

## Counseling Education (COED)

**COED 612 Counseling for Human Growth & the Lifespan (3 Credits)**

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.

**COED 620 Legal & Ethical Issues in Counseling (3 Credits)**

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.

**COED 621 Principles of Counseling (3 Credits)**

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.

**COED 622 Counseling Theories and Psychotherapy (3 Credits)**

This course is designed to explore the counseling, process by examining specific theories and the, related research. The counseling theories examined, in the course include: (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 with emphasis placed on, developing effective techniques for facilitating, individual counseling sessions and interviews,, helping clients adjust to change, and sponsoring, clients' self-exploration, self-understanding, and, self-evaluation. This course aims to familiarize, counselor candidates with the application of, counseling theory in all aspects of the program as, well as the counseling profession.

**COED 623 Counseling Techniques & Skills (3 Credits)**

This course is intended to give the beginning, counselor an opportunity to explore and focus on, the practice of basic counseling skills and the, experiential application of theories and basic, techniques of counseling. This course includes, in-class and outside class components. Class time, will include instruction, demonstration of skills,, student practice of skills, showing of students', videos, evaluation of students' work, and the, giving of feedback by the professor and by class, members. The outside class component requires, small group cooperation in the making of a video, each week that demonstrate the skills being taught, and practiced

**COED 630C Community and Agency Counseling (3 Credits)**

This course provides an in-depth study of, community counseling settings to include municipal, mental health, social services, civic religious, organizations, penal institutions, military and, government services, rehabilitation and employment, agencies. Counseling candidates are exposed to, relevant issues in the counseling profession, including but not limited to national, accreditation standards for counselor education, programs, counseling certifications, and state, licensure guideline. Coursework emphasizes, counseling and consulting skills that prepares, counseling candidates to provide effective client, assistance and work collaboratively in the, community.

**COED 631C Introduction Into Professional Counselin (3 Credits)**

This course is designed to give an overview of the, counseling profession through an understanding of, basic roles of a professional counselor through, educational, philosophical, and psychological, foundations of counseling as well as specific, traits and skills of professional counselors. The, course focuses on the historical developments that, led to the establishment of counseling as its own, profession, the impact of the profession on, society, the significance of the counseling, process and research and current trends in the, counseling profession. Comprehensive coursework, will encourage exploration of personal motivations, for wanting to become a professional counselor and, begin to articulate a personal identity as a, member of the counseling profession.

**COED 632 Group Counseling Theories and Techniques (3 Credits)**

This course is design to introduce interpersonal, counseling skills necessary in group counseling by, exploring group dynamics and group procedures in, various counseling settings. This course focuses, on analysis of the group process by examining, theories and research related to group counseling,. Coursework emphasizes the development of effective, techniques for conducting group sessions,, discussions and interviews, helping clients adjust, to change through a group counseling setting, and, facilitating clients with self-exploration,, self-understanding, and self-evaluation through, the group process. The course provides counseling, candidates to observe and participate in the group, counseling process.

**COED 638 Classroom Management for School Counselors (3 Credits)**

This course will help school counseling candidates, understand specifically, the 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 prek-12, classroom. Candidates will also discuss and, understand diverse learning styles of students in, order to utilize interventions to positively, impact their achievement. Most importantly,, candidates will create lessons that focus on, empowerment and advocacy of all students.

**COED 640 Family Systems (3 Credits)**

This course is designed to assist candidates in the study of family systems and dynamics by critically analyzing counseling theories and techniques. Emphasis is placed on family structure, dynamics, strategies and techniques employed in family counseling and family functioning.

**COED 644 Addiction Counseling (3 Credits)**

This course provides a summary of addiction, counseling based on practical application of both, theory and research. The theoretical and practical, pragmatic counseling framework serves counseling, candidates who are training to be direct service, providers with the substance abuse and process, addictions population and clinicians who are new, to the field of addiction counseling and recovery., Throughout the course, interactive exercises, such, as observation, case studies, and discussion, exercises are provided to assist in applying the, information and to assist in facilitating the, integration of the material into treatment and, recovery. This course also addresses the growing, trends of the substance abuse counseling, profession

**COED 645 Testing and Assessment in Counseling (3 Credits)**

In this course is designed to examine individual, and group approaches to formal and informal, counseling testing and assessment techniques used, in the community and schools. The course includes, an examination of the various assessments; use of, collaborative information; clarification of, assessment concepts; tests selection for various, populations; tests administration; results, interpretation; statically relevant measures, and, ethical and legal issues relative to assessment., Throughout the course, interactive exercises, such, as observation, immersive studies, and discussion, exercises are provided to assist in applying the, information and to assist in facilitating the, integration of the material into assessment, administration and interpretation. This course, addresses the growing trends of assessment in the, counseling profession in various setting in, community and within school systems.

**COED 650 Diagnosis and Treatment (3 Credits)**

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.

**COED 677 Foundations of Career Development & Counseling (3 Credits)**

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.

**COED 680 Intro to Counseling Supervision (3 Credits)**

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,, and developmental processes for becoming a, supervisor. During this course, candidates explore, supervision and consultation as unique skills and, practices for counseling professionals and, counselor educators. Candidates develop their, understanding of the purposes of clinical, supervision 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.

**COED 700 Psychopathology (3 Credits)**

This course is designed to provide an integrated, approach for treatment of psychopathology for, helping professionals in counseling and other, behavioral health professions. This course covers, a wide range of definitions and models that focus, on psychological disorders, functioning and, abnormal psychological behaviors, and conditions, of psychopathology based in the DSM-V with an, applied understanding of the diagnostic processes,, client symptomology and step by step treatment., Coursework is comprehensive to include, multicultural and multiphasic aspects. The 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, assessment, diagnosis, treatment, referral, crisis, intervention and prevention of mental health, disorders to initiate, maintain, and terminate, treatment in a variety of behavioral health, settings.

**COED 710C Counseling Practicum I (3 Credits)**

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 100 clock hours which are to be fulfilled, in an academic term which include a minimum of 80, hours per term of direct contact (counseling), hours with clients and a minimum of 10 hours of, group work. The remaining 20 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.

**COED 720 Crisis and Trauma Intervention (3 Credits)**

This course is designed for students to have a conceptual and practical idea of the local, national, and global impact of crises, disasters, and other trauma-causing events while learning a basic understanding of the operations of an emergency management system within clinical mental, health agencies and in the community. The course addresses the principles and strategies of crisis, intervention for individuals and communities, during crises, disasters, and other trauma-causing events and knowing the principles, models, and documentation formats of biopsychosocial case, conceptualization and treatment planning (CACREP, Standards, 2016). Students will explore various assessments, interventions, methods, skills, application, and crisis treatment issues in various crises and trauma causing situations while recognizing the overall effect on those suffering, with traumatic stress due to various crises and trauma events as well as the effects on the mental, health providers.

## Communications (COM)

**COM 575 Hist of Rhetoric (3 Credits)**

Study of the essential texts that form the Western, rhetorical tradition from its origins in Greco-Roman times through Modernity with an inclusive treatment of the contributions of African-American, and women

**COM 632 Design, Teaching, and Evaluating Wrtnng (3 Credits)**

See department for more information

## Community Psychology (CPS)

**CPS 632 Intellectual Assessment (3 Credits)**

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 Social and Multicultural Psychology (3 Credits)**

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.

**CPS 700 Clinical & Ethical Practice (3 Credits)**

This course introduces basic therapy skills to clinical psychology students and explores the ethical framework which guides the profession of psychology.

**CPS 705 History & Systems (3 Credits)**

History and systems of psychology related to contemporary applied psychology.

**CPS 713 Odu-Research Methods (3 Credits)**

This course will cover research design and methodology. Topics may include experimental, quasiexperimental, 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.

**CPS 791 Independent Study (3 Credits)**

This course is an elective available to qualified students; to be scheduled independently in consultation with supervising instructor.

**CPS 814 Research in Clinical Psychology (1-4 Credits)**

Individual project under guidance of a research advisor.

**CPS 895 Clinical Practicum (3 Credits)**

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.

**CPS 896 Advanced Practicum (3-6 Credits)**

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.

**CPS 899 Clinical Dissertation (1-6 Credits)**

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.

## Computer Science (CSC)

**CSC 521 Database Principles and Design (3 Credits)**

An introductory course emphasizing the basic concepts and principles of database systems. Topics include relational, hierarchical, and network approaches to data organization.

**CSC 526 Structured Programming (3 Credits)**

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 Data Communication (3 Credits)**

Focuses on the basic principles of computer communication as well as hardware and software designs. Topics include transmission media, data encoding, transmission techniques, protocols, switching networks, broadcast networks, and local area networks.

**CSC 535 Computer Security I (3 Credits)**

This course is designed for IT professionals to learn computer and network security theories and practices that can be used to significantly reduce the security vulnerability of computers on internal networks or the Internet. The course assumes some familiarity with various operating systems and computer networks. Topics include cryptography, program security, operating systems security, database security, network security, security administration, computer ethics, and legal issues.

**CSC 555 Management of Information Security (3 Credits)**

This course is designed for Security System Administrators and Managers who are responsible for the design, planning and management of security installations in Business and Government Institutions. Topics include Management of Information Security, security planning, security protection (technical and procedural), best practices, risk management, Operations Security, legal issues and certification and accreditation. The course assumes some familiarity with various topics taught in an Introduction of Information Assurance course.

**CSC 564 Operating Systems (3 Credits)**

Topics include the history and evolution of operating systems, the concepts behind and structure of various operating systems, process scheduling, interprocess communication, input and output, multiprogramming, memory management, and file systems. Concepts of distributed operating systems are also introduced.

**CSC 566 Advanced Computer Topics I (3 Credits)**

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 Advanced Computer Topics III (3 Credits)**

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 Artificial Intelligence (3 Credits)**

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 571 Introduction to Game Design (3 Credits)**

This course introduces students to game design and development concepts. Topics include the history of games, play elements, story and character development, game plan and storyboard design, level and user interface design, and the game design document.

**CSC 572 3D Game Programming (3 Credits)**

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.

**CSC 573 Principals of Modeling and Simulation (3 Credits)**

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

**CSC 576 Advanced Computer Topics III (3 Credits)**

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 Advanced Computer Topics IV (3 Credits)**

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 Computer Graphics (3 Credits)**

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 Systems Programming (3 Credits)**

Fundamentals of system and network programming methodology, techniques, system calls and library calls.

**CSC 596 Compiler Construction (3 Credits)**

An introduction to the fundamentals of compiler construction and language translation. Topics include lexical analysis, specifications of syntax, algorithms for syntactic analysis, code generation, and optimization techniques.

**CSC 611 Machine Learning (3 Credits)**

Machine learning is a subfield of artificial, intelligence that is concerned with the design,, analysis, implementation, and applications of, programs that learn from experience. It offers, some of the most cost-effective approaches to, automated knowledge acquisition in emerging, data-rich disciplines. This course is about, learning to extract statistical structure from, data, for making decisions and predictions, as, well as for visualization. The course gives, in-depth coverage of advanced methods in machine, learning, as well as their underlying theory. It, emphasizes approaches with practical relevance and, discusses a number of recent applications of, machine learning, such as recommender systems and, malware detection systems. An open research, project is a major part of the course.

**CSC 612 Computational Science II (3 Credits)**

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 the Mathematics, Chemistry, Physics, Biology and Engineering Departments and The 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 Analysis of Algorithms (3 Credits)**

Design and analysis of algorithms. Topics include 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 Computer Networks (3 Credits)**

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 Computer Security II (3 Credits)**

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 640 Introduction to Data Science (3 Credits)**

The main objective of this course is to introduce, fundamental concepts and practices in data, science with a focus on designing and, implementing small-scale data analytic projects, through their life cycles in a lab environment., Data science is one of the most important emerging, computing technologies and applications that are, being developed at a

**CSC 650 Cryptography (3 Credits)**

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 Parallel Computing (3 Credits)**

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 Advanced Computer Architecture (3 Credits)**

Principles and advanced topics of the instruction set architecture for uni-processors, embedded system processor, and multi-processor.

**CSC 672 Digital Forensics (3 Credits)**

Contact the department for specific course information

**CSC 678 Scientific Visualization (3 Credits)**

Fundamental concepts of the algorithms and design principles underlying modern 3D computer graphics, data and scientific visualization.

**CSC 691 Graduate Independent Study I (3 Credits)**

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 697 Ethical Hacking and Penetration Testing (3 Credits)**

Contact the department for specific course information

**CSC 701 Continuing Registration (1-9 Credits)**

A one credit hour course that allows students to maintain continuous registration status. Does not count towards the MS.CSC degree credits.

**CSC 702 Practicum I (1 Credits)**

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 703 Graduate Research (3-9 Credits)**

This is an elective course that is designed to, give graduate students an opportunity to learn, how to conduct research through practical, experience with a research advisor. This course, gives students an opportunity to gain exposure to, some subset of these tasks (develop and, implementation of a research topic, reviewing, technical literature for relevancy to research, topics, writing status reports, writing technical, reports or papers of conference submission, quality, attending technical presentations and, also making technical presentations). Topics, covered may vary based on the students knowledge, of research activities.

**CSC 720 Wireless Sensor Networks (3 Credits)**

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 Advanced Topics in Networking (3 Credits)**

This course includes the major fields in optical networks, dynamic spectrum access in wireless networks, cognitive radio networks, network coding, and other newly emerged networking technologies. For optical networks, the topics include WDM network elements, routing and wavelength assignment algorithms, blocking probability analysis, virtual/physical topology design, survivability, and IP over WDM. For dynamic spectrum access or cognitive radio networks, the topics include enabling technologies for cognitive radio, channel assignment/selection, routing, security, and spectrum management. This course will also cover network coding and other new ideas.

**CSC 745 Network Defense (3 Credits)**

Focuses on network defense and countermeasures, including firewalls, intrusion detection and prevention systems, virtual private networks.

**CSC 750 Evolutionary Computing (3 Credits)**

The fundamentals of applying biological evolutionary characteristics to optimization of very complex problems.

**CSC 755 Cloud Computing (3 Credits)**

A one-semester graduate-level course focuses on, cloud computing technologies and solutions. It is, designed to give students a solid foundation in, cloud computing fundamentals. The course covers, both the conceptual and practical aspects of cloud, computing.

**CSC 760 Secure Software Development (3 Credits)**

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 Advanced Topics in Information Assurance (3 Credits)**

Survey of current topics in Information Assurance

**CSC 781 Advanced Graduate Topics I (3 Credits)**

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 Advanced Graduate Computer Topics II (3 Credits)**

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 Graduate Independent Study II (3 Credits)**

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 Masters Project (3 Credits)**

First semester of the Master's Thesis sequence. Under the supervision of the thesis director, 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 798 Masters Thesis I (3 Credits)**

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 Masters Thesis II (3 Credits)**

The culmination of the two semester master's thesis sequence. Students must complete the thesis and defend it to a committee.

## Criminal Justice (CJS)

### **CJS 510 Crime Prevention (3 Credits)**

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 Youth Crime and the School (3 Credits)**

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 Legal Aspects of Juvenile Justice (3 Credits)**

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 Readings in Criminal Justice (3 Credits)**

This is an intensive directed reading course in criminal justice.

### **CJS 592A Spe Tpics: Resear in Cri & Del (3 Credits)**

See department for specific course information.

### **CJS 592B Sp Tpics:writ Care in Cj (3 Credits)**

See department for specific course information.

### **CJS 592D Sp Top: Terr & Homeland Sec (3 Credits)**

See department for specific course information.

### **CJS 592E Sp Top: Prof Wrtg in Just Sys (3 Credits)**

See department for specific course information.

### **CJS 592F Sp Top: Dis Min Ctct & Ctrv Iss Juv Just (3 Credits)**

See department for specific course information.

### **CJS 592I Tpics in Crimi Justice (3 Credits)**

See department for specific course information.

### **CJS 592J Spec Top: Terrorism & Homeland Security (3 Credits)**

See department for specific course information.

### **CJS 592K Spec Topics: Cult Sensit Appch (3 Credits)**

See department for specific course information.

### **CJS 592L Spe Tpics: Women in the Crim Just System (3 Credits)**

See department for specific course information.

### **CJS 592M Spec Tpcs: Environ Crime & Justice (3 Credits)**

See department for specific course information.

### **CJS 601 Systems of Criminal Justice (3 Credits)**

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 Minorities in Criminal Justice (3 Credits)**

Although minorities are disproportionately overrepresented 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 Theories of Crime and Delinquency (3 Credits)**

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 Administration of Criminal Justice Organizations (3 Credits)**

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 Strategic Planning for Criminal Justice (3 Credits)**

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 Community Policing (3 Credits)**

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 Jails and Prisons (3 Credits)**

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 Community Corrections (3 Credits)**

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 Restorative Justice (3 Credits)**

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 Offender Reentry Program (3 Credits)**

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 others.

### **CJS 618 Legal Issues in Criminal Justice Management (3 Credits)**

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 Research Methods in Criminal Justice (3 Credits)**

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 Quantitative Analysis in Criminal Justice (3 Credits)**

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 Computer Applications in Criminal Justice (3 Credits)**

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 Criminal Justice Policy Analysis (3 Credits)**

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 Criminal Justice Ethics (3 Credits)**

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 Crime Victims and Victim Services (3 Credits)**

This course introduces students to some of the important issues and controversies concerning victims 141 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 Criminal Justice Internship (3 Credits)**

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 History/Philosophy of Juvenile Justice (3 Credits)**

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 Policing and Adjudicating Juveniles (3 Credits)**

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 Juvenile Corrections and Treatment (3 Credits)**

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 Juvenile Delinquency and the Justice System (3 Credits)**

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 Juvenile Offenders and Youth Gangs (3 Credits)**

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 Status Offenders and the Community (3 Credits)**

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 Youth and Society (3 Credits)**

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 Family Based Intervention (3 Credits)**

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 Gender, Crime, and Justice (3 Credits)**

Examination of gender issues within the criminal justice system. This course focuses on women as offenders, prisoners, victims and survivors of crime, and professionals.

**CJS 690 Independent Study in Criminal Justice (3 Credits)**

Students under faculty guidance analyze specific areas of interest in criminal justice.

**CJS 699 Thesis (6 Credits)**

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 Continuing Registration (0 Credits)**

To allow Criminal Justice graduate students who have completed course work to remain in good standing while working on their thesis or comprehensive examination.

**CJS 752 Comprehensive Examination (0 Credits)**

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.

## Cybersecurity (CYS)

### **CYS 564 Secure Operating Systems (3 Credits)**

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 Network Fundamentals (3 Credits)**

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 Computer and Network Forensics (3 Credits)**

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 Human Aspects of Cybersecurity (3 Credits)**

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 Ethical Hacking and Penetration Testing (3 Credits)**

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 Database Security (3 Credits)**

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 Healthcare Information Security (3 Credits)**

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 Advanced Topics in Cybersecurity (3 Credits)**

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 Cybersecurity Capstone (6 Credits)**

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.

### **CYS 798 Cybersecurity Capstone I (3 Credits)**

This course prepares students for their capstone, experience in the Cybersecurity MS degree program., Capstone I provides the opportunity hone the, skills needed to accomplish in-depth research and, career growth; to choose a specific topic in, cybersecurity as the focus for their research; to, identify a CYS faculty advisor who agrees to, oversee their capstone project; and to develop a, viable research proposal.

### **CYS 799 Cybersecurity Capstone II (3 Credits)**

This course is the capstone experience for, graduate students in the Master's degree in, Cybersecurity. Capstone provides students the, opportunity to carry out in-depth research on a, specific topic in cybersecurity under the guidance, of a faculty research advisor. The student's, project will reflect the integration and, application of cybersecurity knowledge and skills, gained over the course of the program.

## Early Childhood Special Education (ECS)

### **ECS 580 Developmental Delays in the Early Years (3 Credits)**

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 Parent Participation in Education Systems (3 Credits)**

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 Intervention Strategies for High Risk Children (3 Credits)**

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

**ECS 684 Assessment and Evaluation in Early Childhood and Special Education (3 Credits)**

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 ID, 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.

**ECS 685 Attributes and Medical Conditions Associated With Severe Disabilities (3 Credits)**

This is a graduate course designed to increase knowledge and develop skills involving the foundations of medical aspects of early childhood, special education and 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 explored. Twenty hours of guided observation participation at this level, are required (see, <http://www.nsu.edu/education/pdf/ProfessionalObservationHandbook.pdf>)

**ECS 686 Comm Dis for Ecse (3 Credits)**

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 hours of guided observation participation at this level are required (see <http://www.nsu.edu/education/pdf/ProfessionalObservationHandbook.pdf>)

**ECS 687 Class Management for Early Childhood Special Education (3 Credits)**

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 inservice and preservice 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.

## Education (EDU)

**EDU 501 Foundations of Education (3 Credits)**

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 clear

**EDU 605 Human Growth and Development (3 Credits)**

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 610C Human Growth and Lifespan (3 Credits)**

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

**EDU 636 Classroom and Behavior Management (3 Credits)**

Skills in this course shall contribute to an understanding and application of classroom and behavior management techniques and individual interventions, including techniques that promote emotional well-being and teach and maintain behavioral conduct and

## Electronics Engineering (EEN)

**EEN 531 Microcontrollers (3 Credits)**

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 532 Advanced Digital Design (3 Credits)**

Analyze 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 541 Biomedical Engineering Devices and Systems (3 Credits)**

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 microsensors 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 Communications Systems (3 Credits)**

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 Semiconductor Processing Technology (3 Credits)**

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 581 Analog Integrated Circuits (3 Credits)**

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 Bioelectrics (3 Credits)**

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 Vlsi Systems Design (3 Credits)**

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 Research Methods (1 Credits)**

Introduces students to the various styles of technical 147 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 Systems Modeling (3 Credits)**

Principles of systems biology modeling will be covered in this course. Various numerical, techniques for solving a system of copied, differential equations commonly encountered in, biomedical systems modeling will be covered. , Practical aspects related to numerical, implementation on a computer such as solver, methods, memory requirements and accuracy will, also be covered.

**EEN 603 Pc Based Instrumentation (3 Credits)**

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 Advanced Engineering Mathematics (3 Credits)**

This course will enable students to recognize, appreciate and apply mathematical and software tools to solve some of the most important problems that arise in modern engineering practice. On successful completion students will be able to apply the concept. 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 Digital Image Processing (3 Credits)**

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 Neural Networks (3 Credits)**

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 Electromagnetic Field Theory (3 Credits)**

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 Advanced Digital Design (3 Credits)**

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 Embedded Systems (3 Credits)**

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 Computer Architecture (3 Credits)**

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 Microcomputers for Real-Time Applications (3 Credits)**

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 Communications Networks (3 Credits)**

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 Wireless Communications (3 Credits)**

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 Microelectromechanical Systems (mems) (3 Credits)**

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 Digital Signal Processing (3 Credits)**

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 Optics and Lasers (3 Credits)**

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 Solid State Devices (3 Credits)**

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 Optimal Control Systems (3 Credits)**

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 Advanced Topics in Vlsi (3 Credits)**

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 Advanced Topics I (3 Credits)**

This course is designed 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 the course catalog.

**EEN 691 Advanced Topics II (3 Credits)**

This is the second course in a series designed 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 the course catalog.

**EEN 697 Masters Project (3 Credits)**

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 Master's Thesis I (3 Credits)**

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 thesis topic.

**EEN 699 Master's Thesis II (3 Credits)**

This is the sequel to Master's Thesis I and is worth 3 credit hours. 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.

**EEN 700 Engineering Seminar (3 Credits)**

An elective course designed to provide graduate students an opportunity to gain professional development experience through giving formal presentations and attending technical presentations covering the newest technologies and research development in the

**EEN 750 Continuing Registration (1-9 Credits)**

Contact the department for specific course information

**EEN 799 Graduate Research (3-9 Credits)**

An elective course designed to provide graduate students with an opportunity to conduct research. The course provides structure to complement the research work students do under the direct supervision of their advisors. It also provides an opportunity for non-thesis students to gain some research experience in an engineering research lab. The course meets once a week or as scheduled by the instructor. Prerequisites: Graduate Program Permission.

## Elementary Education (EED)

**EED 500 Teaching Social Studies in Elementary Schools (3 Credits)**

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 Language and Developmental Reading in (3 Credits)**

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 Diagnostic Reading (3 Credits)**

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 Teaching and Learning in the Primary School (pre K-3) (3 Credits)**

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 551 Education Leadership I (3 Credits)**

Special Contract Course Requested by Norfolk Public & VA Beach Public under the Math Specialist Grant

**EED 552 Education Leadership II (3 Credits)**

Contact the department for specific course information

**EED 553 Educational Leadership III (3 Credits)**

Contact the department for specific course information

**EED 601 Methods and Materials for Teaching Mathematics, Science and Technology (3 Credits)**

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 Teaching and Learning in the Primary School(prek-3) (3 Credits)**

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 624 Foundations of Education (3 Credits)**

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 695 Thesis (3 Credits)**

Contact the department for specific course information

**EED 696A Practicum (3 Credits)**

Contact the department for specific course information

**EED 696C Practicum (9 Credits)**

Contact the department for specific course information

**EED 696D Practicum (3 Credits)**

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.

## Fine Arts (FIA)

### **FIA 500A Art Scope/Sequence (3 Credits)**

Contact the department for specific course information

### **FIA 500F Creativity in Art (3 Credits)**

Contact the department for specific course information

### **FIA 513 Computer Graphics (3 Credits)**

See department for more information

### **FIA 514 Fine Arts Methods (3 Credits)**

See department for more information

### **FIA 515 Fine Arts Units (3 Credits)**

See department for more information

### **FIA 535 Painting: Group Studio (3 Credits)**

See department for more information

### **FIA 535B Painting: Group Studies (3 Credits)**

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 Printmaking Studio (3 Credits)**

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. (NSU)

### **FIA 570 Afrcan/Afro-Am Art (3 Credits)**

Contact the department for specific course information

### **FIA 580 Comp Imaging Stud (3 Credits)**

Contact the department for specific course information

### **FIA 597 Tutor Wrk/Spc Stud (3 Credits)**

Contact the department for specific course information

### **FIA 597A Tutorial Work/Special Studies (3 Credits)**

See department for more information

### **FIA 599 Graduate Seminar Art Education (3 Credits)**

See department for more information

### **FIA 610 Graduate Seminar (3 Credits)**

An examination of the creative process and development of concepts as part of a visual language. Discussion, research, directed readings, and writing. An alternative for ARTS 600 (NSU)

### **FIA 610A Graduate Seminar (3 Credits)**

Contact the department for specific course information

### **FIA 614 Graduate Problems in Design (3 Credits)**

Intensive individual study in two and threedimensional 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 Non-Traditional Art Seminar (3 Credits)**

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. (NSU)

### **FIA 695 Graduate Seminar: Special Topics in Contemporary Art (3 Credits)**

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. (NSU-ODU)

### **FIA 697 Graduate Studio (3 Credits)**

Permission of graduate program director required. Supervised group and individual inquiry in specific studio projects relating to the areas of major interest. (NSU-ODU)

### **FIA 697A Graduate Studio (3 Credits)**

Contact the department for specific course information

### **FIA 698 Graduate Studio (3 Credits)**

Permission of graduate program director required. Supervised group and individual inquiry in specific studio projects relating to the areas of major interest. (NSU-ODU)

### **FIA 698A Graduate Studio (3 Credits)**

Contact the department for specific course information

### **FIA 698B Graduate Studio (3 Credits)**

Contact the department for specific course information

### **FIA 698C Graduate Studio (3 Credits)**

Contact the department for specific course information

### **FIA 699 African American Art (3 Credits)**

Contact the department for specific course information

### **FIA 699A African Amer Art (3 Credits)**

Contact the department for specific course information

### **FIA 699B Grad Seminar:cont Issu/Art (3 Credits)**

Contact the department for specific course information

### **FIA 700 Dir Fld Experience (3 Credits)**

Contact the department for specific course information

### **FIA 700A Dir Fld Experience (3 Credits)**

Contact the department for specific course information

### **FIA 701 Thesis Exhibition (3 Credits)**

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

### **FIA 702 Graduate Exhibition (3 Credits)**

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. (NSU-ODU)

### **FIA 750 Continuing Registration (0 Credits)**

Contact the department for specific course information

### **FIA 798 Graduate Studio (3 Credits)**

Permission of graduate program director required. Supervised individual inquiry in specific projects relating to areas of major interest. (NSU-ODU)

### **FIA 798A Graduate Studio (3 Credits)**

Contact the department for specific course information

### **FIA 798B Graduate Studio (3 Credits)**

Contact the department for specific course information

## Healthcare Administration (HCA)

### HCA 501 Healthcare Organizations (3 Credits)

This course focuses on managing and leading, healthcare organizations based on evidence, best, practices, benchmarks, and a culture of continuous, improvements.

### HCA 515 Healthcare Financial Management (3 Credits)

This course emphasizes financial management, theories 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.

### HCA 532 Healthcare Marketing (3 Credits)

Examination of the traditional and contemporary, processes and strategies in which healthcare, marketers based their decisions, including the, market in which healthcare organizations operate., the customers in the market, and the needs, wants, motivation, and behaviors of those customers.

### HCA 540 Managerial Epidemiology and Population H (3 Credits)

Apply knowledge of epidemiology and population, health concepts and principles to develop, community-based strategies to improve health, outcomes.

### HCA 560 Ldshp, Ethcs, and Prof in Heal (3 Credits)

Development of leadership, professional and, ethical skills that guide the performance., behavior, interaction, judgment and the, decision-making of healthcare leaders.

### HCA 599 Law of Healthcare Administration (3 Credits)

Examination of legal issues that affect the, healthcare industry. Students will become, familiar with regulations and principles unique to, healthcare and how the knowledge gained could, guide behavior and practice of leaders.

### HCA 601 Research Methods in Health Services (3 Credits)

The focus is to utilize scientific research, techniques and principles to carry out a research, study in healthcare services, with emphasis on, problem conceptualization and formulation., research design, and interpretation.

### HCA 624 Pub Pol and Admin in Healthcar (3 Credits)

This course examines health policy issues from an, economic perspective, including medical, expenditures, legislation and regulations, and, market conditions. The course explores the, politics of healthcare reform and the role of, government in medical care.

### HCA 640 Healthcare Economics (3 Credits)

Exploration of economic strategies for, decision-making in healthcare, with emphasis to, control costs while improving patient care. The, course addresses market demand, profitability., risk, and regulations that healthcare, organizations face in their daily operations.

### HCA 674 Health Informatics (3 Credits)

Examination of health informatics and how it, affects the work of leaders on a daily basis in, the context of the structure and behavior of, healthcare systems, organizations and their, members, and patients. The course explores the, transforming power of health informatics in the, delivery of healthcare services, including, operational issues, evidenced-based clinical, decision, and systems theory.

### HCA 690 Human Resources in Healthcare (3 Credits)

Application of human resources concepts and, strategies in developing a highly skilled and, qualified workforce. Emphasis is on a strategic, human resources management thinking and planning., including workforce diversity, job analysis and, design, recruitment, selection and retention., workforce development, performance management., disaster preparedness, and competitive, compensation.

### HCA 699 Master's Project (3 Credits)

Application of research theories, concepts and, strategies to solve a problem in the delivery of, healthcare services. Engage students in, evidenced-based learning to improve health, outcomes and make a contribution to the field of, healthcare administration.

## History (HIS)

### HIS 501 Topics in American History (3 Credits)

Contact the department for specific course information

### HIS 502 Topics in european History (3 Credits)

See department for more information

### HIS 503 Topics in Non-Western History (3 Credits)

Contact the department for specific course information

### HIS 504 World History Topics for World His Teach (1-3 Credits)

This course offers a variety of topics in world, history that may be of interest to local school, districts. Emphasizes critical thinking and , discussion. Variable, one-three credit.

### HIS 516 America and the Rise of a City (3 Credits)

See department for more information

### HIS 610 Topics Urban Hist (3 Credits)

See department for more information

## Mass Comm/Journalism (MCM)

### MCM 500 Contemporary Argumentation (3 Credits)

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 Introduction Mass Communication (3 Credits)

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 Interpersonal Communication (3 Credits)

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 Editing Publications (3 Credits)

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 Specialized Writing (3 Credits)

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 Publicity Media and Methods (3 Credits)**

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 Contemporary American English Grammar (3 Credits)**

This course examines the function of American English grammar in modern communication. It discusses usage, dialectology, stylistics and aesthetics.

**MCM 520 Commercial Photography (3 Credits)**

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 Radio Broadcasting (3 Credits)**

Study of the principles, structures, and practices, of radio broadcasting, including an introduction, to WNSB-FM. Study of the way WNSB-FM conducts its, daily operations and the equipment at the station., Emphasis on mid-management areas, which are, crucial to the successful operation of all radio, broadcast properties.

**MCM 545 Media Management Admin (3 Credits)**

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 Introduction: Television (3 Credits)**

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 560 Assessment and Evaluation of Writing (3 Credits)**

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 563 Audio Production (3 Credits)**

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 Broadcast/Cable/Satellite Programming (3 Credits)**

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 Broadcast/Cable/Satellite Sales (3 Credits)**

The purpose of this course is to introduce the student to principles, structures, strategies and practices of broadcast, cable and satellite sales. These midmanagement areas are crucial to all electronic media properties.

**MCM 580 The Art of Film (3 Credits)**

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 585 Media Technologies (3 Credits)**

Contact the department for specific course information

**MCM 590A Colloquium in Media & Communications (3 Credits)**

The purpose of this course is to allow graduate students the opportunity to gain professional development experience and to explore additional topics (historical and current) 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 Colloquium in Media & Communications (3 Credits)**

The purpose of this course is to allow graduate students the opportunity to gain professional development experience and to explore additional topics (historical and current) 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 Media Research (3 Credits)**

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 Studies in English Structure, Style, and Usage (3 Credits)**

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 Media Theory (3 Credits)**

This course is designed to provide an overview of the models of communication based on Perception Theory, Learning Theory, socio-psychology models, cybernetics, and attitudes and attitude change theory. Required of all graduate majors.

**MCM 626 Communicative Arts: Performance Theory and Practice (3 Credits)**

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 Writing Across the Curriculum: the Domains of Rhetoric (3 Credits)**

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 Persuasion: Theory and Practice (3 Credits)**

This course is designed to study the persuasion process, the factors contributing to it, and the channels and situations employed.

**MCM 640 Media Law and Public Policy (3 Credits)**

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 Communication Behavior I: Group Communication Process (3 Credits)**

This course is a study of human communication behavior, including group, intergroup, and organizational communication under dynamic social conditions

**MCM 642 Communication Behavior Ii: the Mass Mind (3 Credits)**

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 General Semantics (3 Credits)**

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 Reading and Critical Analysis (3 Credits)**

This course is an interpretation and critical evaluation of communication messages, with emphasis on print.

**MCM 645 Cognitive Processes in Reading (3 Credits)**

This course examines the function of language and symbolization in cognitive processes involved in reading.

**MCM 646 Linguistics and Reading (3 Credits)**

This course is an application of linguistics to reading, with attention to phonological, morphological and syntactical structure.

**MCM 647 Journalistic Communication/Writing (3 Credits)**

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 Language and Culture (3 Credits)**

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 Organizational Communication (3 Credits)**

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 Television Production II (3 Credits)**

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 652 Public Relations (3 Credits)**

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 Media Law (3 Credits)**

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 Professional Writing (3 Credits)**

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 Intercultural Communication (3 Credits)**

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 Multi-Ethnic Non-Verbal Communication (3 Credits)**

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 Communication Behavior Iii: Human Relations (3 Credits)**

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 Journalistic Communication/Visual (3 Credits)**

The elements of photojournalism and visual production processes are examined in this course.

**MCM 660 Seminar: Radio/Tv/Film (3 Credits)**

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 661 Communication and the Aesthetic Experience (3 Credits)**

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 680 Global Media (3 Credits)**

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 Independent Study (3 Credits)**

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 Internship (3 Credits)**

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 Internship (wnsb) (3 Credits)**

This course is designed to provide students with practical experience related to broadcast station operation through the University's radio station, WNSB-FM.

**MCM 699 Graduate Thesis Or Internship (6 Credits)**

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 750 Continuing Registration (1 Credits)**

Contact the department for specific course information

## Materials Science (MATS)

**MATS 610 Special Topics (3 Credits)**

See department for more information

**MATS 710 Special Topics II (3 Credits)**

See department for more information

**MATS 750 Continuing Registration (1-9 Credits)**

Contact the department for specific course information

**MATS 797 Research III (3 Credits)**

Contact the department for specific course, information.

**MATS 799 Thesis (3 Credits)**

Contact the department for specific course information

## Materials Science Engineering (MSE)

**MSE 530 Materials Science (3 Credits)**

This course presents basic knowledge of the internal structure, properties, processing, and characterization of materials, including metals, ceramics, inorganic composites, and "smart" materials.

**MSE 533 Polymers/Composites (3 Credits)**

This course deals with general concepts about polymers and polymeric materials/composites, their compositions, chemical structure, synthesis and fabrication, characterization and properties.

**MSE 535 Electronic and Optic Material (3 Credits)**

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 540 Fundamentals of Nanoscience (3 Credits)**

This course focuses on the chemical, physical, and mathematical concepts that describe

**MSE 575 Basic Instrumentation for Material Science (3 Credits)**

This course presents basic materials science related instrumentations, principles, measurements, and data manipulation and visualization with IDL; data collection and data analysis with the LabView Interface; powder x-ray diffraction technique, etc.

**MSE 580 Advanced Organic Synthesis (3 Credits)**

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 Materials Science & Engineering Seminar I (1 Credits)**

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 Materials Science & Engineer Seminar II (1 Credits)**

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 Ethics of Scientific Research & Professionalism (1 Credits)**

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 Materials for Nanotechnology (3 Credits)**

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 Introduction to Computational Materials Science (3 Credits)**

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 Optical Materials (3 Credits)**

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 Organic Optoelectronic Materials & Devices (3 Credits)**

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 materials and devices, et.

**MSE 680 Advanced Organic Synthesis I (3 Credits)**

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 Research I (1-9 Credits)**

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 Research II (1-9 Credits)**

The Research II course is the second 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. Students must work closely with their research advisor to ensure progress in the course

**MSE 699 Research III (1-9 Credits)**

The Research III 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 703 Materials & Devices for Solar Energy Conversion (3 Credits)**

This course provides materials science graduate student the fundamental knowledge, concepts, and current state of the art of inorganic and organic , photovoltaic materials, devices, and their applications. It also covers basic knowledgeable on sustained renewable energy and environmental conservations. The course will present the principles, materials structures, devices, architectures, advantages, and disadvantages of each material and devices, problems, and approaches to improve.

**MSE 704 Thin Film Phenomena (3 Credits)**

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 770 Materials Science Doctoral Qualifiers (0 Credits)**

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.

**MSE 897 Research I (1-9 Credits)**

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 Research II (1-9 Credits)**

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 Research III (1-9 Credits)**

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 Dissertation (9 Credits)**

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 Continuing Registration (0 Credits)**

Students in the Ph.D. in Materials Science and Engineering program register for MSE 999 while finalizing preparation of their thesis manuscript and oral defense, after fulfilling all requirements for the degree, except MSE 900, Ph.D. Dissertation.

## Mathematics (MTH)

**MTH 500 Advanced Geometry (3 Credits)**

See department for more information

**MTH 500L Geometry and the Middle School Teacher (3 Credits)**

See department for more information

**MTH 500S Probability and Statistics (3 Credits)**

See department for more information

**MTH 501H Math Content Strategies (1 Credit)**

Requested by Portsmouth Public Schools for , Inservice Teachers In the Ports. School District

**MTH 501J Number Systems & Operations (3 Credits)**

Special contract course requested by Norfolk Schools Portsmouth, for in service teachers to acquire Math Specialist Certification

**MTH 501K Algebra & Functions Middle School Teacher (3 Credits)**

See department for more information

**MTH 501L Rational Numbers & Proportional Reasoning (3 Credits)**

Special Grant Course Requested by Norfolk Public Schools & Va Beach Public School

**MTH 504 Graph Theory in Data Science, Graph Theory in Data Science (3 Credits)**

A graduate-level introduction to advanced, introduction to various graphs, trees, flows in, networks, maps, walks, networks, and cycles. This course will primarily introduce all the standard, graphs theory results, emphasizing its, applications in Data Science. Large datasets with, multiple interconnections between dataset, variables can be distilled and illuminated using, various graphs, trees, and networks, recognizing, situations where graphs delineate a given dataset., An introduction to the tree search algorithm and, solutions to four color problems is covered.

**MTH 510 Discrete Mathematiccs (3 Credits)**

Contact the department for specific course information

**MTH 510C Discrete Math 9 - 12 (1 Credits)**

A Special Contract Crs requested by Portsmouth Pub, Schools for Teacher Development and Certification

**MTH 511 Adv Topics in Geom (3 Credits)**

Contact the department for specific course information

**MTH 514 Probability and Stats for Data Analytics (3 Credits)**

A graduate level introduction to probability and, statistical with emphasis towards applications in, data sciences. Probabilistic and statistical, methods regularly provide the foundations for data, science, the methodologies included in this course, will provide the students the knowledge needed in, several fields as marketing, finance, and other, disciplines. This course will prepare the students, for modeling and understanding big data problems.

**MTH 520 Mathematical logical and Set theory (3 Credits)**

See department for more information

**MTH 524 Mathmematical Foundations for Mac Lrn (3 Credits)**

A graduate level introduction to mathematical, foundations for machine learning provides a, collection of tools for doing machine learning., While the theory of the tools may be technical., the emphasis is on a balance between theory and, practice, with hands-on activities assigned to, help the understanding of the theory.

**MTH 530 Mathematical Models and Applications (3 Credits)**

See department for more information

**MTH 531 Topics in algebra (3 Credits)**

See department for more information

**MTH 534 Applications in Adv Numerical Linear Alg (3 Credits)**

This course is a continuation of linear algebra., towards topics relevant to applications as well as, theoretical concepts. The course starts with a, review of matrices, linear systems, subspaces., determinants, eigenvalues and eigenvectors, and, orthogonal vectors. Then it introduces the basic, techniques, analysis methods, and implementation, details of numerical linear algebra. Emphasis, will be given on the matrix computations that, arise in solving linear systems, least squares, problems, and eigenvalue problems. Students will, demonstrate knowledge by completing a final, project that demonstrates understanding of linear, systems applications.

**MTH 540 Mathematical Model and Application (3 Credits)**

Contact the department for specific course information

**MTH 544 Numerical Analy Fo Comput Meth for Analy (3 Credits)**

A graduate level introduction to numerical, algorithms for linear algebra problems with, applications to data analytics. Algorithms will be, studied and analyzed for efficiency and accuracy., Topics include Singular Value Decomposition, QR, factorization, Least Squares, Conditioning and, Stability, Systems of Equations, Eigenvalues and, Eigenvalue algorithms and Iterative methods.

**MTH 554 Data Visualization and Technical Report (3 Credits)**

This course presents a graduate level, comprehensive introduction to data visualization, and technical reporting. The course will provide, the students with the necessary background for, visual representation and analytics of complex, data and data communication to a target audience., The course will cover design strategies., techniques to display multidimensional information, structures, and exploratory visualization tools., As part of the course, students will be required, to present written reports and oral presentations.

**MTH 600 Modern Applied Statistics: Data Mining (3 Credits)**

A graduate level introduction to new techniques, for predictive descriptive learning using concepts, from statistics, programming and artificial, intelligence with emphasis on statistical aspects, and integration with standard methodologies., Course covers regression and classification models, with descriptive methods to discover patterns and, data relationships without inference. This course, will prepare students to view data from a, statistical perspective with automated analysis of, large complex data sets.

**MTH 620 Mathematical Modeling Proj in Data Scien (3 Credits)**

The course structure follows a graduate case-study, model. Throughout the semester, students will be, presented with various case studies of, mathematical models as applied to the fields of, engineering, technology, natural/physical science., social science, business, and/or management. , Completion of a formal project with proposal, describing the modeling problem with outline of a, possible solution path concluding in guided, solution as primary focus. Regular progress, reports and presentation of the completed project, by the end of the semester will be required. The, project will provide solution(s) to the modeling, problem and demonstrate skill on problem-solving., data-fitting, writing, and presenting.

**MTH 630 Statistical Meth in Big Data Analy, Statistical Methods in Big Data Analytic (3 Credits)**

A graduate level of statistical methods with, emphasis towards applications in data sciences., Statistical learning methods regularly provide the, foundations for data science, the methodologies, included in this course will provide the students, the knowledge needed in several fields as, marketing, finance, and other disciplines. This, course will prepare the students for modeling and, understanding the fundamentals of statistical, methods useful for modeling, analyzing and, forecasting problems, which include big data.

**MTH 640 Ethics and Communication in Data Science (3 Credits)**

A graduate level introduction to issues of ethical, deliberation involved data analytics including, topics like machine learning and working with, incomplete data. Issues on how to collect data to, reflect population of interest, model validations, with appropriate error rate, model performance to, standards when deployed are explored. Choice of, learning algorithm and approach to maximize, models' performance with interpretability with, consideration of ethics into trade-off, considerations are studied. D ecision making for, real-world effects. Reporting and communication, topics emphasized through projects.

## Music (MUS)

**MUS 510A Choral Ensemble (1 Credits)**

The Concert Choir is an ensemble of approximately 80 male and female voices specializing in the performance of concert literature of all periods.

**MUS 510B Symphonic Wind Ens (1 Credits)**

See department for specific course information.

**MUS 510C Contact Department (1 Credits)**

See department for specific course information.

**MUS 510D Guitar Ensemble (1 Credits)**

The Guitar Ensemble performs important literature written for the idiom.

**MUS 510E Woodwind Ensemble (1 Credits)**

The "Spartan Legion" Marching Band, a high-stepping marching unit usually numbering more than 150 instrumentalists and dancers.

**MUS 510F Jazz Ensemble (1 Credits)**

The Jazz Ensemble, a group devoted to the serious study and performance of jazz forms.

**MUS 510G Contact Department (1 Credits)**

See department for specific course information.

**MUS 510H Contact Department (1 Credits)**

See department for specific course information.

**MUS 510I Contact Department (1 Credits)**

See department for specific course information.

**MUS 510M Woodwind Ensemble (1 Credits)**

See department for specific course information.

**MUS 511A Choral Ensemble (1 Credits)**

The Concert Choir is an ensemble of approximately 80 male and female voices specializing in the performance of concert literature of all periods.

**MUS 511B Symphonic Wind Ens (1 Credits)**

See department for specific course information.

**MUS 511C Contact Department (1 Credits)**

See department for specific course information.

**MUS 511D Guitar Ensemble (1 Credits)**

The Guitar Ensemble performs important literature written for the idiom.

**MUS 511E Contact Department (1 Credits)**

See department for specific course information.

**MUS 511F Jazz Ensemble (1 Credits)**

The Jazz Ensemble, a group devoted to the serious study and performance of jazz forms.

**MUS 511G Woodwind Ensemble (1 Credits)**

See department for specific course information.

**MUS 511I Contact Department (2 Credits)**

See department for specific course information.

**MUS 511J Contact Department (1 Credits)**

See department for specific course information.

**MUS 511M Contact Department (1 Credits)**

See department for specific course information.

**MUS 512 Basic Concepts in Music Theory (2 Credits)**

This is a remedial survey course in music theory placing emphasis on both tonal and atonal practices. Representative theoretical principles and compositional styles from all historical periods will be studied. (Non-degree credit.)

**MUS 513 Basic Concepts in Music History (2 Credits)**

This is a remedial survey course of the music literature of Western European traditions presented from various perspectives, including but not limited to: historical periods, individual composers, genres, forms, media, nationalism, and aesthetic principle

**MUS 520 Voice Pedagogy (2 Credits)**

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 521A Voice (2 Credits)**

(One hour of instruction per week) Private instruction in Voice. (Required for two semesters for non-performance majors.)

**MUS 521B Piano (2 Credits)**

(One hour of instruction per week) Private instruction in Keyboard (Required for two semesters for non-performance majors.)

**MUS 521C Organ (2 Credits)**

See department for specific course information.

**MUS 521D Brasswind (2 Credits)**

(One hour of instruction per week) Private instruction in brasswind instrument. (Required for two semesters for non-performance majors.)

**MUS 521E Woodwind (2 Credits)**

(One hour of instruction per week) Private instruction in Woodwind instrument. (Required for two semesters for non-performance majors.)

**MUS 521F Strings (2 Credits)**

See department for specific course information.

**MUS 521G Percussion (2 Credits)**

See department for specific course information.

**MUS 522A Voice (2 Credits)**

(One hour of instruction per week) Private instruction in Voice. (Required for two semesters for non-performance majors.)

**MUS 522B Piano (2 Credits)**

(One hour of instruction per week) Private instruction in Keyboard (Required for two semesters for non-performance majors.)

**MUS 522C Contact Department (2 Credits)**

See department for specific course information.

**MUS 522D Brasswind (2 Credits)**

(One hour of instruction per week) Private instruction in brasswind instrument. (Required for two semesters for non-performance majors.)

**MUS 522E Woodwind (2 Credits)**

(One hour of instruction per week) Private instruction in brasswind instrument. (Required for two semesters for non-performance majors.)

**MUS 522F Strings (2 Credits)**

See department for specific course information.

**MUS 522G Percussion (2 Credits)**

See department for specific course information.

**MUS 525A Voice (4 Credits)**

(Two hours of instruction per week) Private instruction in Voice. (Required for performance majors.)

**MUS 525B Piano (4 Credits)**

(Two hours of instruction per week) Private instruction in Piano. (Required for performance majors.)

**MUS 525C Contact Department (4 Credits)**

See department for specific course information.

**MUS 525D Brasswind (4 Credits)**

See department for specific course information.

**MUS 525E Woodwind (4 Credits)**

(Two hours of instruction per week) Private instruction in woodwind instrument. (Required for performance majors.)

**MUS 525F Strings (4 Credits)**

See department for specific course information.

**MUS 525G Applied Percussion (4 Credits)**

See department for specific course information.

**MUS 526A Voice (4 Credits)**

(Two hours of instruction per week) Private instruction in Voice. (Required for performance majors.)

**MUS 526B Piano (4 Credits)**

See department for specific course information.

**MUS 526C Contact Department (4 Credits)**

See department for specific course information.

**MUS 526D Contact Department (4 Credits)**

See department for specific course information.

**MUS 526E Contact Department (4 Credits)**

See department for specific course information.

**MUS 526F Contact Department (4 Credits)**

See department for specific course information.

**MUS 526G Percussion (4 Credits)**

See department for specific course information.

**MUS 527 Piano Pedagogy (2 Credits)**

This course deals with specific principles of piano teaching and the mechanics of the instrument. Analyzing (from the standpoint of the pupil), planning, and formulating exercises are discussed according to major problems in piano playing and methods for

**MUS 531 Music of the Renaissance Era (2 Credits)**

This course surveys developments in musical style during the period of 1400 through 1600, concentrating on musical forms and stylistic practices; including the music of Dufay, Ockeghem, Josquin, Gesualdo, Lassus, Palestrina, Gabrieli, and Byrd.

**MUS 532 Music of the Baroque Era (2 Credits)**

This course examines developments in musical style during the period of 1600 through 1750 against the backdrop of their major philosophical and cultural influences. It includes music of Bach, Handel, Vivaldi, Rameau, and Scarlatti.

**MUS 533 Music of the Classical Era (2 Credits)**

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

**MUS 534 Music of the 19th Century (2 Credits)**

This course covers the birth of the Romantic era 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, Sc

**MUS 535 Contemporary Music (2 Credits)**

This course surveys the musical language and syntax from the period 1900 to the present. This course emphasizes active listening and developing a method of discourse surrounding contemporary music. Music selections will be altered year to year to include

**MUS 540 Analytical Techniques I (2-3 Credits)**

This course is designed to present systematic, approaches to tonal and structural analysis., Musical scores from various periods will be, analyzed and discussed. Class lectures will lead, to individual analytical projects. (I. Tonal, Harmony II. Post-Tonal Harmony; required for two, semesters.) Required of all graduate majors.

**MUS 541 Analytical Techniques II (2-3 Credits)**

This course is designed to present systematic, approaches to tonal and structural analysis., Musical scores from various periods will be, analyzed and discussed. Class lectures will lead, to individual analytical projects. (I., TonalHarmony II. Post-Tonal Harmony; required for, twosemesters.) Required of all graduate majors.

**MUS 546 Orchestration (2 Credits)**

This is a practical course in scoring for full orchestra. The study will encompass an examination of orchestral works from the Classical Period to the 20th century and the instrumentation and orchestration of works from other idioms to full orchestra or c

**MUS 550 Advanced Choral Conducting (2 Credits)**

This course will develop students' knowledge and skills in interpreting large and smaller-scale choral works. Music representing all periods will be selected, analyzed, and conducted from an informed, performance practice perspective. Score study, pre

**MUS 551 Advanced Instrumental Conducting (2 Credits)**

This course will develop students' knowledge and skills in interpreting large and smaller-scale instrumental works. Music representing all periods will be selected, analyzed, and conducted from an informed, performance practice perspective. Score study, p

**MUS 561 Band management (3 Credits)**

See department for more information

**MUS 590 Introduction to Music Research (3 Credits)**

This is a course designed to introduce students to research methodologies, literature, and bibliographic materials relevant to graduate study in music. (Required of all graduate music students.)

**MUS 620 Seminar in Performance and Repertoire (2 Credits)**

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 expect

**MUS 622A Voice (2 Credits)**

(One hour of instruction per week) Private instruction in Voice. (Required for two semesters for non- performance majors.)

**MUS 623 Organ Literature (2 Credits)**

This is a survey of representative works from the major historical eras, including late Renaissance, French and German Baroque, 19th Century French and German, and important contemporary styles. Discussion and demonstration of performance practice, style

**MUS 624 Organ Improvisation and Service Playing (2 Credits)**

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 includ

**MUS 628 Piano Literature (2 Credits)**

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 Graduate Diction and Vocal Literature (3 Credits)**

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

**MUS 636 Special Studies in Music History (1 Credits)**

This is an independent study in selected areas of interest, encompassing a review of current literature and individual projects.

**MUS 642 Theory Pedagogy (2 Credits)**

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, technology, special problems, and the development of the course outline.

**MUS 643 Composition Seminar I (2 Credits)**

(Required of composition majors for two semesters.) This course facilitates classroom and individual instruction in composition.

**MUS 644 Composition Seminar II (2 Credits)**

(Required of composition majors for two semesters.) This course facilitates classroom and individual instruction in composition.

**MUS 645 Counterpoint and Fugue (3 Credits)**

This course is designed to help students develop techniques in modal and tonal counterpoint. Study includes species counterpoint, canon, and fugue. Original compositions in both the Renaissance and Baroque styles are included in the course work.

**MUS 650 Choral Techniques (3 Credits)**

This course is designed to deepen the choral conductor's understanding of choral music and its performance. In this course, students will concentrate on three areas within the choral profession: choral conducting, choral methods and materials, and choral/

**MUS 651 Band Management (2 Credits)**

This course familiarizes prospective and professionally employed band directors with management skills and procedures necessary for an effective band (instrumental music) program.

**MUS 654 Invert Coun/Fugue (3 Credits)**

See department for more information

**MUS 680 History and Philosophy of Music Education (3 Credits)**

This course is a survey of the historical and philosophical foundations of music education from ancient Greece to the present day with an emphasis on the history of public school music in the United States.

**MUS 681 Current Trends in Music Education (3 Credits)**

This course identifies current research, issues, learning theories, curriculum development, materials, media, and teaching strategies/methodologies relevant to contemporary school music.

**MUS 682 Administration and Supervision in Music Education (3 Credits)**

This is a survey of the role and responsibilities of the school music supervisor/coordinator. Topics will include effecting leadership, instructional improvement, developing positive staff relationships, staff evaluation, and attending to various administrative

**MUS 683 Special Studies in Music Education (3 Credits)**

This is a terminal option for the non-thesis music education major. The design, implementation and submission of a written case study report on an innovative instructional program are required. Students must consult with their advisor.

**MUS 684 Special Studies in Music Education (3 Credits)**

This is a terminal option for the non-thesis music education major. The design, implementation and submission of a written case study report on an innovative instructional program are required. Students must consult with their advisor.

**MUS 685 Teaching Practicum in Brasswinds (2 Credits)**

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

**MUS 686 Teaching Practicum in Woodwinds (2 Credits)**

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

**MUS 687 Teaching Practicum in Strings (2 Credits)**

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

**MUS 688 Teaching Practicum in Percussion (2 Credits)**

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

**MUS 689 Terminal Project Preparation (3 Credits)**

Preparation for MUS 690, the terminal project, 689A: Thesis (an extended and scholarly research, project on a significant topic.) 689B: Recital, (the presentation of a public recital). 689C: Lecture/Recital: The presentation of a public, recital with a short lecture period provided on, each work.

**MUS 690A Thesis (3 Credits)**

(Music Education or Theory/Composition Concentration) An extended and scholarly research project on a significant topic.

**MUS 690B Recital (3 Credits)**

(Performance Concentration) The presentation of a public recital.

**MUS 690C Lecture-Recital (3 Credits)**

(Theory/Composition Concentration) The presentation of a public lecture/recital.

**MUS 750 Continuing Registration (0 Credits)**

Contact the department for specific course information.

## Optical Engineering (OEN)

**OEN 510 Advanced Engineering Mathematics (3 Credits)**

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 Mathematica for solving engineering problems.

**OEN 520 Optical Design and Instrumentation (3 Credits)**

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 Optical Materials (3 Credits)**

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 Lasers and Photonics (3 Credits)**

This course reviews the electromagnetic principles, of optics, including Maxwell's equations; optical, amplification processes; Gaussian beams; and modal, characteristics of laser resonators. An overview, of gas, solid state, and semiconductor laser, systems is presented. Finally, foundational, principles of selected photonic devices, including, semiconductor-based detectors and photovoltaic, devices are introduced

**OEN 560 Optical Communications I (3 Credits)**

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 Optoelectronic and Photonic Devices for (3 Credits)**

The course provides an understanding of the, combined use of optoelectronic and photonic, components and devices, which enables the design, of a well-engineered fiber optic communication, system. The first part of the course provides a, review of sources, amplifiers, detectors and, signal degradation mechanisms in optical fibers., The second part of the course focuses on, wavelength-division multiplexed fiber networks and, optical switching cores for routing. Finally,, system design, testing and performance, optimization for different network configurations, will also be tested with the aid of system, modeling software.

**OEN 580 Quantum Mechanics (3 Credits)**

Contact the department for specific course information

**OEN 630 Opto-Electronic Devices (3 Credits)**

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 661 Optics and lasers (3 Credits)**

See department for more information

**OEN 690 Applied Optics Research Seminar (3 Credits)**

Invited speakers with optical engineering, experience will meet with the class to describe, their experiences, entrepreneurial ventures, and, research challenges.

**OEN 698 Master's Thesis Research (3 Credits)**

Required by thesis option students. Students must, have a research advisor and be working on a, research project.

**OEN 699 Master's Thesis (6 Credits)**

Contact the department for specific course, information.

## Physics (PHY)

**PHY 565 Physical Mechanics (3 Credits)**

See department for more information

**PHY 566 Electricity and Magnetism (3 Credits)**

See department for more information

**PHY 580 Quantum Mechanics for Material Science (3 Credits)**

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 590 Physics Demonstration (3 Credits)**

See department for more information

**PHY 591 Experimental Concepts in Physics (3 Credits)**

See department for more information

**PHY 653 Solid State Physics (3 Credits)**

This course covers mechanical, thermal, and electric properties of solids; crystal structure; Band Theory; semiconductors; phonons and transport phenomena.

**PHY 675 Electricity and Magnetism (3 Credits)**

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.

## Political Science (POS)

**POS 660 Urban Administration (3 Credits)**

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 Urban Finance Administration (3 Credits)**

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.

## Psychology (PSY)

**PSY 501 Cyberpsychology Continuous Enrollment (1 Credits)**

The course provides the student with continuous, matriculating status for the semester while not, enrolled in coursework, but adhering to all other, university policies and procedures for continuous, enrollment.

**PSY 510 Psychology & Cyberspace (3 Credits)**

The psychology of cyberspace is explored through, examination of the intersection between, psychological theory and the progression of, technology through its current digital, manifestation in everyday life. The behavioral, implications of digital technologies of digital, technologies will be explored, with associated, help-seeking, cybercrime, digital privacy, and, information security.

**PSY 520 Current Trends in Cyberpsychology (3 Credits)**

Current trends in the field of cyberpsychology are, explored with an emphasis on preparing the student, to be aware of the current areas of greatest need, relevant to this discipline area. This course will, prepare students to identify gaps in current, qualitative and quantitative cyberpsychological, research. Discussions and assignments will, provoke critical thinking and help students, explore potential areas of interest for research.

**PSY 530 Research & Ethics in Cyberp (3 Credits)**

This course is designed to provide the student, with a collection of ethical guidelines for, conducting social science research, with an, emphasis on non-traditional sources of data, collection. Traditional research methods and, principles of ethical conduct for conducting a, psychological study are introduced. Strategies, needed to effectively plan, design, evaluate and, disseminate cyberpsychological research are, discussed.

**PSY 535 Quantitative Research Methods (3 Credits)**

This course focuses on understanding quantitative, research applied to the critical examination of, human behavior. Methodologies and theoretical, foundations are discussed, building upon, descriptive and inferential statistical, techniques.

**PSY 536 Qualitative Research Methods (3 Credits)**

This course focuses on understanding qualitative, research applied to the critical examination of, human behavior. Methodologies and theoretical, foundations are with particular emphasis on both, emic and etic approaches consistent with field, interviewing, focus group surveying, and, examination of publicly available source material., Data analytic approaches will be examined and, academic article critique will be included.

**PSY 540 Consumer & Media Cyberpsychology (3 Credits)**

This course will introduce students to the, psychology of the consumer and the media in an, increasingly digital world. Student will examine, the relevance of psychology theory and research to, understand how social media in particular impacts, the social and economic well-being of individuals, within different societies. Students will explore, how consumer preferences are shaped and influenced, by the different media available to them, as well, as how information is cultivated and delivered to, people based on big data sourcing and algorithms, that leverage users online activity.

**PSY 550 Human-Computer Interaction (3 Credits)**

Human-computer (HCI) is an interdisciplinary field, that integrates theories and methodologies from, computer science, cognitive psychology, human, factors, digital learning, and other related areas., This course will cover the basic theory and, methods that exist in the field, and use case, studies, critical thinking and experiential, activities to examine the potential applications, of HCI in physical and digital environments.

**PSY 560 Virtuality (3 Credits)**

Virtuality explores the artistic, scientific, and, clinical application of reality and actuality on, human behavior. Diverse and interdisciplinary, approaches will be used to explore the, intersection between society, culture, technology, , and digital connectivity to better understand, methods of increasing quality of life and, life satisfaction. This course incorporates psychological theories which, support the biological bases of behavior, sensation and perception, cognition and, communication, and mental health care to, facilitate the critical examination of how, virtual and augmented reality and related, technologies are leveraged to improve human, functionality and performance.

**PSY 570 Forensic Cyberpsychology (3 Credits)**

This course addresses the research and application, of psychological knowledge to different areas of, (digital) forensics specifically as they apply to, the intersection of psychology, sociology, and, criminal justice. Classifying cybercrimes and, applying forensic psychology to deviant online, behavior from criminological and forensic, psychological theoretical perspectives will be, addressed.

**PSY 580 Cybercognition & Behavior (3 Credits)**

This course is designed to teach the underlying, principles of human cognition (i.e., attention,, thinking, perception, intelligence, comprehension,, memory, decision-making, problem solving,, reasoning) as it applies to human behavior in, cyberspace. Attention will be given to the, comparison of online versus offline behavior and, decision making. This course deals with, understanding how higher mental processes are, influenced by digital technologies, and provides, relevant theories and research to support a deeper, understanding of cybercognition.

**PSY 590 Cyberpsychopathology (3 Credits)**

This course offers a broad overview of abnormal, psychology and applies concepts to behaviors, commonly impacted by digital technologies. Topics, may include how to define normal versus abnormal, behavior, diagnostic features and etiology of, well-established psychopathology, prevalence and, treatment of psychopathology and related, disorders, critical evaluation of current debates, about digital addictions and online self-help, and, a focus on the influence of societal and systemic, factors.

**PSY 600 Cyberpsychology Internship (3 Credits)**

Internship experience in a cyberpsychology related, position provides the student with an opportunity, to apply their knowledge in an applied setting., Internship does not guarantee future employment but, aims to significantly enhance marketability, post-graduation. Internships may require a, physical presence for 5-20 (or more) hours, per week, with credit hours (minimum of 1 maximum of, 3 per semester) commensurate with anticipated, hours of work. The course instructor will also, provide indirect supervision and oversee required, documentation and evaluation completion. All, training opportunities must be approved by the MS, CyberPsychology Program Coordinator prior to their, start. Students are also required to complete, course assignments facilitated by the course, instructor. Students may repeat this course for, credit multiple times up to 9 semester credit, hours in total.

**PSY 610 Cyberpsychology Research I (3 Credits)**

This course facilitates the formal research process, for the student to develop, refine, carry out and, analyze data in pursuit of a successful capstone, project. In this course, students will work with, their instructor to identify an appropriate and, researchable capstone topic and prepare the, required background information and documentation, needed to execute their study. Students will, conduct literature reviews and formulate a, full research proposal outlining all areas of their, proposed study. Students will prepare all, documentation for institutional review board, review and carry out their research study, leading, directly into PSY690 (Capstone) where they will, finalize and present their project. PSY610 is, repeatable and students are required to complete 9, credits prior to enrolling in PSY690.

**PSY 620 Cyberpsychology Research II (3 Credits)**

This course is the second of three formal research, courses required to prepare the student for a, successful capstone project completion. In this, course, students will work with the instructor to, implement and execute their study, directly, following from their progress in PSY 610., Students are expected to begin the process of, collecting data and formalizing their capstone, documentation in preparation for the capstone, course.

**PSY 690 Cyberpsychology Capstone (3 Credits)**

The CyberPsychology Capstone is the final course, in the research sequence. Building on the progress, achieved in PSY610, students will be prepared to, compile their results in a comprehensive research, report and present their research findings for, approval. Capstone completion is acknowledged, after the student successfully presents and defends, their project, representing the culmination of the, student's development throughout the program and, the final deliverable prior to earning the MS, CyberPsychology degree.

## Social Work (SWK)

**SWK 500A Special Topics in Soc Work- Neurosciences and Social Work (3 Credits)**

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 500B Special Topics in Soc Work (3 Credits)**

Contact the department for specific course information

**SWK 500C Special Topics in Soc Work (3 Credits)**

Contact the department for specific course information

**SWK 500D Special Topics in Soc Work (3 Credits)**

Contact the department for specific course information

**SWK 512 Case Management in Social Work (3 Credits)**

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 Social Work With Military Families (3 Credits)**

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 591 Individual Studies Social Work (3 Credits)**

See department for specific course information.

**SWK 614 Social Entrepreneurship and Grantsmanship (3 Credits)**

This course introduces students to both theory and, practice of social entrepreneurship and, grantsmanship. It addresses social problems and, unmet needs of public and private entities thus, creating business opportunities. This course, provides students with concepts and tools to help, secure financial resources for nonprofit and for, profit organizations. Students explore the, essential elements of entrepreneurship, grant, writing, and fundraising. The course is primarily, oriented toward graduate level social work, students interested in owning their own business, and or acquiring leadership and managerial skills, associated with nonprofit and for profit human, service organizations.

**SWK 626 Foundation of Human Behavior and the Social Environment (3 Credits)**

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 Ethnicity (3 Credits)**

This course is concerned with the particular development of ethnic, racial, religious groups, and cultural diversity in America. Theories of ethnicity, race, religion, and intergroup relations, their relevance to social work, the functions of and models for their study, derived from social research, are examined. Social issues, models for intervention designed to ameliorate unjust and oppressive conditions, and the impact of America's pluralism are explored. Concepts of culture, ethnicity, race, religion, prejudice and discrimination, and their influence on social welfare programs and social work practice are emphasized. Included are examination of ethnocentrism, racism, intergroup conflict, segregation, and other practices that have profound impact on the education, health, housing, employment, crime and delinquency, and mental and emotional health of individuals, families, groups, and communities.

**SWK 651 Social Welfare Policy and Services (3 Credits)**

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 652 Social Welfare Policy and Services II: P (3 Credits)**

The purpose of this course is to build student, knowledge, skills, and values to change social, institutions to be more humane, equitable,, socially just, inclusive, and responsive to, increasingly diverse human needs through social, policy and advocacy.

**SWK 663 Trauma and the Military (3 Credits)**

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 noncombatants (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 163 disabilities, people of color, college students, bisexual or transgendered persons are addressed.

**SWK 675 Social Work Profession (3 Credits)**

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 690A Field Practicum I (3 Credits)**

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 690B Field Practicum I (3 Credits)**

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 693A Msw Field Practicum Orientation I (0 Credits)**

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 693B Msw Field Practicum Orientation I (0 Credits)**

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 Research Methods I (3 Credits)**

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 Research Methods II (3 Credits)**

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 Differential Approaches to Treatment (3 Credits)**

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 Intervention Strategies With Military Families and Personnel (3 Credits)**

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 Differential Assessment in Social Work (3 Credits)**

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 as

**SWK 736 Substance Abuse (3 Credits)**

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 740 Stem-Health for Social Workers (3 Credits)**

This course presents STEM-Health principles that, are informed by science (bodily systems),, technology (biomedical), engineering, (pharmaceutical/mechanical), and mathematics, (epidemiology) as applied to military personnel, having suffered injuries or illnesses.

**SWK 750 Continuing Registrar in Social Work (1 Credits)**

See department for specific course information.

**SWK 753 School Social Work (3 Credits)**

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 Policies and Services for Aging (3 Credits)**

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 Community Mental Health Policy and Service (3 Credits)**

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 Child Welfare Policies and Services (3 Credits)**

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 Military Policies and Services (3 Credits)**

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 Community Practice (3 Credits)**

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 Social Planning & Program Development (3 Credits)**

This course introduces students to the principles,, processes, methods, and techniques of social, planning. Centering its focus on cultural, diversity and social justice, it examines various, assumptions, theoretical models, and approaches to, social planning in community development.

**SWK 764 Leadership and Management in SW Admin (3 Credits)**

This course provides students with theories,, models, and skills in social work administration, and supervision in public and private human, service organizations. It emphasizes, administrative and supervisory knowledge and, skills in direct and indirect social work practice, in complex governmental and non-governmental, organizations.

**SWK 765 Financial Capability and Asset Building (3 Credits)**

This course provides an introduction to the field, of financial capability and asset building, practice along with core content about economics. , It includes poverty, personal household finance,, financial access, and related economic content. , Learning focuses on economic and financial concepts, related to individuals and families across the, life span, communities, and oppressed populations, experiencing poverty.

**SWK 771 Social Work With Individuals (3 Credits)**

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 Social Work With Groups (3 Credits)**

This course provides students with the knowledge about social work group theory perspectives and the experimental application of group-based clinical skills for social work group interventions.

**SWK 773 Application of Group Skills (3 Credits)**

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 Social Work With Families (3 Credits)**

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 Advance Social Work With Families (3 Credits)**

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 790A Field Practicum II (6 Credits)**

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 790B Field Practicum II (6 Credits)**

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 793A Msw Field Practicum Orientation I (0 Credits)**

Prerequisite: SWK 790 A & B Co-Requisite: Enrollment 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 793B Msw Field Practicum Orientation II (0 Credits)**

Prerequisite: SWK 790 A & B Co-Requisite: Enrollment 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 Evaluative Research (3 Credits)**

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 Seminar: Scholarly Writing (3 Credits)**

This course demonstrates effective implementation, and dissemination of written ideas as a process, for a career in academia. It defines writing as, advancing the knowledge base of the discipline and, profession through publication.

**SWK 811 Theories and Models of Practice (3 Credits)**

This course examines the epistemological basis for, social work practice. It analyzes classic and, contemporary theories and models of practice, within the context of current diversity and social, justice issues.

**SWK 812 Innovative Pedagogy (3 Credits)**

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 Introd Research Methods for Social Work (3 Credits)**

This course examines the methods and modality of, research inquiry into systems that influence, social work practice and policy. Students will, learn research design and types of data analysis, techniques.

**SWK 814 Social Welfare History and Philosophy (3 Credits)**

This course examines the history and philosophy of, social welfare policy and the development of, social work profession in the United States from, colonial America to the present time.

**SWK 815 Theory for Family-Centered Social Work Practice (3 Credits)**

This course builds on the core courses through a focus on the family systems. It examines the ecosystems concepts and family theory currently available for family assessment and intervention.

**SWK 816 Qualitative Research Methods (3 Credits)**

This course introduces the theory, method, and, practice of qualitative research. Students will, learn how to analyze narrative data thematically, using the constant comparative method.

**SWK 817 Social Policy Analysis and Evaluation (3 Credits)**

This course builds on SWK 814 by introducing, students to the concepts, methods, and theory of, public policy-making process (at the local, state,, and federal governments) and social policy, analysis and evaluation to address social problems, in society.

**SWK 818 Seminar: Diversity, Equity, & Inclusion (3 Credits)**

This course explores the basis of classic and, modern biopsychosocial theories within the, construct of those who experience social,, economic, and political injustice. Theoretical, frameworks are examined that promote diversity,, equity, and inclusion.

**SWK 819 Advanced Research Methods for Social Policy (3 Credits)**

This course examines techniques of multivariate, analysis, including multiple regression, logistic, regression, multinomial regression, hierarchical, multiple regression, multi-level modeling, and, factor analysis.

**SWK 820 Seminar: Culture, Privilege, and Oppression (3 Credits)**

This course explores the basis of cultural, diversity theories within the construct of those, who experience social injustice. Theoretical, frameworks are examined that address privilege and, oppression in the context of multiculturalism.

**SWK 821 Applied Structure Equation Modeling (3 Credits)**

This course introduces simultaneous estimation of, multiple equations and deals with causally related, observed and latent variables. Topics include, model specification, identification, model fit,, path analysis, and confirmatory factor analysis.

**SWK 822 Curriculum Development, Organ and Change (3 Credits)**

This course addresses dynamics, structures,, processes, and goals of curricular development and, change in social work education. Special attention, is given to the philosophy of education, and the, contemporary trends and issues.

**SWK 829 Advanced Research Practice in Social Work (3 Credits)**

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 Seminar Social Work Research (3 Credits)**

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 831 Mixed Methods Research in Scl & Hlth Sci (3 Credits)**

This course provides an overview of mixed methods, research and emphasizes applications in social and, health sciences. Topics include design, data, collection, analysis, and integration of, qualitative and quantitative methods.

**SWK 832 Epidemiology in Pub Hlth & Soc Wel (3 Credits)**

This course introduces principles, methods, and, applications of epidemiology in public health and, social welfare. Topics include epidemiological, designs, outbreak investigation, descriptive and, analytical approaches to assessing health and, diseases.

**SWK 833 Program Evaluation in Social Services (3 Credits)**

This course introduces methods to evaluate social, programs, services, and interventions. Topics, include needs assessment, program design, logic, model, formative and summative evaluations,, process evaluation, cost effectiveness, and impact, assessment.

**SWK 834 Writing for Publication (3 Credits)**

This course covers knowledge and skills necessary, to write and to prepare manuscripts for, peer-reviewed publications. Topics include, publication process, peer review, writing, strategies, and steps for submission.

**SWK 840 Social Work and Criminal Justice Policie (3 Credits)**

This course examines varying goals and values, underlying criminal justice policies in the United, States, the process of policy development, and the, ways such policies shape the daily operations of, the criminal justice system.

**SWK 889 Research Practicum (3 Credits)**

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 Dissertation Seminar (3 Credits)**

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 Comprehensive Examinations (0 Credits)**

Comprehensive Exams are required for candidacy.

**SWK 999A Doctoral Dissertation (9 Credits)**

Candidates for the PhD in Social Work are required, to plan, carry out, and report the results of an, original, independent study in the form of a, doctoral dissertation.

**SWK 999B Doctoral Dissertation (9 Credits)**

Candidates for the PhD in Social Work are required, to plan, carry out, and report the results of an, original, independent study in the form of a, doctoral dissertation.

**SWK 999C Dissertation Continuing Registration (1 Credits)**

Continuous registration is required for all, degree-seeking graduate students. Doctoral, candidates are required to maintain continuous, enrollment until completion of all dissertation, requirements

## Special Education (SPE)

**SPE 501A Education of the Handcap (1 Credits)**

See department for specific course information.

**SPE 501B Contact Department (1 Credits)**

See department for specific course information.

**SPE 501C Contact Department (2 Credits)**

See department for specific course information.

**SPE 501D Contact Department (1 Credits)**

See department for specific course information.

**SPE 501E Contact Department (1 Credits)**

See department for specific course information.

**SPE 501G Inclusion Model (3 Credits)**

See department for specific course information.

**SPE 501H Contact Department (3 Credits)**

See department for specific course information.

**SPE 501I Contact Department (3 Credits)**

See department for specific course information.

**SPE 501J Contact Department (3 Credits)**

See department for specific course information.

**SPE 501K Contact Department (1 Credits)**

See department for specific course information.

**SPE 501L Primer for Grant Writing (1 Credits)**

See department for specific course information.

**SPE 501M Pratical Apps of Pro Dev Skill (1 Credits)**

See department for specific course information.

**SPE 501N Pra Aps of Prop Dev Skills (1 Credits)**

See department for specific course information.

**SPE 501O Plan and Cond Prof Dev Act (1 Credits)**

See department for specific course information.

**SPE 510 Introduction to Exceptional Individuals (3 Credits)**

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 Foundations of Special Education: Legal and Ethical Aspects of Educating Exceptional Learners (3 Credits)**

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.

**SPE 516 Managing Human Behaviors (3 Credits)**

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 multicultural environment.

**SPE 516A Managing Human Behavior-Adapted (3 Credits)**

Contact the department for specific course information

**SPE 523 Attributes and Medical Conditions Associated With Disabilities (3 Credits)**

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/ProfessionalObservationHandbook.pdf>).

**SPE 523A Attributes and Medical Conditions Associated With Disabilities-Adapted (3 Credits)**

Contact the department for specific course information

**SPE 523V Characteristics of Students With Visual Impairments (pre/Co-Requste Course) (2 Credits)**

Contact the department for specific course information

**SPE 524V Braille Code (3 Credits)**

Contact the department for specific course information

**SPE 525V Medical and Educational Implications of Visual Impairments (3 Credits)**

Contact the department for specific course information

**SPE 526V Orientation and Mobility (2 Credits)**

See department for more information

**SPE 532 Curriculum & Instructional Procedures for Teaching Students With Mild Disabilities (3 Credits)**

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 twentyhour clinical experience is required.

**SPE 532V Curriculum and Assessment for Students With Visual Impairments (3 Credits)**

Contact the department for specific course information

**SPE 533V Assistive Technology for Individuals With Sensory Impairments (3 Credits)**

Contact the department for specific course information

**SPE 534 Individualized Education Program Implementation: Alternative Strategies for Teaching Students With Mild Disabilities (3 Credits)**

Contact the department for specific course information

**SPE 538 Nature of and Strategies for Teaching Individuals With Severe Disabilities (3 Credits)**

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 twentyhour practicum is a requirement for this course.

**SPE 538A Nature of and Strategies for Teaching Individuals With Severe Disabilities (3 Credits)**

Contact the department for specific course information

**SPE 540 Collaboration Procedures (3 Credits)**

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 Collaboration Procedures-Adapted (3 Credits)**

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 Reading and Literacy Instruction for Exceptional Learners (3 Credits)**

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 542A Reading and Literacy Instruction for Exceptional Learners (3 Credits)**

See department for more information

**SPE 544 Nature of and Strategies for Teaching, Students With Learning Disabilities (3 Credits)**

The advanced course includes historical and , theoretical perspectives, definitions and , characteristics, related effects, legal and , ethical considerations, assessment procedures, , program planning, and implementing instruction for, expanding literacy and subject-area performance., Educational experiences focus on teaching , linguistically and culturally diverse individuals , with learning disabilities. A 20 hour practicum , is a requirement of this course.

**SPE 545 Collaboration, Inclusion, Transition and Other Curriculum Adjustments (3 Credits)**

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 545A Transition Procedures-Adapted (3 Credits)**

Contact the department for specific course information

**SPE 545B Transition Procedures (3 Credits)**

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 545V Consultation and Collaboration (3 Credits)**

Contact the department for specific course information

**SPE 610 Education in Urban and Global Environments (3 Credits)**

This course is designed to provide students with an 169 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 Assessment and Evaluation in Ecc (3 Credits)**

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/ProfessionalObservationHandbook.pdf> ).

**SPE 613A Assessment and Evaluation-Adapted (3 Credits)**

Contact the department for specific course information

**SPE 613V Teaching Methods for Students With Visual Impairment (3 Credits)**

See department for more information

**SPE 616V Braille Reading and Writing (3 Credits)**

Contact the department for specific course information

**SPE 619 Educational Aspects of Abnormality (3 Credits)**

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 622 Comm Dvlp Svr/Prf (3 Credits)**

Contact the department for specific course information

**SPE 640 Psychoeducational Diagnostic Measures (3 Credits)**

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 Physical and Occupational Therapy (3 Credits)**

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 641A Physical and Occupational Therapy Procedures-Adapted (3 Credits)**

Contact the department for specific course information

**SPE 643 Communication Development for Early Childhood Special Education (3 Credits)**

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/ProfessionalObservationHandbook.pdf> ).

**SPE 643A Communication Development for Individuals With Severe Disabilities (3 Credits)**

This course focuses on finding and/or developing appropriate alternative means of communication for non-verbal persons with severe disabilities with the use of the many new methods and materials including hardware and software that are emerging today.

**SPE 654 Special Education Seminar (3 Credits)**

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 Guidance and Counseling (3 Credits)**

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 Case Work and Rehabilitation Counseling (3 Credits)**

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 Rehabilitation Counseling: Occupational Information and Placement (3 Credits)**

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 Ethical Rehabilitation Strategies for the Empowerment of Culturally Diverse Populations (3 Credits)**

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 Research Methods in Special Education (3 Credits)**

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 Internship in Teaching Students With Mild Disabilities (3 Credits)**

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 699A Internship: Special Education (6 Credits)**

See department for more information

**SPE 699D Internship in Teaching Students With Severe Disabilities (6 Credits)**

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 Internship in Rehabilitation Counseling (6 Credits)**

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.

## Urban Affairs (UAF)

**UAF 570 Introduction to Urban Studies (3 Credits)**

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 Information Systems and Urban Administration Research and Evaluation (3 Credits)**

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 580 Urban Health and Disparities (3 Credits)**

This is an interdisciplinary course combining the perspectives from Urban Affairs, Public Health, and Sociology. The course will provide students, with a framework for investigating urban health, and how it is shaped by and impacts, demographic forces such as race and class. The disparities in American and global cities which, impact the public health, and the provision of, healthcare will be examined. Urban Health, disparities on phenomena such as physical, mental, and social health, food security, transportation, and crime will be examined. The role of, disenfranchised communities in creating healthy, cities will be examined.

**UAF 611 Urban Problems in Contemporary America (3 Credits)**

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 Structural Models for Urban Action (3 Credits)**

This course provides practice in studying urban settlements with a view of understanding the relatively stable structures setting limits on community publication. 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 Executive Management and Leadership (3 Credits)**

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 Housing and Redevelopment Policy in Urban Change (3 Credits)**

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 690 Advanced Seminar: Urban Policy Analysis and Program Development (3 Credits)**

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 considerations.

**UAF 693 Urban Community Field Placement (3 Credits)**

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 697 Urban Research Methods I (3 Credits)**

This course focuses on the research design method of data collection and problems of measurement.

**UAF 698 Urban Research Methods II (3 Credits)**

This course focuses on data reduction, analysis, interpretation, application and utilization of data.

**UAF 699 Thesis/Urban Affairs (6 Credits)**

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 750 Continuing Registration (0 Credits)**

Contact the department for specific course information

**UAF 752 Comprehensive Exam (0 Credits)**

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.

## Urban Education (UED)

**UED 500A Tpcs:curclm & Inst Proc Mus Ed (3 Credits)**

Contact the department for specific course information

**UED 502 Integrat Tch Lea K-12 (3 Credits)**

WHRO

**UED 505 Reading in the Content Area (3 Credits)**

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 505B Designing/Deliver Effective Online Instr (3 Credits)**

This introductory course is designed to provide students the opportunity for examination of basic concepts and principles of distance learning, the theoretical underpinnings of the field, application of research literature, and distance education delivery technologies. A systematic approach to the design, development, delivery, and evaluation of instruction for learners at a distance is emphasized. Special attention is given to the course management systems, (Blackboard).

**UED 505C Advanced Techniques for Online Instruct (3 Credits)**

This course emphasizes an advanced instructional design approach to the development of online courses that are engaging and effective, and in alignment with standards and best practice as identified by research. The course also addresses blended learning environments, synchronous and asynchronous concerns, the use of a variety of media such as video and audio along with accessibility concerns, and effective evaluation of online course design.

**UED 505H Uni Desgn Aut to for Cur Integ (3 Credits)**

Universal Design Authoring Tools for Curri Integra

**UED 599 Teaching Internship (9 Credits)**

Contact the department for specific course information

**UED 600 Introduction to Administration and Leadership (3 Credits)**

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 Data-Driven Leadership & Technology (3 Credits)**

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 School Leadership Issues and Trends (3 Credits)**

This course is intended to provide participants with a theoretical and practical overview of leadership expectations in school settings. Participants 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 606 Multicultural Counseling (3 Credits)**

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.

**UED 606C Multicultural Counseling (3 Credits)**

The Community Counseling Program is committed to developing competent, compassionate, cooperative and committed counselors. This course examines the impact of culture on behavior and how to use that knowledge to increase effectiveness in counseling indiv INCOMPLETE

**UED 610 Advanced Educational Psychology (3 Credits)**

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. Participants will conduct in-depth study into moral development, values clarification and perceptual and cognitive factors in learning and reading. Emphasis is placed on the application of the theories and principles to develop curricula and to validate programs in urban education.

**UED 617 Organization Behavior in a Multicultural Society (3 Credits)**

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 Legal & Ethical Issues in Counseling (3 Credits)**

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 621C Introduction to Professional Counseling (3 Credits)**

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 Counseling Theory and Psychotherapy (3 Credits)**

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, selfunderstanding, and self-evaluation. This course is 173 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 623C Counseling Skills and Techniques (3 Credits)**

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 Program Evaluation and Development (3 Credits)**

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 School and Community Relations (3 Credits)**

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 Community and Agency Counseling (3 Credits)**

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 Grp Counseling and Human Relationships (3 Credits)**

See department for more information

**UED 637 Curriculum Development and Technology (3 Credits)**

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 Classroom Management for School Counselors (3 Credits)**

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 641 Supervision and Evaluation of Instruction (3 Credits)**

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 Addiction Counseling (3 Credits)**

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 644C Addiction Counseling (3 Credits)**

This course addresses etiology and treatment of addictive behaviors (e.g. substance abuse, gambling, etc). Theories linked with addiction to biological, psychological, and other factors will be evaluated critically with an emphasis on developing effective

**UED 645 Evaluation and Instruction (3 Credits)**

See department for more information

**UED 645C Testing and Assessment in Counseling (3 Credits)**

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 670 School Law (3 Credits)**

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 School Finance (3 Credits)**

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 681 Personnel Management and Staff Development (3 Credits)**

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 Curriculum and Instructional Procedures in Mathematics (3 Credits)**

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 685 Curriculum and Instructional Procedures in Science (3 Credits)**

Contact the department for specific course information

**UED 686 Curriculum and Instructional Procedures in Fine Arts (3 Credits)**

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 Curriculum and Instructional Procedures in English (3 Credits)**

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 Curriculum and Instructional Procedures in History (3 Credits)**

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 Research/Writing (3 Credits)**

This course is designed to assist graduate students in education and the behavioral sciences develop skills associated with the systematic investigating, collecting, classifying, interpreting, and reporting of data. It will familiarize students with scholarly research, terminology, and methodology for evaluating and writing a research proposal.

**UED 692 Research Methods (3 Credits)**

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 with scholarly research,, terminology, and methodology for evaluating and, writing a research proposal.

**UED 692C Research Methods (3 Credits)**

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 with scholarly research, terminology, and methodology for evaluating and writing a research proposal.

**UED 710C Practicum I (3 Credits)**

The course is designed to provide candidates supervised work in the counseling profession. During this practicum experience the candidates will apply knowledge and skills learned throughout the program as they work with clients in a supervised field place

**UED 720C Practicum II (3 Credits)**

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 Applied Research I (3 Credits)**

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 indepth study of an area that is not normally part of the 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 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 792 Applied Research II (3 Credits)**

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 indepth study of an area that is not normally part of the 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 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 Internship (3 Credits)**

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 Internship I (3 Credits)**

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 issues as categorized in the standard diagnostic nomenclature of Virginia

**UED 794 Internship II (3 Credits)**

This course serves as an extension of UED 793 (see UED 793)

**UED 794C Internship II (3 Credits)**

Provides a systematic sequence of professional experiences under the supervision of a Counselor in the field of community counseling. Three hundred (300) clock hours of professional experience, arranged in the several areas of professional specialty are

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