



# UNION UNIVERSITY

Since 1823

## Graduate Catalogue

This publication is intended as a description of the graduate academic programs and activities of Union University. While it is not an offer to make a contract, it is offered as a comprehensive description that can serve as a guide for students contemplating study or already enrolled at Union University.

The administration and faculty believe that the educational and other programs of the University described in this catalogue are effective and valuable. The ultimate results of programs offered in terms of achievement, employment, professional licensing, or other measure, are dependent on factors outside the programs, such as the personality and energy of the student, governmental or institutional regulations, and market conditions. Therefore, except as specifically stated herein, the University makes no representation or contract that following a particular course or curriculum will result in specific achievement, employment or qualification for employment, admission to degree programs, or licensing for particular professions or occupations.

In compliance with all applicable state and federal law, including provisions of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, Union University does not illegally discriminate on the basis of race, sex, color, national origin, age, disability, or military service in admissions; in the administration of its education policies, programs, or activities; or in employment. Under federal law, the University may discriminate on the basis of religion in order to fulfill its purposes. Persons who believe their rights under this policy have been violated should contact the Office of the President.

In compliance with its duties under state and federal law, Union University makes an annual report of campus crime statistics and campus security policies. These reports are distributed annually to current students and employees. Prospective students and employees may request copies of the reports from the Office of Safety and Security.

2000—2001

# Table of Contents

Statements of Purpose .....	4
Accreditation and Membership .....	3
History of the University .....	4
Graduate Studies .....	6
Graduate Governance and Admission .....	6
Student Life .....	7
Academic Policies .....	9
Financial Policies .....	11
Graduation Policies and Requirements .....	14
<b>The McAfee School of Business</b>	
Administration .....	16
M.B.A., Program Specific Policies .....	18
M.B.A., Course Descriptions .....	18
<b>The School of Education and</b>	
Human Studies .....	20
M.A.Ed., Program Specific Policies .....	21
M.A.Ed., Course Descriptions .....	26
M.Ed., Program Specific Policies .....	36
M.Ed., Course Descriptions .....	37
The Teacher Education Program .....	39
Ed.S., Program Specific Policies .....	42
Ed.S., Course Descriptions .....	45
<b>The School of Nursing .....</b>	
M.S.N., Program Specific Policies .....	48
M.S.N., Course Descriptions .....	49
Advisory Boards .....	52
The Board of Trustees .....	54
The President's Advisory Council .....	55
Administration .....	56
Graduate Faculty .....	57

## DIRECTORY

<b>Jackson Campus</b>	<b>(Area Code 901)</b>
1050 Union University Drive Jackson, TN 38305-3697	
McAfee School of Business	
Administration	661-5360
M.B.A. Program Director	661-5366
E-mail	bperry@uu.edu
FAX	661-5366
Graduate Studies in Education	
M.A.Ed. Program Director	661-5374
E-mail	hbutler@uu.edu
M.Ed. Program Director	661-5374
E-mail	hbutler@uu.edu
Ed.S. Program Director	661-5483
E-mail	matkins@uu.edu
FAX	661-5504
The School of Nursing	
M.S.N. Director	661-5200
E-mail	661-5325
FAX	jwebb@uu.edu
	661-5504
Bookstore, Lifeway	668-9492
Business Services	668-1818
	661-5298
Computing Services Help Desk	661-5400
EMERGENCY (Campus Security)	661-5018
Financial Aid (student loans)	661-5212
Library	661-5070
Student Services	661-5100
<b>Germantown Campus</b>	<b>(Area Code 901)</b>
2745 Hacks Cross Road Germantown, Tennessee 38138	
The McAfee School of Business	
M.B.A. Director	624-1043
FAX	759-1197
E-mail	sarendall@uu.edu
Graduate Studies in Education	
M.Ed. Director	759-3905
E-mail	neasley@uu.edu
FAX	759-1197
The School of Nursing	
M.S.N. Director	661-5235
E-mail	jwebb@uu.edu
FAX	661-5504

# AN OVERVIEW OF THE UNIVERSITY

## Statements of Purpose

### Mission

The mission of Union University, a higher education institution of the Tennessee Baptist Convention, is to provide quality undergraduate and graduate education to students of qualified preparation and good character in ways consistent with the following guiding principles.

### Guiding Principles

- **Academics:** Union University is committed primarily to an undergraduate liberal arts education, including a required core curriculum of general education, and opportunities for specialization in selected professional areas. Union expects undergraduate students to demonstrate competency in analytical skills and communication skills, knowledge of the cultural, social, historical, and scientific aspects of life, and an understanding of their chosen area of specialization. Union also offers graduate programs in selected professional areas. Union expects graduate students to demonstrate within their disciplines advanced knowledge and skills. Graduates are expected to demonstrate both leadership and high performance.
- **Christian Values:** Union University endeavors to give an articulate and vigorous witness to the Christian faith as the unifying principle around which one relates learning to life. Each student is encouraged to explore in depth the basis, meaning, and implications of his or her relationship to God in Jesus Christ. A distinctive part of Union's purpose is the preparation of students for leadership positions in churches.
- **Development of the Whole Person:** Union University defines the whole person under the sovereignty of God to be a person of intellectual, spiritual, social, psychological, and physical dimensions. By means of a holistic education process, Union University endeavors to approach students from these perspectives, and to provide the atmosphere, opportunities, and resources for students to know wholeness within the context of a community of learners.
- **Personal Attention:** Union University seeks to practice the Christian faith by demonstrating thoughtfulness and concern for students and by giving personal attention to their needs, both inside and outside the classroom.

## The University's Goals

- To cultivate a Christian community which provides a **person-centered, service-oriented** approach to students, faculty, staff, alumni, and other constituents.
- To provide strong educational programs within a highly respected **academic** environment.
- To admit only students **capable of successfully completing** the educational expectations of Union University.
- To ensure that Union University remains sensitive to students' financial needs by remaining an **affordable** institution of higher education.
- To **increase enrollment** and to provide additional personnel services, facilities, and equipment to meet the academic and personal needs of students.
- To provide the atmosphere and services associated with a predominantly **residential** campus consistent with the university's guiding principles.
- To foster **Christian values**, educate **spiritual leaders**, and provide services to the affiliated **churches of the Tennessee Baptist Convention**.
- To offer **informational, artistic, and educational services** in selected fields to the West Tennessee community and beyond.

(Adopted by the Faculty and the Board of Trustees, 1994)

## Accredited By

Union University is accredited by the *Commission on Colleges of the Southern Association of Colleges and Schools* (1866 Southern Lane, Decatur, GA 30033-4097; Telephone 404-679-4501) to award baccalaureate, masters and education specialist degrees. The University also has the following discipline-specific accreditation:

*National Association of Schools of Music*  
*The National League for Nursing Accrediting Commission*  
*Teacher Education Program, Tennessee State Department of Education*  
*Tennessee Health Related Boards*

The University is a candidate for the following discipline-specific accreditation:

*Council on Social Work Education*  
*National Council for the Accreditation of Teacher Education*

## Member Of

American Association of Colleges of Nursing  
American Association for Colleges of Teacher Education  
American Association of Collegiate Registrars and Admissions Officers  
Associations for Christians in Student Development  
Association of Collegiate Business Schools and Programs  
Association of Southern Baptist Colleges and Schools  
Baptist Association for Student Affairs  
Concurrent Admissions Program  
Council for Christian Colleges and Universities  
Council of Baccalaureate and Higher Degree Programs of the National League for Nursing  
Council on Undergraduate Research  
Council for the Advancement and Support of Education  
Independent Liberal Arts Colleges in Teacher Education  
National Art Education Association  
National Association of College Admissions Counselors  
Service Members Opportunity Colleges  
Southern Council of Collegiate Education for Nursing  
Tennessee Association for Colleges of Teacher Education  
Tennessee Association for Counseling and Development  
Tennessee Association of Collegiate Registrars and Admission Officers  
Tennessee College Association

## The University's History

Union University is an heir of three antebellum Tennessee schools—West Tennessee College and its predecessor, Jackson Male Academy, both located at Jackson, and of Union University, located at Murfreesboro—and it is the inheritor of another college in 1927, Hall-Moody Junior College of Martin.

Jackson Male Academy, founded in 1823 shortly after the opening of West Tennessee for settlement, was chartered by the legislature in 1825, making it the earliest school whose roots are linked with what later became the Southern Baptist Convention.

West Tennessee College originated in the mid-1840s when supporters of the Academy secured a charter for a college and received an endowment from the state to come from the sale of public lands. Under its charter, the property rights and governance of the Jackson Male Academy were vested in the trustees of the College. The College offered three degrees—bachelor of arts, bachelor of philosophy, and master of arts—and had four departments: Moral Philosophy, Languages, Mathematics, and Natural Philosophy and Chemistry. West Tennessee College continued until 1874, when at a time of depressed economic conditions, the trustees offered the College's buildings, grounds, and endowment to Tennessee Baptists in the hopes of attracting a southwestern regional university planned by the state's Baptist leaders.

Meanwhile, after years of discussion and the raising of an endowment, the Baptist General Assembly of Tennessee in 1848 established Union University at Murfreesboro, near the geographical center of the state. Union University came upon hard times when in 1859 its highly respected president, Dr. Eaton, died and when during the Civil War its campus was badly damaged. It reopened in 1868 only to close again in 1873, largely because of its financial condition and an epidemic of cholera.

Southwestern Baptist University, the immediate predecessor of the present Union University, originated because of a desire by Tennessee Baptists, who still had a separate convention for each of the state's three Grand Divisions, for greater unification. Education became the core issue around which such unification was promoted. Committees of the three conventions met jointly in Humboldt in 1873 and issued a resolution supporting the establishment of a first-class regional university. An Educational Convention met in Murfreesboro in 1874, and following that a committee was appointed to select a location for the proposed university. The committee recommended the acceptance of the offer made by the citizens of Jackson to assume ownership of West Tennessee College.

In September 1874, the new institution opened at Jackson as an academy, and in 1875 it was chartered as Southwestern Baptist University. In 1907, Dr. T. T. Eaton, a trustee at Southwestern from its beginning, bequeathed his 6,000 volume library to the college. He was a former professor at Union University at Murfreesboro, where his father, Dr. Joseph H. Eaton, had been president. Shortly thereafter the name of Southwestern Baptist University was changed to Union University to honor the Eatons

and others from Union at Murfreesboro who had had a major impact on Southwestern as faculty, administrators, trustees, and contributors. In a further move to unify its educational efforts, the Tennessee Baptist Convention in 1925 secured a new charter which vested all rights, authority, and property of Union University in the Convention, including the election of the University's trustees. Two years later, the Convention was able to consolidate Hall-Moody Junior College at Martin (1900-1927) with Union University. During the 1920s, Union discontinued its graduate program, its Law Department, and its high school and added a bachelor of music degree program.

After a major fire in 1912, several new buildings were constructed, including the centerpiece of the campus for the next 60 years, Barton Hall. In 1948 the Southern Association of Colleges and Schools granted Union University its original accreditation. In 1962, at the request of local physicians, Union developed a nursing program with the assistance of Jackson-Madison County General Hospital.

Because of the deterioration of its aging campus, Union in 1975 moved from near downtown to a new campus located along Highway 45-Bypass in north Jackson. Since then, enrollment has increased from about 1,000 students to almost 2,500; the multi-purpose Penick Academic Complex has been enlarged several times; many additional housing units have been erected; and the Blasingame Academic Complex and the Hyran E. Barefoot Student Union Building have been constructed. Part of the reason for growth derived from new academic programs and graduate studies in education and business administration. In the 1990s Union has had its greatest intercollegiate athletic success as Union's Lady Bulldogs basketball team of 1998 finished first in the NAIA National Basketball Tournament.

In 1990 Union reinstated graduate study with the establishment of the Master of Education Degree. In 1994, Union added the Master of Business Administration program, modifying it Fall 1997 to reflect the cohort organizational model. In Summer 1997, the University added a second master's degree for classroom teachers, a cohort program, naming it the M.Ed., and renaming the original degree, the M.A.Ed., to better reflect the nature of the degree. The Education Specialist degree was begun Summer 2000 at both locations. A third masters program is being launched Fall of 2000, the Master of Science in Nursing.

To broaden its connection with the wider Christian higher education movement, Union in the mid-1990s joined the Council for Christian Colleges and Universities. During 1997 and 1998, under the leadership of President David S. Dockery, who was elected as Union's fifteenth president in December 1995, Union established its presence in the Memphis suburb of Germantown with an undergraduate program in nursing and graduate programs in Business, Education and Nursing. The University also adopted a new campus master facilities plan to accommodate the University's growth well into the twenty-first century.

## The Campus

The uniqueness of the Union University campus, located on U.S. Highway 45 By-Pass and Union University Drive in Northwest Jackson, is related to the academic facilities and student housing. Union's campus is designed with the student as its axis. All facilities, programs, and personnel are interrelated in an attempt to meet the needs of students.

In addition to the main campus in Jackson, Union University opened a second campus in the Memphis suburb of Germantown, Tennessee in 1997. Because of the rapid growth of the campus, the faculty and staff offices, classrooms and computer lab facilities moved to a new location in June 2000.

An abbreviated description of campus facilities follows. A more detailed description of each building as well as the services available through each, is presented in the *Campus Life Handbook*.

### Penick Academic Complex

The Penick Academic Complex houses the G.M. Savage Memorial Chapel, Fred DeLay Gymnasium, E.T. "Rocky" Palmer Activities Center, Joseph H. Miller III Science Center, the W. D. Powell Theatre, Waldrop Administrative Center, Union Station, Computing Services, and Emma Waters Summar Library.

The Waldrop Administrative Center contains the offices of Admissions and Retention, Career Services, the Registrar, Business Services, the Executive Suite, University Relations, Church Services and the Alumni Suite.

The Emma Waters Summar Library, through its holdings and subscriptions and through its membership in regional and international networks, has access to journals and books from over 21,000 major libraries throughout the world. The Instructional

Media Center houses a growing collection of media hardware and software available for student and faculty use.

### Blasingame Academic Complex

The McAfee School of Business Administration, the Department of Communication Arts, and the School of Education and Human Studies are located in the Blasingame Academic Complex.

### Student Housing Complex

Union University recognizes and is fully committed to the value of the educational experiences—spiritually, intellectually, and emotionally—which occur within the on-campus residential environment. All resident students are required to sign a residence life contract for the academic year. For information on Residence Life behavioral values, philosophy, fees, family housing, reservation and procedures please refer to the *Union University Student Handbook* located on Union University's website at [www.uu.edu](http://www.uu.edu).

Student housing, arranged in three complexes (Hurt Complex, H.E. Watters Complex and McAfee Complex), features private bedrooms in apartment-like units. Each apartment is on one level in a 2-story construction. All lead to the three Commons Buildings which house the resident directors, provide facilities for lounge areas, laundry and recreation.

Married student housing is located in the Warmath Apartments, north of single-student housing. The complex consists of 32 two-bedroom apartments.

### Hyran E. Barefoot Student Union Building

The Barefoot Student Union Building houses the University's cafeteria and dining hall (Gilbert-Powers Student Commons), Coburn Dining Room, President's Dining Room, Lexington Inn, Eldon Byrd Faculty Lounge, George Harvey Lecture Hall, Campus Printing and Mail Services, offices for Student Services (Dean of Students, Student Government Association, Student Activities Council, Counseling, Health Services, and Campus Security), offices of Enrollment Management (Financial Aid, the Learning Center and Enrollment Services), and Campus Ministries (Missionary-In-Residence), Prayer Chapel, the Missionary Wall, and the offices for *Lest We Forget* and *Cardinal and Cream*.

### Hammons Hall

Hammons Hall contains the Lifeway Bookstore as well as the offices for Institutional Advancement,

Testing, and non-traditional degree programs. General classrooms and a community room are also housed in Hammons Hall.

## Graduate Studies

All programs and objectives in Graduate Studies at Union University derive from the statement of Mission of Union University. Accordingly in this context, Graduate Studies seeks to provide students with a quality educational experience in a Christian university environment. Specifically, Union expects graduate students to:

- Demonstrate within their disciplines advanced knowledge and skills.
- Display competency in critical evaluation of issues, trends and methodologies.
- Demonstrate the ability to apply research that extends the body of knowledge in the field.
- Enhance their ethical decision-making ability through an academic environment integrated with a Christian faith.
- Build intellectual and moral knowledge to cope with a pluralistic world and better serve their communities, businesses and schools.

Graduate Studies seeks to reflect the Guiding Principles of Union University in academics, Christian values, development of the whole person and personal attention to student needs. Its goals are to cultivate a Christian academic community which is excellence-driven, Christ-centered, people-focused and future-directed

## Graduate Governance and Admissions

Five graduate programs currently exist at Union University: the M.B.A., administered by the McAfee School of Business Administration; the M.A.Ed., the M.Ed., and the Ed.S. degrees administered by the School of Education and Human Studies; and the M.S.N., administered by the School of Nursing.

The Master of Business Administration degree program is administered by the M.B.A. Director and by the Dean, McAfee School of Business Administration. The Master of Arts in Education, the Master of Education and the Education Specialist degree programs are administered by Directors of Graduate Studies in Education and by the Dean, School of Education and Human Studies. The Master of Science in Nursing is administered by the M.S.N. Director and the Dean of the School of Nursing. The Graduate Faculty is responsible for approval of curriculum and graduate program policies. It is com-

prised of all doctorally qualified faculty at Union. The Graduate Faculty considers recommendations from the Graduate Curriculum Committee, which is responsible for examining graduate programs, course offerings, and policies relative to graduate studies at Union. The committee is composed of five faculty members who choose a chair from one of their number each year. Each program is represented by one graduate student on the committee. Ex-officio members include the President, Provost, Directors of the graduate programs, Registrar, and Acquisitions Librarian. Curriculum changes are discussed and approved by graduate faculty in the departments and on task teams. Task teams may be created by the Deans of the Schools/Colleges to consider and make recommendations to the Graduate Curriculum Committee. Thus, significant curriculum and policy changes and additions proceed from the Directors (and/or task teams) to the Graduate Curriculum Committee to the Graduate Faculty. The graduate governance structure at Union University is completed by the Provost, the President, and the Board of Trustees.

The Program Directors are empowered to make admissions decisions based on the approved and published admission criteria. Admission decisions of the nursing graduate program are made by the Graduate Nursing Admissions Committee. The Graduate Nursing Admissions Committee is comprised of the Dean, School of Nursing, the MSN Program Director and three graduate nursing faculty appointed by the Dean on a yearly basis. The Graduate Business Admissions Committee and the Graduate Education Admissions Committee, comprised of business or education faculty and directors, respectively, receive recommendations from the appropriate Dean regarding candidates for admission who do not meet regular admission requirements. The respective Admissions Committees may recommend *Conditional Admission* for business students or *Provisional Admission* for education students based on the published criteria for admission.

## Student Life

Graduate students are welcomed and are encouraged to participate in the many religious, cultural, and educational activities that take place on the University campus. For more information on student life, graduate students may consult the latest edition of *The Campus Life Handbook*.

## Student Conduct

It is understood and expected that graduate students will possess a higher level of maturity and responsibility than undergraduate students. Therefore, many of the restrictions placed on undergraduates are waived for graduate students. However, since Union University is committed to providing quality education within a Christian environment, all students are expected to recognize this commitment and to conduct themselves in a manner that is consistent with the Christian life-style. Furthermore, since positive relationships with faculty and other students contribute to the learning process, students are expected to make every effort to avoid behavior that is known to be offensive to others.

The President, the Vice President for Student Services, and the judicial system of the University are charged with the administration of discipline. They are empowered to rule in any irregularity pertaining to student life.

## Chapel and Spiritual Life

Chapel is one of the distinctive features of the Christian college and is for the strengthening of faith in God, for instruction, and for the enrichment of the religious life of the total college family. The Chapel and Spiritual Life Committee, comprised of students, faculty, and administrators, plans and schedules varied chapel programs each semester to accomplish these purposes.

Chapel attendance is not compulsory for graduate students. However, graduate students are invited to participate fully in chapel as well as in other spiritual activities including activities sponsored by the Baptist Student Union, the Baptist Nursing Fellowship, and the Fellowship of Christian Athletes.

## Confidentiality of Student Records

The privacy and confidentiality of all student records shall be preserved in accordance to the Family Educational Rights and Privacy Act (FERPA) of 1974. The objective of the Act is to provide students and parents greater access to and control over information contained in educational records. The law stipulates that each institution is responsible for making students aware of the law and its various ramifications. More information about FERPA can be obtained from the Registrar. Official student academic records, supporting documents, and other student files shall be maintained, only by members of the University staff employed for that purpose, in separate files:

- Academic records, supporting documents and general education records—maintained by the Academic Center, academic departments and advisers
- Records of discipline proceeding— maintained by the Student Services Office
- Financial records—maintained by the Business Office
- Medical records—maintained by the Student Health Services Office
- Admissions records—maintained by the Admissions Office
- Financial aid records—maintained by the Financial Aid Office
- Placement records—maintained by the Career Services Office

Directory information (student’s name, address, telephone number, date and place of birth, academic major, dates of attendance, degrees and awards received, and most recent previous educational institution attended) may be made public by the University unless a student requests to the Academic Center in writing that such information be released only upon his/her consent.

## Motor Vehicle Registration and Parking

Every individual who maintains or operates a motor vehicle on the Union University campus must register each vehicle with the Office of Safety and Security at the beginning of the semester or within 24 hours when brought to the campus. For graduate students, there is no fee for obtaining parking permits. The vehicle’s license plate number and proof of current auto liability insurance are required for registration of the vehicle.

The permit must be affixed directly to the glass on the outside of the rear window on the driver’s side in the bottom corner. Use the adhesive on the permit to attach it to the window. No other method of attaching the permit is acceptable.

## Sexual Harassment

Union University is committed to providing its faculty, staff, and students with an environment free from explicit and implicit coercive sexual behavior used to control, influence, or affect the well-being of any member of the university community.

**Sexual Harassment Defined:** The definition of sexual harassment varies greatly. Therefore we will

use the Equal Employment Opportunity Commission’s guidelines. According to the Equal Employment Opportunity Commission’s guidelines prohibiting sexual harassment, there are two types of sexual harassment: (1) *Quid pro quo*— “submission to or rejection of such conduct by an individual that is used as a basis for employment decisions affecting such individual” and (2) Hostile environment—“unwelcome sexual conduct that unreasonably interferes with an individual’s job performance or creates an intimidating, hostile, or offensive working environment.” Sexual harassment in the college community may include, but may not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature where: (1) submission to such conduct is a term or condition of an individual’s employment or education; (2) submission to or rejection of said conduct is used as a basis for academic or employment decisions affecting the individual; or (3) such conduct results in a hostile environment which has the effect of interfering with an individual’s academic or professional performance.

**Policy Statement:** Sexual harassment of any type will not be tolerated and is expressly prohibited. Sexual harassment is grounds for disciplinary action which may include reprimand, demotion, discharge, or other appropriate action, dependent upon the nature of the harassment. Faculty are asked to be especially sensitive to the fact that they are in a position of authority over students and that authority carries with it responsibility to be mindful of situations in which they are dealing with students in private, one-on-one associations both on and off campus.

**Complaint Procedure:** A student with a complaint against a faculty member, a member of the administration, or another student may contact the Dean of Students. Alternate contacts include the Director of Human Resources, the Executive Vice President and the President. The contact person will initiate an Incident Report form and forward to the Director of Human Resources.

The University will handle the matter with as much confidentiality as possible. There will be no retaliation against any staff, faculty, or student who reports a claim of sexual harassment or against any staff, faculty, or student who is a witness to the harassment. The University will conduct an immediate investigation in an attempt to determine all of the facts concerning the alleged harassment. The investigation will be directed by the Director of Hu-

man Resources unless the Director of Human Resources or someone in her office is the subject of the investigation. In that event, the office of the Provost (faculty) or Executive Vice President (staff or student) will direct the investigation. As a part of the investigation of the claim of sexual harassment, the contact person, the complainant, and the respondent will be asked to provide statements regarding the incident. Once the report is reviewed and investigation is concluded, a finding may be found that sexual harassment did not occur, or a finding may be found that sexual harassment did occur and corrective action (reprimand, demotion, discharge, or other appropriate action) will be communicated in writing to the complainant and the respondent. Appeals to this process may be conducted in accordance to the most recent revision of the handbook under the section(s) entitled "Violations of Standards of Conduct" or "Grievance Procedures."

All documents, except disciplinary action documents, related to an incident will remain in a file other than the employee's personnel file. Although filed separately, all personnel related files are kept in the Human Resources Department.

## Academic Policies

### Class Attendance

Regular and successive attendance is expected of all students enrolled in all lecture, laboratory, and seminar classes. Each faculty member will determine how this policy will be administered in his/her classes. However, students must satisfy all testing, reporting, and required functions defined for the course.

### Ethical Responsibilities

Union University upholds the highest standards of honesty. Students are to avoid plagiarism of materials, to refrain from the use of unauthorized aids on tests and examinations, to refuse to give or receive information on tests and examinations, and to turn in only those assignments which are the result of their own efforts and research. On the other hand, faculty members are to accept the responsibility for discouraging cheating. They are to make every effort to provide the physical conditions which would deter cheating. They are to be aware at all times of the activity in the testing area.

Procedure for handling cases of dishonesty: Any student found guilty by the instructor of cheating will be subject to disciplinary action by the instructor. The instructor will file a report of the incident and the intended disciplinary action with the office

of the Dean. If the student deems this action to be unfair, he/she may request a hearing before the Dean. A written report of this hearing and decision will be filed with the Office of the Provost.

### Numbering of Courses

Unless otherwise noted in the course description, courses numbered in the 500's may be taken for graduate credit or by upper level undergraduates for undergraduate credit. Expectations will be greater in these courses for students registered for graduate credit. Courses numbered 600 and above may only be taken for graduate credit.

Courses numbered 595 are workshops. No more than six hours of credit from courses numbered 595 may be used to satisfy the degree requirements. No more than six hours may be taken for pass/fail credit in the M.A.Ed. program.

### UnionUOnLine

Union University offers a few select courses utilizing interactive web-based instruction. UnionUOnLine faculty are fully qualified members of the Graduate Faculty of Union University. Additional information including calendar, course offerings, tuition, and technical systems requirements can be found at <http://unionuonline.org> or by selection of UnionUOnLine from the Main Page menu of Union's web page found at <http://uu.edu>.

### Grading System

Grades for graduate courses at Union University shall be interpreted as follows:

- A Superior academic performance.
- B Strong academic performance.
- C Below average, but passing academic performance.
- P Pass. (P and FF apply to pass-fail courses.)
- F, FF Failure. (P or FF apply to pass-fail courses.)
- I Incomplete. An incomplete must be removed within the first five weeks of the term following issuance of the incomplete; otherwise, the incomplete becomes an F
- IP In progress, issued for a course which by design extends into the following term or semester.
- W Withdrawal during the period officially allowed. A grade of W may be granted by the Dean of the School because of circumstances beyond the student's control.
- N Audit.

## Requirements for Grade Point Average

In order to graduate with an M.B.A., an M.A.Ed., an M.Ed., M.S.N., or Ed.S. degree, students are required to have a minimum grade point average (GPA) of 3.0 for all courses taken for graduate credit at Union University. Quality points shall be awarded as follows:

- A - 4 quality points for each semester hour of credit
- B - 3 quality points for each semester hour of credit
- C - 2 quality points for each semester hour of credit
- P - 0 quality points (course hours are not applied in computation of the grade point average)
- F - 0 quality points
- FF - 0 quality points (course hours are not applied in computation of the grade point average)
- W - 0 quality points
- N - 0 quality points

## Repetition of Courses

A student may repeat a graduate course one time. Although the credit for the course will be given only once, only the final attempt will be used in the computation of the grade point average.

A 500-level course taken for undergraduate credit may not be repeated for graduate credit.

## Academic Probation and Suspension

After completion of 9 graduate hours at Union University, a graduate student whose cumulative GPA from courses taken at Union University for graduate credit is below 3.0 will be placed on academic probation. A graduate student whose GPA from courses taken at Union is below 2.5 will be suspended from the graduate degree program. While suspended from the degree program, the student may, in an effort to improve the GPA, repeat courses in which a grade of C or F has been received. When the student's GPA has been raised to 2.5 or higher, the student may apply for readmission to the degree program.

A graduate student suspended from the graduate program is not eligible to file for Veterans Administration Benefits.

## Admission Information

### General Admission Requirements

1. Completed application for the specific program, including payment of a \$25 application fee.

2. Official transcript(s) showing all course work, completion of baccalaureate degree(s), and all graduate credit previously attempted.

Other program specific admission requirements are included in the program sections of this *Catalogue*.

### Additional Admission Requirements for International Students

All international students will meet the same requirements for regular admission to the University and for admission to the specific graduate program intended. International students will be required to complete the International Student Application for Admission as well as the application for admission to the specific graduate program intended and the \$50.00 application fee. All documents must be in English, and the official transcripts must be certified English translations. The following additional requirements must be met:

- A. A physical examination.
- B. Student insurance approved by Union University.
- C. A financial affidavit.
- D. A TOEFL score of at least 560 (Computer based 220).

From a country where the native language is English, students will be admitted on academic credentials without regard to language requirements. Academic requirements will be the same as for regular admission.

From a country where the native language is not English, students will submit TOEFL score reports of not less than 560 for admission to Union University.

From another accredited institution of higher learning in the United States, international students will be required to meet the same requirements for admission as all other transfer students as well as meeting the required TOEFL score.

Each international student shall prepay or show responsible evidence (such as a government scholarship) of having an adequate sum of money for one academic year. This money shall be enough to cover tuition and other expenses for the student while enrolled at Union University. Declaration of Finances forms are available in the Admissions Office.

An I-20 form may be issued by the Director of Admissions only after admission requirements and the above monetary requirements have been satisfied.

## Special Categories of Admission

### Provisional Students

With limited exceptions, provisional students are enrolled in eligible programs for the purpose of obtaining a degree from Union University. These students do not have immediate access to official documents in order to be fully admitted. Any credit taken while in this status will not be transferred as regular matriculated credit until the status has officially been changed. Students will be required to submit all outstanding items to complete the admissions file in order for the provisional status to be changed.

The student will be bound by all general academic requirements imposed upon regular matriculated students so far as prerequisites, amount of work, and quality of work are concerned. All work completed or attempted will be fully documented in the Academic Center.

The student will sign a contract at the time of admission defining the status of a provisional student accepting the limitation of that status. The student must also sign a waiver so that Union University will have the right to request those documents needed to complete the admission file.

A student may remain on provisional status for only one semester and the subsequent short term unless special circumstances exist and permission for an extension is given in writing by the Program Director. A personal conference with the Program Director may be required before the student is accepted for admission on a provisional basis.

### Non-Degree Seeking Students

Some students may be admitted in this category if they desire to take courses primarily for special interest or on a "visiting student" basis. Often these special students are enrolled in other institutions and are enrolled for only one or two terms at Union. Students must submit an application to the appropriate graduate school, pay the application fee (non-refundable), and submit an official transcript as proof of at least the baccalaureate degree. Students must meet all requirements for admission to change from Non-Degree Seeking status to Degree Seeking status.

### Registration Information

Registration dates for each term are given in the calendar of this catalogue. In order to accommodate the varied personal schedules of students, early registration is also allowed. The dates and times for early registration will be published for each term.

Students can also get this information by contacting the appropriate graduate program office.

### Late Registration and Class Changes

Late registration and changes of classes are allowed until a week into the Fall and Spring Semesters and 3 days into the 4-, 6-, and 8-week terms. Due to the concentrated nature of the 3-week terms, entrance is not allowed after the first day of class. A late registration fee or a class change fee will be charged for these changes. Those considering late registration for a cohort program should contact the appropriate graduate program office.

A student making a change in his/her class schedule after completing registration will follow this procedure:

1. Obtain proper forms from the appropriate graduate office,
2. Secure the signature of his/her advisor,
3. Present the forms to the appropriate graduate office for the schedule change.

### Withdrawal from Classes

Students will be allowed to withdraw through 11 weeks **or its equivalent** and will receive the notation on their permanent records "Withdrew from all Classes" as of the date the withdrawal was processed. Students discontinuing class attendance without permission will receive an "F" in those courses. In exceptional cases, such as extreme illness or other circumstances beyond the student's control, the Registrar may assign a grade of W for a withdrawal after the allowable period.

A student withdrawing from all classes must complete a withdrawal form and submit it to the appropriate graduate program office.

### Readmission

Students who have not been enrolled for at least one semester will be required to readmit by completing a new application to the appropriate graduate program. Official transcripts from other schools attended during the interval will be required. No additional application fee will be required.

### Financial Information

#### Refunds

If a student withdraws from a class, tuition will be refunded on a prorated basis as follows:

#### Sixteen-week Terms

On or before the first day of class	100%*
-------------------------------------	-------

After first day of class through week 1	90%
Week 2 through week 4	50%
Week 5 through week 8	25%
After week 8 following first day of class there is no refund.	

#### Four-week Terms

On or before the first day of class	100%*
After first day of class through week 1	50%
Week 2	25%
After week 2 following the first day of class there is no refund.	

#### Eight-week Terms

On or before the first day of class	100%*
After first day of class through week 2	50%
Week 3 through week 4	25%
After week 4 following first day of class there is no refund.	

\*Less \$50 matriculation fee

#### Three-week Terms

Within two academic days	80% refund
Within three academic days	70% refund
Within four academic days	60% refund
Within five academic days	50% refund
Within six academic days	40% refund
After six academic days there is no refund	

#### Six-week Terms

Within three academic days	90% refund
Within four academic days	80% refund
Within five academic days	70% refund
Within six academic days	60% refund
Within seven academic days	50% refund
Within eight academic days	40% refund
After eight academic days there is no refund	

Regulations for refunds for all terms are as follows:

1. Students refusing to conform to the disciplinary rules of the university forfeit all claims for refunds.
2. All above rules and regulations put the responsibility on the student. He/she saves money and avoids misunderstanding by immediately seeing the Vice President for Business and Financial Services or the Assistant Vice President for Business and Financial Services.
3. Institutional aid and/or outside scholarship funds awarded a student will be prorated at the rate shown in the above schedule when the student withdraws. Scholarship funds received from sources outside the university will be used

to satisfy any remaining balance a student may owe, unless specified by the source to be returned in full or in part, should the student withdraw.

#### Fair and Equitable Refund Policy for Title IV Recipients

Students with Title IV Federal Financial Aid (Stafford, PLUS, or Perkins Loans, Pell Grant, SEOG, Federal Work Study) who withdraw will be subject to all or a portion of their financial assistance being returned back to the sources. According to federal regulations, one of the following withdrawal calculations must be used:

**Pro Rata:** Applies only to first-time students at Union University whose last day of attendance is on or before the 60% point in time of the enrollment period. Union University will exclude from the calculation an administrative fee of 5% of institutional charges or \$100, whichever is less. Percent to be returned is determined by federal law according to the portion of the enrollment period which remains. Unpaid charges, if any, will be subtracted from the initial amount to be returned to the sources, according to federal law.

**Federal Refund Policy:** Return to financial assistance for students who are not first time students, or whose last day of attendance is after the 60% point in time will be calculated according to the Federal Refund Policy. Under this policy, the following percentages of the student's aid will be returned to the sources: a student who withdraws on the first day of classes—100%. A student who withdraws after the first day of class through the first 10% of the enrollment period—90%. After the first 10% through the first 25% of the period—50%. After the first 25% through the first 50% of the period—25%. After the first 50% of the enrollment period—0%. Union University will exclude from the calculation an administrative fee of 5% of institutional charges or \$100, whichever is less. Unpaid charges, if any, will be subtracted from the amount the school may retain under the Federal Policy according to federal regulation.

The amounts and order in which funds are returned to the Title IV programs, state, private or institutional aid, and student are prescribed by law and regulation.

#### Repayments

A repayment is the unearned amount of a disbursement of funds a student received from the business office to pay for non-institutional expenses. For any such student who withdraws, the school will

determine the amount of repayment according to the following policy:

For purposes of figuring any applicable repayment, the University's policy is to credit a student's account in the following order: Federal Pell Grant, Tennessee Student Assistance Award, Federal SEOG, institutional grants and scholarships, institutional work, Federal Perkins Loan and FFEL loans. The school will also credit the student with any late disbursement of federal or state funds for which he is eligible. 50% of the book and supplies allowance is considered to be expended for any student who begins class. Other non-institutional costs which are a part of the cost of attendance budget will be prorated based on the number of weeks which the student completed during the enrollment period. The difference in the amount of the disbursement and the amount of non-institutional expenses incurred is the repayment amount. The student is responsible to repay this amount to the school, and the school will return the funds to the sources as prescribed by law.

Detailed examples and applications of Refund and Repayment policies are available in the Financial Aid Office.

#### How to Obtain a Credit of Institutional Charges

In order to obtain a credit of institutional charges, a student must notify Union Station in person or the Academic Center in writing of his desire to withdraw from the university, the reason for withdrawing, and indicate the last day which he attended class. This information will be recorded on a withdrawal record and passed on to the Office of Business Services and the Financial Aid Office for calculation of credit of institutional charges and adjustment of financial assistance.

#### Equipment

Any University equipment such as musical instruments, athletic equipment, laboratory apparatus, etc., that may be made available for students' use is the responsibility of the student. Any damage or breakage, other than by normal use, will be charged to the student's account.

No equipment is to leave the campus, unless in care of the faculty member responsible for it.

#### Financial Assistance

Graduate students may apply for the Federal Stafford Loan. Policy and procedures for adminis-

tration of financial aid are published in the financial aid handbook, *Financing Your Education*, available in the Financial Aid Office.

**VETERANS:** Union University is approved by the Department of Veterans Affairs for all veterans and dependents of veterans who qualify. Check with the Academic Center as soon as possible.

#### How to Apply

By completing all the steps below, students will maximize the financial aid for which they will be considered. Throughout the process, our financial aid staff is available to answer questions and offer assistance to complete the application forms.

##### Step 1.

Apply and be accepted to Union University.

##### Step 2.

Complete and return a Union University Application for Financial Assistance that is available in the Financial Aid Office at Union University or with your Program Director. Transfer students who have attended a college during the same academic year in which they are applying for aid at Union, must furnish a Financial Aid Transcript from that college.

##### Step 3.

Secure a Free application for Federal Student Aid (FAFSA) from the Financial Aid Office at Union University or your Program Director. Complete this form and file on the Internet at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or mail to the federal processor (address is on packet) as soon after January 1 as possible. The instructions are self-explanatory. We will receive the information electronically if you use Union's code, 003528.

##### Step 4.

Complete a return a Master Promissory Note to apply for a Federal Stafford Loan to the Financial Aid Office. These forms are available from the Financial Aid Office at Union University, your Program Director, or a local bank.

#### Appeal Procedures

**Appeal Procedures.** A student who wishes to appeal for a variance from graduate policies or procedures should direct a written petition to the Dean of the McAfee School of Business Administration, the Dean of the School of Education and Human Studies, or the Dean of the School of Nursing requesting the variance and carefully outlining the reasons for the request. After consideration of the petition, the

Dean will determine whether the petition can be granted and will inform the student, in writing, of the decision.

If the student is dissatisfied with the Dean's response to the petition, the student may then appeal the Dean's decision to the Graduate Appeals Committee. The Graduate Appeals Committee will review the petition, gather information as it is needed, and render a decision. The Committee will inform the student, in writing, of their decision.

If the student is dissatisfied with the decision of the Graduate Appeals Committee, that decision can be appealed first to the Provost and then, if necessary, to the President. The decision of the President will be final. Copies of all correspondence related to all formal petitions and appeals will be kept for future reference in the student's file in the office of the respective Graduate school.

**Review of Grades.** A graduate student who feels that the grade received in a course is in error or was not fairly determined should contact the instructor of the course to discuss how the grade was determined.

If, after discussion of the grade in question with the instructor of the course, the student remains unsatisfied, the student may request that the grade be reviewed by the Director of the Program and the Dean of the College or School which offered the course. If either the Dean or the Director was the instructor who issued the grade, they will not participate in the review. The remaining person on the review committee will appoint another member of the department to serve on the review committee. The review committee will gather any additional information that is needed and will review the grade. The review committee will inform the student and the instructor, in writing, of their decision.

If either the student or the instructor is not satisfied with the decision of the review committee, that decision may be appealed to the Graduate Appeals Committee. The Graduate Appeals Committee will inform both the student and the instructor, in writing, of their decision. Either the student or the instructor may appeal the decision of the Graduate Appeals Committee first to the Provost and then, if necessary, to the President. The decision of the President will be final. The appeal procedure in cases of alleged student cheating is stated under *Ethical Responsibilities* found earlier in this *Catalogue*.

## Graduation Policies and Requirements

Commencement is held following spring semester (May), following fall semester (December), and following summer sessions (August). Students should choose to participate in the appropriate ceremony according to the following schedule:

If academic requirements are completed or expected to be completed by:

- May, attend Commencement ceremony in May;
- August, attend Commencement ceremony in August;
- December, attend Commencement ceremony in December;
- January, attend Commencement ceremony in May.

An Application for Graduation must be filed in the Graduate Business Office, Graduate Education Office, or Graduate Nursing office by the deadlines shown below. Applications for Graduation are available in each Graduate Studies office.

Attendance at the activities related to graduation is expected. Activities included in this expectation are Baccalaureate (May only) and Commencement. Petitions for graduating in *absentia* should be directed to the Office of the Provost.

Students who successfully complete a graduate degree program are granted a diploma.

A candidate for the Master's Degree must:

- Accumulate required semester hours for the degree:
  - 37 for the M.B.A.,
  - 30 credit hours for the M.Ed.,
  - 33 credit hours for the M.A.Ed. (thesis route),
  - 39 credit hours for the M.A.Ed. (non-thesis route)
  - 38 credit hours for the M.S.N.
- Accumulate a grade point average of 3.0 (minimum) for M.B.A., M.Ed., and M.A.Ed, M.S.N., or Ed.S.
- Successfully complete all degree requirements which are in effect for each program.
- File an application for graduation with the respective Graduate School office. The application deadline is:
  - February 26 for candidates who plan to complete requirements by the end of a spring semester or a summer session.
  - June 1 for completion with a Summer term.

September 28 for completion with Fall semester or January term.

- Pay in full the student's account in the Business Office.
- Discharge all other obligations (fines, credentials, etc.) at the University.

# THE McAFEE SCHOOL OF BUSINESS ADMINISTRATION

## Master of Business Administration

### Mission Statement

To provide a contemporary business education in a Christian context.

### The M.B.A. Academic Program

The Master of Business Administration (M.B.A.) degree provides advanced study for individuals interested in managing and leading organizations.

### Program Emphasis

#### Courses

There are 12 courses and an orientation program in the Union M.B.A. curriculum. The orientation program, comprised of 3 class meetings for one hour of credit, serves as a review of background information needed in each of the business disciplines.

The remaining 12 courses are 3 semester hours of graduate credit each. Courses are scheduled in a manner that allows the student to continue a career and an already busy schedule. The courses meet from 6 to 10 p.m. one evening a week. Only one course is taken at a time, and each cohort of students progresses through the program together. Courses are 8 weeks in duration. The entire M.B.A. program is completed in 24 months.

The course load is divided into three terms of twelve hours per term, with the exception of Term 1 which includes the one hour Orientation program.

#### Faculty

The strength of the Union M.B.A. is the qualified faculty that serve our student body. Union's business faculty combine practical work experience in management, consulting, and the professions with strong academic backgrounds. This dual emphasis on practicum and education provides a rich and relevant classroom experience for our M.B.A. students. Faculty pursue innovative teaching concepts while continuing to conduct and publish business-related research.

### Program Benefits

The program strives to develop the following knowledge and skills in each student:

1. Advanced knowledge in accounting, economics, finance, management, marketing, and quantitative methods;
2. Application of strategic management concepts within the functions of organizations;
3. Effective leadership and communication skills;
4. The capacity to make decisions leading to achievement of organizational objectives;
5. An understanding of the importance of Christian ethics and its application to organizational decision-making.

Students also will benefit from the following:

1. Convenient, one night a week scheduling;
2. Lock-step courses taught one at a time;
3. A full-time program that allows students to continue their careers;
4. Friendships developed within the cohort that will last a lifetime; and,
5. Personal contact with a professor in each course, each night.

### Program Features

#### Case Methodology

The intensive study of cases is the focus of the Union M.B.A. Case study provides concrete organizational experiences for students to analyze. These real-life situations reinforce classroom discussions and interactive activities.

### Admission Information

#### Regular Admission Requirements

1. Official transcript(s) showing all course work, completion of baccalaureate degree(s), and all graduate credit previously attempted.
2. Completed application for the M.B.A. program, including payment of a \$25 application fee.
3. Submission of a score on the Graduate Management Admission Test (GMAT). The minimum acceptable GMAT score is 400. An applicant will be accepted as an M.B.A. student if his/her combined credentials (undergraduate grade point average <UGPA> and performance on the GMAT) measure at least 1200 points according to the following formula:

$$(300 \times \text{UGPA}) + \text{GMAT Score}$$

4. Minimum two years' post-baccalaureate work experience. Students not meeting this requirement must have completed a group of undergraduate foundation courses. This list is available from the M.B.A. Director.

### Conditional Admission Requirements

Applicants who do not meet the regular admission requirements to the M.B.A. program may be admitted conditionally at the discretion of the M.B.A. Director and the Graduate Business Committee. Students who are conditionally admitted may obtain regular admission after 12 hours of graduate study have been completed with a minimum 3.0 grade point average, or when the specific cause for conditional admission is removed.

Conditional admission to the M.B.A. program will be granted based on the following criteria.

1. All admissions criteria are met with the exception of the submission of a GMAT score. A score must be submitted during the first term of enrollment in the M.B.A. program.
2. The student meets admission requirements but has a low grade point average from previous academic work.

### Transfer of Credit

Graduate credit for courses earned at a regionally accredited college or university or at a recognized foreign college or university may be transferred to Union University if the courses are essentially the same courses as those required in the cohort program. Such transfer credit will not be allowed for courses used to satisfy another degree at another institution. The maximum number of semester hours that may be transferred to Union University and applied to the M.B.A. degree is nine.

No grade less than "B" may be transferred. Courses taken more than five years before beginning the M.B.A. program at Union University will be considered on an individual basis.

### Graduation Requirements

1. Completion of the thirty-seven hours of required course work.
2. A minimum grade point average of 3.0 for the required course of study.

### The Cohort Approach

The Union M.B.A. provides a delivery system for graduate education that is unique. Groups of 15 to

25 students pursue each course together, meeting one night a week for eight weeks per course. This model emphasizes teamwork, cooperation, and the sharing of knowledge between students. Each cohort group is further subdivided into study groups of 4 to 5 students. Every attempt is made to structure study groups so that students' past experiences and business strengths are complementary. Lifelong friendships are developed under this format, and the learning that takes place in the classroom is supplemented in team exercises and projects. Study group meetings outside of class are at the discretion of group members.

### Financial Information

There are four methods of payment for the program.

1. One-hundred percent of tuition expense for the entire program before the first night of class.
2. The payment of tuition for each term before the first night of class for that term.
3. The payment of one-third of the tuition at the beginning of the term and two equal payments at one-third intervals during the term. Interest will be assessed on the unpaid balance at the rate of 1.5% per month.
4. Tuition Reimbursement

Tuition is \$275 per semester credit hour, or \$10,175 for the program:

Term One	\$3575
Term Two	3300
Term Three	3300
Total	\$10,175

The following are non-refundable fees:

Application Fee: \$25

Graduation Fee: \$100; Student keeps masters hood

### Financial Aid

Students enrolled in the M.B.A. Program may apply for the Federal Stafford Loan and the Perkins Loan. A Union University application for financial aid and the Free Application for Federal Student Aid (FAFSA) form must be completed by each applicant.

Union University is approved by the Department for Veterans Affairs to offer educational benefits to veterans, reservists, and dependents of veterans who qualify for Veterans Benefits. Any person who qualifies for VA Benefits should check with the Academic Center as soon as possible upon registration.

## Curriculum for the M.B.A. (37 Hours)

Term One	Semester Hours
MGT 601 M.B.A. Orientation	1
MGT 648 Human Behavior in Organizations	3
ECO 610 Managerial Economics	3
MGT 653 Production & Operations Management	3
MKT 635 Marketing Research	3
<b>Term Two</b>	
ACC 610 Analytical Managerial Accounting	3
MGT 620 Ethical Management	3
FIN 628 Managerial Finance	3
MGT 630 Management Information Systems	3
<b>Term Three</b>	
MGT 615 Organizational Theory	3
MGT 621 Business & The Legal Environment	3
MKT 628 Strategic Marketing	3
MGT 642 Business Policy & Strategic Management	<u>3</u>
<b>Total</b>	<b>37</b>

## Calendar for M.B.A. beginning August 2000

Dates may vary slightly. Separate course schedules for each cohort are available.

August 1-15, 2000	Orientation
August 22-October 10	MGT 648
October 17-December 12	ECO 610
December 19-February 20, 2001	MGT 653
December 20-January 8	Christmas Break
February 27-April 24	MKT 635
April 10	Easter Break
May 1-June 19	ACC 610
June 26-August 21	MGT 620
July 3	Summer Break
August 28-October 16	FIN 628

October 23-December 18	MGT 630
December 19-January 7, 2002	Christmas Break
January 8-February 26	MGT 615
March 5-April 23	MGT 621
April 20-June 18	MKT 628
June 25-August 20	MGT 642
July 2	Summer Break

## Course Descriptions

### Term One

#### **MGT 601 MBA Orientation (1)**

An orientation to the activities and experiences of graduate study in business at Union University, including adjustment to academic development and spiritual growth. This course, which provides an overview of basic undergraduate business concepts, is required of all entering MBA students.

#### **MGT 648 Human Behavior in Organizations (3)**

Behavioral sciences applied to interpersonal relationships in organizations; concepts of human aspects of businesses as distinguished from economic and technical aspects. Focus is on the process of managing people.

#### **ECO 610 Managerial Economics (3)**

This course will build on a traditional basis of microeconomic theory through the case method and research projects. Case application will bring microeconomic analysis into the realm of managerial decision making.

#### **MGT 653 Production & Operations Management (3)**

Planning and control of operations in manufacturing and service organizations; examination of decision theory applications; emphasis on developing skills and techniques through case studies.

#### **MKT 635 Marketing Research (3)**

Application of analytical tools to marketing problems, including markets, products, distribution channels, sales efforts, and advertising. Emphasis on planning, investigation, collections, interpretation of data, and presentation of results.

## Term Two

**ACC 610 Analytical Managerial Accounting (3)**  
Managerial accounting which focuses on historical and standard cost systems and cost analysis using various quantitative techniques.

**MGT 620 Ethical Management (3)**  
Ethical Management makes intensive use of the case method to probe ethical issues facing the modern business world. An ethical audit of the student's firm also provides an opportunity to give practical relevance to the issues presented in class.

**FIN 628 Managerial Finance (3)**  
Analysis of the capital structure, dividend policy, and working capital policy of the firm. Additional topics include: risk measurement, valuation, cost of capital, and analytical tools used for the acquisition and allocation of funds.

**MGT 630 Management Information Systems (3)**  
This course is designed to provide an understanding of the field of information systems. Broad-based instruction in distributed databases, network architectures, telecommunications options, and hardware/software platforms. Applied knowledge to ensure that MIS goals and expenditures are consistent with and in support of the mission of the organization. Case studies are used extensively to learn about the current issues facing information management.

## Term Three

**MGT 615 Organizational Theory (3)**  
An examination of the impact of external environmental forces on the structure of an organization, the importance of organizational structure to the achievement of strategic and operational plans of management, and the various configurations available.

**MGT 621 Business & The Legal Environment (3)**  
Tort law, contract law, agency, business organizations, negotiable instruments, property, business regulations, and industrial law. Case analysis of court decisions.

**MKT 628 Strategic Marketing (3)**  
An analysis of the marketing of goods and services and the role of marketing in the economy. Marketing strategy explored through case studies and recent literature.

**MGT 642 Business Policy & Strategic Management (3)**  
Coverage of strategic management concepts and integration of material learned in the functional areas of business; use of case studies and field projects to provide a top management view of the business enterprise.

# THE SCHOOL OF EDUCATION AND HUMAN STUDIES

## Master of Arts in Education Master of Education Education Specialist

### Mission Statement

The graduate programs in education are designed to provide, within a service oriented Christian environment, quality graduate study opportunities to meet the educational needs of four distinct groups.

1. Persons who are licensed teachers and wish to complete graduate degrees in their professional teaching fields by completing either the M.A.Ed. or M.Ed., or Ed.S.;
2. Persons with baccalaureate degrees who are not licensed to teach and who do not desire to qualify for a license, but who wish to increase their knowledge of children, young people, and education by completing the M.A.Ed. degree;
3. Persons with baccalaureate degrees who are not licensed to teach but who wish to be. (These persons may choose to apply graduate courses taken to meet licensure requirements toward the M.A.Ed. degree.);
4. Persons with baccalaureate degrees who do not wish to pursue a graduate degree at this time, but who want to take graduate courses for personal or professional growth through M.A.Ed. course offering. These persons may or may not hold a teaching license.

### Calendar for M.A.Ed. and M.Ed. 2000—2001

Dates may vary slightly. Separate course schedules for each program and cohort are available.

#### Summer Semester 2000

May 15	M.A.Ed. Registration Deadline for Summer 2000
May 22	M.A.Ed. Classes and Workshops Begin
June 3	M.Ed. Classes Begin

#### Fall Semester 2000 August Session

August 14	M.A.Ed. Registration Deadline for Fall 2000
August 28	M.A.Ed. Classes Begin
September 9	M.Ed. Classes Begin
September 30	Deadline for Returning Applications for Graduation (December and January)

#### October Session

October 23	M.A.Ed. Classes Begin
December 8	M.A.Ed. Registration Deadline for Winter 2001
December 16	Fall Commencement

#### Winter Semester 2001

January 2	M.A.Ed. Classes Begin
January 6	M.Ed. Classes Begin
January 19	M.A.Ed. Registration Deadline for Spring 2001

#### Spring Semester 2001 February Session

January 29	M.A.Ed. Classes Begin
February 10	M.Ed. Classes Begin
February 26	Deadline for Returning Application for Graduation (May and August)

#### April Session

March 26	M.A.Ed. Classes Begin
May 14	M.A.Ed. Registration Deadline for Summer 2001
May 19	Spring Commencement

#### Summer Semester 2001

June 1	Deadline for Returning Application for Graduation (August)
June 9	M.Ed. Classes Begin
June 21	M.Ed. "Master's Forum"
August 4	August Commencement

# MASTER OF ARTS IN EDUCATION PROGRAM

## Admission to Graduate Coursework

All students, whether degree-seeking or non-degree-seeking in the M.A.Ed., who desire to take graduate courses in education at Union University must meet prescribed admission criteria. After admission, the student may take courses for personal or professional growth, seek teacher licensure, or pursue the Master of Arts in Education Degree. Some students may choose to seek the M.A.Ed. as they complete their teacher licensure.

Applicants desiring to take graduate courses in education should submit the following to the Office of Graduate Studies in Education:

1. A completed *Application to Graduate Studies in Education*.
2. A \$25 application processing fee.
3. Official transcript(s) showing all coursework, completion of baccalaureate degree(s), and all graduate credit previously attempted from regionally accredited institutions.
4. Official transcript(s) indicating a minimum grade point average (GPA) of 3.0 on a 4.0 scale of all undergraduate and post-baccalaureate coursework combined.
5. A brief writing sample scheduled by the Office of Graduate Studies in Education.

For short courses designed primarily for license renewal, only the following admission criteria will be required. Students should submit an *Application for Admission to Graduate Studies in Education*, a \$25 application fee, a copy of their teaching license or an official transcript showing completion of a baccalaureate degree. If the student decides to seek the M.A.Ed. or take coursework other than the short courses, all requirements for full admission to graduate studies must be submitted. Note: A maximum of six semester hours taken in this short-course format may be used to satisfy M.A.Ed. requirements.

## Provisional Admission to Graduate Coursework

Applicants who do not meet the minimum GPA requirement of 3.0 will be required to successfully complete a full 500-600 word writing sample, which will be evaluated by faculty in the Department of English. Subsequently, if the writing sample is adequate, the student will be placed on provisional admission status for the first nine hours of graduate work at Union University. After successfully com-

pleting nine graduate hours of at least 3.0 grade average work, the student may appeal to the Dean of the School of Education and Human Studies for full admission to pursue graduate studies in education.

Undergraduate students in their last term of course work who, after registering for all courses required for graduation, need additional hours to be classed as full-time students, will be allowed to register for one graduate course for graduate credit.

## Admission to the Master of Arts in Education Degree Program

In addition to the above admission criteria for applicants desiring to take graduate courses, those seeking admission to the M.A.Ed. Degree Program should submit the following to the Office of Graduate Studies in Education:

1. An official report showing an acceptable score on the Miller Analogies Test, the National Teacher Exam Specialty Area Test, or the Graduate Record Exam (GRE).
2. Two completed *Reference Evaluation* forms. These references must be from persons who are familiar with the applicant's professional or academic abilities. If the applicant is currently teaching, at least one recommendation should be from an administrator or supervisor who is familiar with the applicant's work as a teacher. Forms are available in the Office of Graduate Studies in Education. If the student is seeking teacher licensure, forms are available in the office of the Director of Teacher Education.

## Provisional Admission to the Master of Arts in Education Degree Program

Students who do not meet the minimum GPA requirement or the minimum test score requirement for admission to the Master of Arts in Education Degree program will be required to successfully complete a full 500-600 word writing sample, which will be evaluated by faculty in the Department of English. Subsequently, if the writing sample is adequate, the student will be placed on provisional admission status for the first nine hours of graduate work at Union University. After successfully completing nine graduate hours of at least 3.0 grade average work, the student may appeal to the Dean of the School of Education and Human Studies for full admission to the Master of Arts in Education Degree Program.

## Advisement

The Dean of the School of Education and Human Studies will assign the student to an advisor who will, with the student, develop a degree plan which will be placed in the student's file in the Office of Graduate Studies in Education in the School of Education and Human Studies. The student will consult with the advisor prior to each registration to plan courses.

## Requirements for the Master of Arts in Education Degree

Two options are available for completion of the M.A.Ed. Degree, a thesis option requiring a minimum of 33 semester hours of graduate credit and a non-thesis option requiring a minimum of 39 semester hours of graduate credit. Students choosing the thesis option of the program are required to write a thesis or research report while students choosing the non-thesis option of the program are required to successfully complete a written comprehensive examination. *All degree requirements must be completed within five years of the date of admission to the degree program.*

## Requirements for the Thesis Option of the M.A.Ed.

A minimum of 33 semester hours of approved graduate work is required for completion of the thesis option of the M.A.Ed. degree. This option consists of four components: a required core, education electives, speciality area electives, and thesis.

Required Core: 15 hours

EDU 610, History and Philosophy of Education

EDU 620, Curriculum Development and Implementation

EDU 650, Educational Measurement and Evaluation

EDU 660, Issues and Trends in Education

EDU 670, Research Design

**Education Electives: 6-9 hours**

With the assistance of a faculty advisor, the student should select education courses that will increase the student's professional knowledge and skill.

## Specialty Area Electives: 6-9 hours

With the assistance of a faculty advisor, the student should select courses related to the student's teaching field or specialty area that will provide growth in the knowledge of that area.

## Thesis: 3-6 hours

Under the direction of a research committee consisting of graduate faculty members, all students completing the M.A.Ed. Thesis Option will conduct master's research related to their teaching fields, and will report that research by writing a thesis or by writing a research report and making an oral presentation of the results of the research.

## Requirements for the Non-Thesis Option of the M.A.Ed.

A minimum of 39 semester hours of approved graduate work is required for completion of the non-thesis option of the M.A.Ed. degree. This option consists of four components: a required core, education electives, speciality area electives, and additional electives. Additionally, a comprehensive written examination is required for completion of the non-thesis option.

Required Core: 12 hours

EDU 610, History and Philosophy of Education

EDU 620, Curriculum Development and Implementation

EDU 650, Educational Measurement and Evaluation

EDU 670, Research Design

**Education Electives: 6 hours**

With the assistance of a faculty advisor, the student should select education courses that will increase the student's professional knowledge and skill.

**Specialty Area Electives: 12 hours**

With the assistance of a faculty advisor, the student should select courses related to the student's teaching field or specialty area that will provide growth in the knowledge of that area.

**Additional Electives: 9 hours**

With the assistance of a faculty advisor, the student should select courses in education or in the specialty area.

Specific requirements for the two degree options are provided in the chart that follows.

### Requirements for the Non-Thesis Option of the M.A.Ed.: Library Information Specialist PreK-12

As an option of the non-thesis M.A.Ed., the 21-hour Library Information Specialist prepares prospective candidates with knowledge and skills to: understand and use technology, manage and organize resources, and obtain knowledge of books, media, and instructional materials basic to effective library programs. One semester of enhanced student teaching is required.

Union University students who are candidates for licensure for initial endorsement as a Library Information Specialist will complete the requirements specified for the M.A.Ed./Prof. Ed. Core (18 hours), enhanced student teaching for PreK-12 (14 hrs.) and additional course work in library information and instructional technology (21 hours). A total of 14 undergraduate hours (enhanced student teaching) and 39 graduate hours is required for degree completion.

The Library Information Specialist is also available as an add-on endorsement. See the Director of Teacher Education for details.

#### M.A.Ed. Professional Education Core Requirements

EDU 610	History & Philosophy of Education	3
SE 625	Survey of Exceptionalities	3
PSY 610	Advanced Educational Psychology	3
EDU 620	Curriculum Development & Implementation	3
EDU 650	Educational Measurement & Evaluation	3
EDU 670	Research Design	3
EDU 437	Enhanced Student Teaching (PreK-12)	<u>14</u>
Total		32 hours

#### The Library Information Specialist Requirements

LSC 610	Principles of Librarianship	3
LSC 620	School Library Administration	3
LSC 630	Collection Organization & Management	3
EDU 616	Children's Literature	3
LSC 640	Young Adult Literature	3
LSC 650	General Reference	3
EDU 510	Computers in the Classroom	<u>3</u>
Total		21 hours

### Admission to Candidacy for the Master of Arts in Education Degree

An important step in the student's progress toward the Master of Arts in Education Degree is admission to Candidacy. Students will be admitted to degree candidacy status only when the following conditions have been met.

1. Interview with the Dean of the School of Education and Human Studies.
2. Development of a program of study.
3. Completion of at least 18 semester hours in the program, including EDU 650, Educational Measurement and Evaluation. Additionally, if the student is pursuing the thesis option, EDU 660, Issues and Trends in Education, is required.
4. Completion of EDU 670, Research Design.
5. A minimum grade point average of 3.0.

**Additional Candidacy Requirement for Thesis-Option Students:** Students completing the thesis option of the program must have degree candidacy before beginning the master's research. In addition to the candidacy requirements above, thesis option students will be required to submit a research proposal which has been approved by the student's research committee. The approved research proposal must be filed in the Office of the School of Education and Human Studies before candidacy is granted.

The student will receive written notification when degree candidacy status has been achieved.

#### Full-Time Students

A graduate student enrolled for 9 or more hours during an academic semester will be considered a full-time student. A graduate student enrolled for 6 or more hours during the Summer or 3 or more graduate hours in Winter or any less-than-14-week semester shall be considered full time.

#### Maximum Load

The maximum load for a graduate student is 15 hours during the Fall or Spring semesters and 6 hours during the Winter term. The maximum load for the 8-week Summer session is 12 hours. No more than 6 hours may be taken during any Summer term. Fall and Spring Semester schedules are designed for teachers. An optimum load for teachers is six hours, one course per term.

## Transfer of Credit into the M.A.Ed. Degree Program

Up to nine semester hours of graduate credit from a regionally accredited college or university may be transferred into the degree program at the time the student is admitted to the program, provided the grades received in those courses were B or higher. Work being transferred into the program must have been completed within five years prior to admission to the program.

Transfer of credit after the student has been admitted to the degree program (transient credit) will be acceptable provided (1) the total semester hours of transfer credit does not exceed nine hours, (2) the grade received in the course is B or higher, and (3) written approval of the course being taken has been obtained from the Dean of the School of Education and Human Studies prior to taking the course. A maximum of six hours of workshop/short course/video course credit may be transferred.

## Residency Requirements

All students pursuing the Master of Arts in Education Degree are required to meet residency requirements for the degree. Students electing the thesis option of the program must complete at least 21 semester hours of work on the Jackson campus. Students electing the non-thesis option of the program must complete at least 27 semester hours of work on the Jackson campus.

## Courses Taken by Non-Degree Students

A maximum of twelve hours of graduate work taken at Union before a student is admitted to the degree program may be used to satisfy the M.A.Ed. requirements.

## Financial Information

The registration of a graduate student signifies an agreement by the student to fulfill the related financial obligations to the end of the term for which the student has registered.

There are two methods for the payment of expenses.

1. All expenses may be paid in full prior to or on the day of registration.
2. Payment may be made in two equal payments, with one-half due at the time of registration and the balance due halfway through the term. A 1.5% service charge will be added to the unpaid balance following the initial payment.

For students who have a definite commitment of financial aid from the Financial Aid Office of the University, the difference between the total cost for the term and the financial aid allocation is the amount payable by the student to the University.

## Tuition and Fees

M.A.Ed	\$205/semester hour (2000-2001)
Non-degree-seeking post-baccalaureate students	\$205/semester hour (2000-2001)

Tuition for Student Teaching will be charged at the undergraduate rate.

Other fees when applicable:

Application Fee (non-refundable, one-time only)	\$25
Late Registration Fee	\$25
Audit Fee	\$110 semester hour
Course Change Fee	\$10
Lab/Materials Fee per Course: EDU 510, 511, 512, 513, 514, 627, 628, 636, 638; SE 636, 638	\$15
Thesis Binding Fee	\$50
Graduation Fee: Student keeps masters hood	\$100

## Financial Assistance

Students enrolled in Graduate Studies in Education for a minimum of six hours per semester, Fall or Spring, may apply for the Federal Stafford Loan and the Perkins Loan. All students applying for these loans must complete an institutional application for financial aid and file the Free Application for Federal Student Aid (FAFSA). Forms are available in the Financial Aid Office.

Some students may qualify for a Tennessee Student Assistance Corporation (TSAC) loan. The Tennessee Teaching Scholars Program provides a forgivable loan of \$3,000 for post-baccalaureate students admitted to state-approved teacher education programs at a Tennessee institution of higher education who pledge to teach at the public preschool, elementary, or secondary level in Tennessee one year for each year the award is received. Contact the Financial Aid Office for information on requirements for qualifying, how to apply, and the application deadline.

Veterans: Union University is approved to offer educational benefits to veterans, reservists, and dependents of veterans who qualify for Veterans Benefits. Any person who qualifies for the above should check with the Academic Center as soon as possible upon registration.

## MASTER OF ARTS IN EDUCATION REQUIREMENTS FOR THE M.A.Ed. DEGREE OPTIONS

	THESIS OPTION	NON-THESIS OPTION
<b>REQUIRED CODE</b>	<b>15 HOURS:</b> EDU 610 His & Phil Educ EDU 620 Curr Dev & Implem EDU 650 Educ Meas & Eval EDU 660 Issues & Trends in Educ EDU 670 Research Design	<b>12 HOURS:</b> EDU 610 Hist & Phil Educ EDU 620 Educ Meas & Eval EDU 670 Research Design
<b>EDUCATION ELECTIVES</b> With the assistance of a faculty advisor, the student will select education courses that will increase the student's professional knowledge and skills	<b>6 HOURS</b>	<b>6 HOURS</b>
<b>SPECIALITY AREA ELECTIVES</b> With the assistance of a faculty advisor, the student will select courses related to the student's specialty area that will provide growth in the knowledge and methodology of that area	<b>6 HOURS</b>	<b>12 HOURS</b>
<b>ADDITIONAL ELECTIVES</b> With the assistance of a faculty advisor, the student will select additional courses in either education or the specialty area.	<b>3 HOURS</b>	<b>9 HOURS</b>
<b>THESIS</b>	<b>MINIMUM OF 3 HOURS</b>	<b>NOT REQUIRED IN THE NON-THESIS OPTION</b>
<b>COMPREHENSIVE WRITTEN EXAMINATION</b>	<b>NOT REQUIRED IN THE THESIS OPTION</b>	<b>REQUIRED FOR COMPLETION OF THE NON-THESIS OPTION</b>
<b>MINIMUM HOURS REQUIRED</b>	<b>33 HOURS</b>	<b>39 HOURS</b>

## Course Descriptions

### Art

#### 533 Internship (1-4)

Internship in a field situation for a specified time. Specific requirements will be arranged by the department.

#### 585 Special Studies in Art (1-4)

Group studies which do not appear in the department course offerings. Course content will be determined by need.

#### 598 Seminar (1-3)

A non-lecture research and discussion course. Course content will be determined by need.

#### 610 Theories and Processes in Drawing and Painting (3)

Exploration of concepts in drawing and painting with consideration of subject matter, media processes and developmental learning activities for art programs.

#### 620 Theories and Processes in Sculpture (3)

Exploration of concepts and techniques in sculpture with consideration to developmental learning activities for art programs.

#### 640 Special Studies in Art (3)

Group studies which do not appear in the department course offerings. Course content will be determined by need.

#### 655 Independent Study (1-4)

Individual research and study under the guidance of a graduate faculty member.

#### 680 Research in Art Education A (3)

A course designed to help the student complete the individual research related to the specialty area. Specific course content will be designed to meet the program needs of the individual student.

#### 685 Research in Art Education B (3)

A continuation of Research in Art Education A.

### Biology

#### 533 Internship (1-4)

Internship in a field situation for a specified time. Specific requirements will be arranged by the department.

#### 585 Special Studies in Biology (1-4)

Group studies which do not appear in the department course offerings. Course content will be determined by need.

#### 598 Seminar (1-3)

A non-lecture research and discussion course. Course content will be determined by need.

#### 640 Special Studies in Biology (3)

Group studies which do not appear in the department course offerings. Course content will be determined by need.

#### 655 Independent Study (1-4)

Individual research and study under the guidance of a graduate faculty member.

#### 680 Research in Biology Education A (3)

A course designed to help the student complete the individual research related to the specialty area. Specific course content will be designed to meet the program needs of the individual student.

#### 685 Research in Biology Education B (3)

A continuation of Research in Biology Education A.

### Business Administration

#### 533 Internship (1-4)

Internship in a field situation for a specified time. Specific requirements will be arranged by the department.

#### 585 Special Studies in Business (1-4)

Group studies which do not appear in the department course offerings. Course content will be determined by need.

#### 598 Seminar (1-3)

A non-lecture research and discussion course. Course content will be determined by need.

#### 615 Seminar and Workshop in Economic Education (3)

The seminars will focus on basic theories of economics at both the macroeconomic and microeconomic level. The workshops will stress practical applications of economic principles and basic classroom methods for teaching economics.

**640 Special Studies in Business Administration (3)**

Group studies which do not appear in the department course offerings. Course content will be determined by need.

**655 Independent Study (1-4)**

Individual research and study under the guidance of a graduate faculty member.

**680 Research in Business Education A (3)**

A course designed to help the student complete the individual research related to the specialty area. Specific course content will be designed to meet the program needs of the individual student.

**685 Research in Business Education B (3)**

A continuation of Research in Business Education A.

## **Chemistry and Physics**

**533 Internship (1-4)**

Internship in a field situation for a specified time. Specific requirements will be arranged by the department.

**585 Special Studies in Science (1-4)**

Group studies which do not appear in the department course offerings. Course content will be determined by need.

**598 Seminar (1-3)**

A non-lecture research and discussion course. Course content will be determined by need.

**640 Special Studies in Chemistry and Physics (3)**

Group studies which do not appear in the department course offerings. Course content will be determined by need.

**655 Independent Study (1-4)**

Individual research and study under the guidance of a graduate faculty member.

**680 Research in Science Education A (3)**

A course designed to help the student complete the individual research related to the specialty area. Specific course content will be designed to meet the program needs of the individual student.

**685 Research in Science Education B (3)**

A continuation of Research in Science Education A.

## **Communication Arts**

**533 Internship (1-4)**

Internship in a field situation for a specified time. Specific requirements will be arranged by the department.

**585 Special Studies in Communication (1-4)**

Group studies which do not appear in the department course offerings. Course content will be determined by need.

**598 Seminar (1-3)**

A non-lecture research and discussion course. Course content will be determined by need.

**640 Special Studies in Communication Arts (3)**

Group studies which do not appear in the department course offerings. Course content will be determined by need.

**655 Independent Study (1-4)**

Individual research and study under the guidance of a graduate faculty member.

**680 Research in Communication Education A (3)**

A course designed to help the student complete the individual research related to the specialty area. Specific course content will be designed to meet the program needs of the individual student.

**685 Research in Communication Education B (3)**

A continuation of Research in Communication Education A.

## **Education**

**510 Computer Applications in the Classroom (3)**

A study of existing computer software for elementary and secondary educational use. Criteria for the evaluation and selection of software are emphasized. Grading and management applications and word processing are included.

**511 Instructional Methodology for Elementary School Science (3 hours)**

A study of principles, practices, methods, and materials for teaching science in the elementary school with emphasis on current research in the field. Available for graduate credit only.

**512 Instructional Methodology for Elementary School Language Arts (3)**

A study of principles, practices, methods, and materials for teaching language arts in the elementary school with emphasis on current research in the field. Available for graduate credit only.

**513 Instructional Methodology for Elementary School Social Studies (3)**

A study of principles, practices, methods, and materials for teaching social studies in the elementary school with emphasis on current research in the field. Available for graduate credit only.

**514 Instructional Methodology for Elementary School Mathematics (3)**

A study of principles, practices, methods, and materials for teaching mathematics in the elementary school with emphasis on current research in the field. Available for graduate credit only.

**517 Instructional Methodology for Secondary School Art (3)**

A study of principles, practices, methods, and materials for teaching art in the secondary school with emphasis on current research in the field. Available for graduate credit only. Practicum Required.

**518 Instructional Methodology for Secondary School Science (3)**

A study of principles, practices, methods, and materials for teaching science in the secondary school with emphasis on current research in the field. Available for graduate credit only. Practicum Required.

**519 Instructional Methodology for Secondary Business (3)**

A study of principles, practices, methods, and materials for teaching business in the secondary school with emphasis on current research in the field. Available for graduate credit only. Practicum Required.

**520 Instructional Methodology for Secondary School English (3)**

A study of principles, practices, methods, and materials for teaching English in the secondary school with emphasis on current research in the field. Available for graduate credit only. Practicum Required.

**521 Instructional Methodology for Secondary School Physical Education and Health (3)**

A study of principles, practices, methods, and materials for teaching physical education and health in the secondary school with emphasis on current research in the field. Available for graduate credit only. Practicum Required.

**522 Instructional Methodology for Secondary School Mathematics (3)**

A study of principles, practices, methods, and materials for teaching mathematics in the secondary school with emphasis on current research in the field. Available for graduate credit only. Practicum Required.

**523 Instructional Methodology for Modern Languages in Secondary School (3)**

A study of principles, practices, methods, and materials for teaching modern languages in the secondary school with emphasis on current research in the field. Available for graduate credit only. Practicum Required.

**524 Instructional Methodology for Secondary School Music (3)**

A study of principles, practices, methods, and materials for teaching music in the secondary school with emphasis on current research in the field. Available for graduate credit only. Practicum Required.

**525 Instructional Methodology for Secondary School Social Studies (3)**

A study of principles, practices, methods, and materials for teaching social studies in the secondary school with emphasis on current research in the field. Available for graduate credit only. Practicum Required.

**526 Instructional Methodology for Secondary School Speech and Theatre Arts (3)**

A study of principles, practices, methods, and materials for teaching speech and theatre arts in the secondary school with emphasis on current research in the field. Available for graduate credit only. Practicum Required.

**533 Internship (1-4)**

Internship in a field situation for a specified time. Specific requirements will be arranged by the department.

**540 Using Games and Activities in the Elementary Classroom (3)**

A study of the principles and practices related to the effective use of games and activities in the elementary classroom.

**585 Special Studies in Education (1-4)**

Group studies which do not appear in the department course offerings. Course content will be determined by need.

**595 Special Workshops (1-4)**

Graduate credit offered in concentrated format for license renewal and elective credit. Maximum of 6 hours can count toward a degree. Selected topics may vary each year.

**598 Seminar (1-3)**

A non-lecture research and discussion course. Course content will be determined by need. Practicum Required for EDU 598 Seminar: Reading in the Content Area.

**610 History and Philosophy of Education (3)**

A study of the history and philosophy of American education with attention to European antecedents, and philosophical movements such as Idealism, Realism, Perennialism, Essentialism, Progressivism, Reconstructionism, and Existentialism.

**615 Seminar and Workshop in Economic Education (3)**

The seminars will focus on basic theories of economics at both the macroeconomic and microeconomic level. The workshops will stress practical applications of economic principles and basic classroom methods for teaching economics.

**616 Children and Literature (3)**

A critical analysis of each genre of literature for children as a basis for the appreciation, selection, and use of suitable materials to foster active learning, personal growth, and recreational reading. This course is intended for the student who did not take a course in children's literature as an undergraduate.

**620 Curriculum Development and Implementation (3)**

This course is designed to investigate the factors that have influenced and will shape the school curriculum. Various organizational patterns, trends, and issues are studied.

**625 Classroom Management (3)**

A study of comprehensive classroom management strategies which will center on interpersonal relationships, classroom organization and management, instruction, problem solving, behaviorism, and schoolwide discipline.

**626 Reading in the Content Area (3)**

Content reading skills are skills with focus. Rather than consisting of lessons to teach initial reading, content area reading builds on these skills to teach students strategies related to specific areas of the curriculum. As such, content reading instructions is designed to teach students the specific skills necessary to learn more effectively in science, social studies, literature, math music, and physical education. Students in this course will create materials related to their specific content area.

**627 Comparative Analysis of Instructional Methods in Reading (3)**

A study of methodology for teaching reading with emphasis on current research and practice as related in the professional literature in the field.

**628 Research in Diagnosis and Remediation of Reading Problems (3)**

Investigation of common reading problems, assessment methods, and remediation techniques found in the literature. Prerequisite: EDU 627. Practicum Required.

**629 Current Research in Early Childhood Education (3)**

Study and analysis of current research related to children and educational programs for children, birth through grade three. Practicum Required.

**630 The School and Community Relations (3)**

A study of designing programs around needs and problems of the school and its special publics, dealing constructively and effectively with these needs, and promoting a positive school environment for the steady improvement of public education.

**632 School Law (3)**

A study of sources of school law, student rights, and legal issues affecting education.

**634 School Facilities (3)**

Consideration of the school plant, grounds, and major equipment in relation to the educational needs of the community; factors in site selection; procedures in planning of school buildings; principles of design and construction; architectural and contractual services; and maintenance.

**636 Cognitive Development of the Young Child (4)**

A study of child development theory and current research related to language and mathematical development in young children with attention given to the problems of delayed development. Practicum Required.

**638 Creative Development of the Young Child (4)**

A study of child development theory and current research related to the development of creative ability in young children with attention given to the use of expressive arts for early intervention and for meeting curricular objectives in all academic disciplines. Practicum Required.

**640 Special Studies in Education (3)**

Group studies which do not appear in the department course offerings. Course content will be determined by need.

**650 Educational Measurement and Evaluation (3)**

A study of the measurement of learning, attitudes and feelings, products and performances, and social interaction. Difficulty and discrimination of test items as well as validity and reliability of tests are emphasized. Descriptive statistics for sets of data are introduced.

**651 Cognitive Development of the Young Child (4)**

Students examine the theoretical and applied aspects of cognitive development in young children. Language development, quantitative thinking and number concepts, goals and concepts for other curriculum areas, as well as assessment principles and models are explored. Practicum required. Prerequisites: EDU 629.

**655 Independent Study (1-4)**

Individual research and study under the guidance of a graduate faculty member.

**657 Creative Development of the Young Child (4)**

Students examine the development of creativity in young children with attention given to the use of the expressive arts for early intervention, meeting curricular objectives in all areas, and programming strategies for young children with special needs. Assessment principle and models are explored. Practicum required. Prerequisites: EDU 629.

**660 Issues and Trends in Education (3)**

A course designed to research the literature related to recent developments in education, including the aims, philosophies, methods, content, and problems related to the field. Students will identify and develop a synthesis of research related to a potential line of research.

**670 Research Design (3)**

A study of research designs which control threats to the validity of research conclusions. Students will complete a research proposal of a significant problem in education including a review of the literature related to the problem.

**680 Research in Education A (3)**

A course designed to help the student complete the individual research related to the specialty area. Specific course content will be designed to meet the program needs of the individual student.

**685 Research in Education B (3)**

A continuation of Research in Education A.

**690 Thesis A (3)**

A course designed to help the student complete the master's research and thesis. Specific course content will be designed to meet the research and writing needs of the individual student.

**695 Thesis B (3)**

A continuation of Thesis A.

**English****533 Internship (1-4)**

Internship in a field situation for a specified time. Specific requirements will be arranged by the department.

**585 Special Studies in English (1-4)**

Group studies which do not appear in the department course offerings. Course content will be determined by need.

**598 Seminar (1-3)**

A non-lecture research and discussion course. Course content will be determined by need.

**640 Special Studies in English (3)**

Group studies which do not appear in the department course offerings. Course content will be determined by need.

**655 Independent Study (1-4)**

Individual research and study under the guidance of a graduate faculty member.

**680 Research in English Education A (3)**

A course designed to help the student complete the individual research related to the specialty area. Specific course content will be designed to meet the program needs of the individual student.

**685 Research in English Education B (3)**

A continuation of Research in Education A.

**History, Political Science, and Geography****533 Internship (1-4)**

Internship in a field situation for a specified time. Specific requirements will be arranged by the department.

**585 Special Studies in Social Sciences (1-4)**

Group studies which do not appear in the department course offerings. Course content will be determined by need.

**598 Seminar (1-3)**

A non-lecture research and discussion course. Course content will be determined by need.

**640 Special Studies in Social Sciences (3)**

Group studies which do not appear in the department course offerings. Course content will be determined by need.

**655 Independent Study (1-4)**

Individual research and study under the guidance of a graduate faculty member.

**680 Research in Social Science Education A (3)**

A course designed to help the student complete the individual research related to the specialty area. Specific course content will be designed to meet the program needs of the individual student.

**685 Research in Social Science Education B (3)**

A continuation of Research in Social Science Education A.

**Languages****533 Internship (1-4)**

Internship in a field situation for a specified time. Specific requirements will be arranged by the department.

**585 Special Studies in Languages (1-4)**

Group studies which do not appear in the department course offerings. Course content will be determined by need.

**598 Seminar (1-3)**

A non-lecture research and discussion course. Course content will be determined by need.

**640 Special Studies in Languages (3)**

Group studies which do not appear in the department course offerings. Course content will be determined by need.

**655 Independent Study (1-4)**

Individual research and study under the guidance of a graduate faculty member.

**680 Research in Language Education A (3)**

A course designed to help the student complete the individual research related to the specialty area. Specific course content will be designed to meet the program needs of the individual student.

**685 Research in Language Education B (3)**

A continuation of Research in Language Education A.

**Library Information Specialist****600 Principles of Librarianship (3)**

A study which traces the development of library history from its earliest existence through the 20th century. In addition to the history and theories, it includes a study of the types of libraries, services, trends, issues and problems in libraries.

**610 School Library Administration (3)**

A study on how to organize and administrate school libraries with emphases placed on developing and implementing short and long range goals, developing and administrating programs, and keeping abreast of practices through current literature.

**620 Collection Management and Organization (3)**

A study which provides background information and current rules regarding the Dewey Decimal Systems of Classification and cataloging of materials. The course gives student hands on practice in creating records and editing records based on Machine Readable Format (MARC). The course will focus on activities that take place in route operations of collection management and organization of a library with emphasis on acquisition of materials, bibliographic control, cataloging, preservation and weeding of materials.

**630 Young Adult Literature (3)**

An evaluation which provides information about young adult literature as well as offers discussion on multicultural, multinational and classical literature for selection and appreciation of library materials.

**640 General Reference (3)**

A study which introduces students to basic printed reference and electronic resources for school library media centers and how to use them effectively. Focuses on how to use strategies in seeking answers to reference questions. The reference resources studied will serve as a selection guide for school libraries.

**647 Practicum (6)**

Library experience and training in elementary, middle and secondary school requiring 200 clock hours under the supervision of a licensed school librarian and college supervisor. To be taken twice during the 2<sup>nd</sup> year of study. Prerequisite: Completion of all other course work required for the degree.

**Mathematics and Computer Science****533 Internship (1-4)**

Internship in a field situation for a specified time. Specific requirements will be arranged by the department.

**585 Special Studies in Mathematics & Computer Science (1-4)**

Group studies which do not appear in the department course offerings. Course content will be determined by need.

**598 Seminar (1-3)**

A non lecture research and discussion course. Course content will be determined by need.

**640 Special Studies in Mathematics and Computer Science (3)**

Group studies which do not appear in the department course offerings. Course content will be determined by need.

**655 Independent Study (1-4)**

Individual research and study under the guidance of a graduate faculty member.

**680 Research in Mathematics Education A (3)**

A course designed to help the student complete the individual research related to the specialty area. Specific course content will be designed to meet the program needs of the individual student.

**685 Research in Mathematics Education B (3)**

A continuation of Research in Mathematics and Computer Science Education A.

**Music****533 Internship (1-4)**

Internship in a field situation for a specified time. Specific requirements will be arranged by the department.

**585 Special Studies in Music (1-4)**

Group studies which do not appear in the department course offerings. Course content will be determined by need.

**598 Seminar (1-3)**

A non-lecture research and discussion course. Course content will be determined by need.

**640 Special Studies in Music (3)**

Group studies which do not appear in the department course offerings. Course content will be determined by need.

**655 Independent Study (1-4)**

Individual research and study under the guidance of a graduate faculty member.

**680 Research in Music Education A (3)**

A course designed to help the student complete the individual research related to the specialty area. Specific course content will be designed to meet the program needs of the individual student.

**685 Research in Music Education B (3)**

A continuation of Research in Music Education A.

**Physical Education, Wellness, and Sport**

**533 Internship (1-4)**

Internship in a field situation for a specified time. Specific requirements will be arranged by the department.

**585 Special Studies in Physical Education and Health (1-4)**

Group studies which do not appear in the department course offerings. Course content will be determined by need.

**598 Seminar (1-3)**

A non-lecture research and discussion course. Course content will be determined by need.

**640 Special Studies in Physical Education and Health (3)**

Group studies which do not appear in the department course offerings. Course content will be determined by need.

**655 Independent Study (1-4)**

Individual research and study under the guidance of a graduate faculty member.

**660 Issues and Trends in Physical Education Education (3)**

A course designed to research the literature related to recent developments in Physical Education education, including the aims, philosophies, methods, content, and problems related to the field. Students will identify and develop a synthesis of research related to a potential line of research.

**680 Research in Physical Education and Health Education A (3)**

A course designed to help the student complete the individual research related to the specialty area. Specific course content will be designed to meet the program needs of the individual student.

**685 Research in Physical Education and Health Education B (3)**

A continuation of Research in Physical Education and Health Education A.

**Psychology**

**533 Internship (1-4)**

Internship in a field situation for a specified time. Specific requirements will be arranged by the department.

**585 Special Studies in Psychology (1-4)**

Group studies which do not appear in the department course offerings. Course content will be determined by need.

**598 Seminar (1-3)**

A non-lecture research and discussion course. Course content will be determined by need.

**610 Advanced Educational Psychology (3)**

This course involves an in-depth study of the field of educational psychology. Emphasis will be upon applying current research and issues such as human development, learning, and motivation to the educational setting.

**624 Comparative Study of Child Development Theories (3)**

This course is for the student who did not take a course in child development or human development as an undergraduate. It is a critical study of the prominent theories relating to physical, social, emotional, and cognitive growth of children, as well as factors which impact upon development. The roles of the teacher and of other professionals who work with young children are explored.

**625 Learning and Behavioral Characteristics of Persons with Exceptionalities (3)**

A study of the learning and behavioral characteristics of students with exceptionalities. Theoretical models and experimental results will be examined.

**640 Special Studies in Psychology (3)**

Group studies which do not appear in the department course offerings. Course content will be determined by need.

**655 Independent Study (1-4)**

Individual research and study under the guidance of a graduate faculty member.

**680 Research in Psychology Education A (3)**

A course designed to help the student complete the individual research related to the specialty area. Specific course content will be designed to meet the program needs of the individual student.

**685 Research in Psychology Education B (3)**

A continuation of Research in Psychology Education A.

**Sociology****533 Internship (1-4)**

Internship in a field situation for a specified time. Specific requirements will be arranged by the department.

**585 Special Studies in Sociology (1-4)**

Group studies which do not appear in the department course offerings. Course content will be determined by need.

**598 Seminar (1-3)**

A non-lecture research and discussion course. Course content will be determined by need.

**640 Special Studies in Sociology (3)**

Group studies which do not appear in the department course offerings. Course content will be determined by need.

**655 Independent Study (1-4)**

Individual research and study under the guidance of a graduate faculty member.

**680 Research in Sociology Education A (3)**

A course designed to help the student complete the individual research related to the specialty area. Specific course content will be designed to meet the program needs of the individual student.

**685 Research in Sociology Education B (3)**

A continuation of Research in Sociology Education A.

**Special Education****533 Internship (1-4)**

Internship in a field situation for a specified time. Specific requirements will be arranged by the department.

**585 Special Studies in Special Education (1-4)**

Groups studies which do not appear in the department course offerings. Course content will be determined by need.

**595 Special Workshops (1-4)**

Graduate credit offered in concentrated format for license renewal and elective credit. Maximum of 6 hours can count toward a degree. Selected topics may vary each year.

**605 Current Research in Educational Assessment of Persons with Exceptionalities (3)**

An investigation of assessment procedures for persons with special needs. Attention is given to the research base related to appropriate techniques and instruments and interpretation and transformation of test data into programmatic guidelines for instructional objectives.

**610 Current Research in Behavior Management of Persons with Exceptionalities (3)**

A study of the various theories and techniques for managing behavior of students with exceptionalities. Attention is given to experimental results and related practical, moral, and legal issues.

**625 Learning and Behavioral Characteristics of Persons with Exceptionalities (3)**

A study of the learning and behavioral characteristics of students with exceptionalities. Theoretical models and experimental results will be examined.

**636 Cognitive Development of the Young Child (4)**

A study of child development theory and current research related to language and mathematical development in young children with attention given to the problems of delayed development. Practicum required.

**638 Creative Development of the Young Child (4)**

A study of child development theory and current research related to the development of creative ability in young children with attention given to the use of expressive arts for early intervention and for meeting curricular objectives in all academic disciplines. Practicum required.

**640 Special Studies in Special Education (3)**

Group studies which do not appear in the department course offerings. Course content will be determined by need.

**650 Current Research in Assessment of Learning Problems in the Young Child (3)**

An investigation of the assessment methods for identification and diagnosis of learning problems in infants and young children and of the research related to effective techniques for early intervention.

**655 Independent Study (1-4)**

Individual research and study under the guidance of a graduate faculty member.

**660 Issues and Trends in Special Education (3)**

A course designed to research recent developments in Special Education, including the aims, philosophies, methods, content, and problems related to the field.

**680 Research in Special Education A (3)**

A course designed to help the student complete the individual research related to the specialty area. Specific course content will be designed to meet the program needs of the individual student.

**685 Research in Special Education B (3)**

A continuation of Research in Special Education A.

# THE MASTER OF EDUCATION DEGREE

## Purpose

The Master of Education degree (M.Ed.) is designed for the professional development of the classroom teacher. It provides licensed teachers enhancement of their skills and knowledge utilizing the most contemporary of topics in curriculum and instruction.

## The Cohort Approach

The Union M.Ed. program accepts students in groups of 15 to 24 to pursue each course together in a cohort. This model emphasizes teamwork, cooperation, professional support and sharing of knowledge among students. Each cohort is further subdivided into action research groups of 4-6 students. Lifelong friendships are developed through this format and learning takes place in a spirit of unity, rigor and cooperation. The curriculum consists of 12 courses totaling 30 semester hours with no transfer credits or electives permitted. The degree program begins each June and ends in July of the following year, with the course calendar published in advance for the 14-month program. Except for summer course work, when Saturdays as well as weekdays are utilized, courses during the school year are offered on Saturdays in a unique delivery system, an intensive format where one course at a time is completed by the cohort of students.

## Admission Information

Candidates for admission to the M.Ed. (cohort) program will need the following:

1. A teaching license.
2. A minimum G.P.A. of 3.00 based on a 4.00 scale (undergraduate and post-baccalaureate credits combined).
3. An interview with the Director of the M.Ed. program.

Successful candidates must also complete an Application to Graduate Studies in Education; arrange for official transcripts to be sent directly to the Office of Graduate Studies in Education from previously attended colleges or universities; and request of two persons who are in positions to judge the candidate's potential as a graduate student to recommend the candidate, using the forms provided in the application packet.

Persons not qualifying for Admission may be granted Provisional Admission after successfully

completing a Writing Sample (evaluated by English Department faculty) and upon the recommendation of the Graduate Education Admissions Committee and the Dean of Education and Human Studies. Provisionally admitted students may be granted Admission after 9 hours of (minimum) 3.00 grade average work and a recommendation from the Dean of Education and Human Studies. Failure to be fully admitted to the M.Ed. program after 9 hours of coursework will result in termination from the program. A student may appeal termination through the regular appeals process outlined in this Graduate Catalogue.

## Graduation Requirements

For graduation from the M.Ed. degree program, the student will:

1. Successfully complete the 30 semester hours of required course work.
2. Demonstrate a minimum G.P.A. of 3.0 cumulative for the program.
3. Successfully complete the Creative Research Project.

## Financial Information

The following payment plans are available:

1. Full payment may be made for the program of 30 semester hours—tuition is discounted by 5% when 100% payment is received prior to the advent of the program.
2. Payment may be made by the semester, with 50% due before classes begin that semester, and 50% due one month later.
3. Monthly payments may be made in 15 payments, beginning the first of June and ending the first of August the following year. Payments include a monthly service charge on the outstanding balance.

Tuition is \$225 per semester hour, or \$6750 for the program—effective for the June 2001-July 2002 cohorts.

The following are Non-Refundable Fees:

Application Fee:	\$25
Graduation Fee:	\$100—(student keeps Master's hood)
Computer Fee:	\$15—attached to the graduate course, EDU 602 - Educational Computer Technology

## Financial Aid

The Federal Stafford Loan (subsidized or unsubsidized) is available to M.Ed. students who need financial assistance. To qualify for a student loan, the graduate student must:

1. Be admitted to the M.Ed. degree program.
2. Demonstrate financial need (for the subsidized loan only).
3. Not be in default on a former loan or owe a refund on any grant.
4. Complete and return the FAFSA and Union Financial Aid Application to Union University's Financial Aid Office by April 1 for Summer through Spring semesters and by April 1 again of the following year to cover the remaining Summer semester. Students must also send financial aid transcripts from each previous college attended (forms are available at Union).

## Curriculum Calendar for the M.ED.

(The order of the M.Ed. courses will vary for individual cohorts.)

<b>Summer</b>		<b>Hours</b>
EDU 601	Schools and Families in a Pluralistic Society	3
EDU 643	Methods and Designs for Classroom Research	2
EDU 603	Student-Centered Instructional Design	3
EDU 644	Creative Research Proposal	1
<b>Fall</b>		
EDU 605	Teacher Effectiveness	3
Edu 602	Educational Computer Technology	3
<b>Winter</b>		
EDU 609	Inclusionary Instruction	3
<b>Spring</b>		
EDU 645	Creative Research Project	2
EDU 641	Trends in Curriculum and School Reform	3
<b>Summer</b>		
EDU 607	Alternative Assessment	3

EDU 649	Interpersonal Relationships in the School Setting	2
EDU 647	Faith and Ethics in Education	2
<b>Total Semester Hours</b>		<b>30</b>

## Curriculum

### Master of Education Degree

EDU 601	SCHOOLS AND FAMILIES IN A PLURALISTIC SOCIETY (3)
EDU 602	EDUCATIONAL COMPUTER TECHNOLOGY (3)
EDU 603	STUDENT-CENTERED INSTRUCTIONAL DESIGN (3)
EDU 605	TEACHER EFFECTIVENESS (3)
EDU 607	ALTERNATIVE ASSESSMENT (3)
EDU 609	INCLUSIONARY INSTRUCTION (3)
EDU 641	TRENDS IN CURRICULUM AND SCHOOL REFORM (3)
EDU 643	METHODS AND DESIGNS FOR CLASSROOM RESEARCH (2)
EDU 644	CREATIVE RESEARCH PROPOSAL (1)
EDU 645	CREATIVE RESEARCH PROJECT (2)
EDU 647	FAITH AND ETHICS IN EDUCATION (2)
EDU 649	INTERPERSONAL RELATIONSHIPS IN THE SCHOOL SETTING (2)
<hr/>	
TOTAL	30

### Course Descriptions

#### **EDU 601 Schools and Families in a Pluralistic Society (3)**

Study of the changes in and dynamics of the contemporary family and the impact on the classroom and learning practices. The teacher's role and response to a rapidly changing American society are emphasized.

#### **EDU 602 Educational Computer Technology (3)**

Focus of the course is the integration and utilization of the latest in instructional technology. Includes analysis and evaluation of existing software and hardware for elementary/secondary classrooms: teacher productivity tools, specific-use software, multimedia technology, adaptive technology,

presentation software, Internet, web page construction, and future trends. Prerequisite: CSC 105 and EDU 250 on equivalent computer skills.

**EDU 603 Student-Centered Instructional Design (3)**

Teaching strategies which focus on student learning such as constructivism, brain-based teaching and learning, integrated thematic instruction, inquiry and multiple intelligence learning styles are studied.

**EDU 605 Teacher Effectiveness (3)**

Review of the educational research literature on teacher effectiveness as it focuses on the teacher-student dynamic and the learning environment. Issues of teaching strategies and classroom management are studied.

**EDU 607 Alternative Assessment (3)**

Creation and use of alternative measures of student achievement which involve examination of the processes as well as the products of learning. Variants of performance assessments that require students to generate rather than choose a response. Exhibitions, investigations, demonstrations, written or oral responses, journals and portfolios are examples of alternatives.

**EDU 609 Inclusionary Instruction (3)**

Rationales for inclusionary classrooms and schools, including the changing assumptions of how children learn, demographic changes, shifts in funding and demonstrations of effective programs.

**EDU 641 Trends in Curriculum and School Reform (3)**

Recent innovative trends in educational practice including current curriculum models and school reform models.

**EDU 643 Methods and Designs for Classroom Research (2)**

Identification of the key problems and issues in educational research, development of skills of critical analysis of the literature and the implementation of a proposal for action research in the classroom.

**EDU 644 Creative Research Proposal (1)**

Introduction to the field of educational research. Students will review the literature on a topic of choice and write a proposal for the Creative Research Project.

**EDU 645 Creative Research Project (2)**

Designed to assist the teacher in defining and researching an education problem in a classroom setting. Effective applications to specific educational practice and school improvement are emphasized.

**EDU 647 Faith and Ethics in Education (2)**

Study of world views and ethical thinking in the context of the school classroom. The place of faith and values in the public school arena is an issue of study.

**EDU 649 Interpersonal Relationships in the School Setting (2)**

Study of interpersonal relationships and educational leadership in the school setting. Motivation, decision-making, conflict resolution are included.

# Teacher Licensure: Post-Baccalaureate Requirements for Initial and Add-on Endorsement

## Conceptual Framework: A Teacher-Student Dynamic of Sensitivity, Reflection and Faith

### Mission Statement

The mission of the Teacher Education Program is to prepare highly effective teachers within an environment of sensitivity, reflection, and faith: teachers who are sensitive to the diverse learning needs of their students; competent teachers who embrace reflective scholarship and a spirit of inquiry; and teachers who carefully consider their world view and integrate in their classrooms Christian values such as stewardship of the environment, belief in the dignity and worth of each individual, and grace to lead, empower, and motivate every student to enjoy learning and to continue learning for a lifetime.

### Goals

On completion of the Teacher Education Program, students will have developed:

- Understanding of the growth and development of children and adolescents and sensitivity to their diverse learning needs;
- Academic competence in a broad base of general education and in a major appropriate for the licensure being sought
- Knowledge of a variety of effective teaching methods and materials which utilize skills that effectively apply content knowledge and knowledge of children and adolescents to the learning environment;
- Awareness that teachers need continuing professional growth to remain effective and desire to pursue further study;
- Knowledge of the ethical and professional responsibilities of teachers and an understanding of the teacher's role as a leader in the community;
- A desire to have a lifestyle that demonstrates Christian values.

### Profile of the Teacher Education Program

To be licensed to teach in the State of Tennessee, prospective teachers must earn a bachelor's degree

with a major in an academic field and meet specific competencies needed in the teaching profession.

**Areas of licensure:** Union offers both initial licensure and additional endorsement in the following areas:

Basic Business/Acctng, 7-12  
Biology, 7-12  
Chemistry, 7-12  
Data Processing, 7-12  
Early Childhood Educ., PreK-4  
Economics, 7-12  
Elementary, K-8  
English, 7-12  
English as a Second Lang., PreK-12  
French, 7-12  
Government, 7-12  
Health, K-12  
History, 7-12  
Library Information Specialist, Pre K-12  
Marketing, 7-12  
Mathematics, 7-12  
Middle Grades, 5-8  
Music Education:  
    Vocal/General, K-12  
    Instrumental, K-12  
Physical Education, K-12  
Physics, 7-12  
Spanish, 7-12  
Special Education:  
    Modified, K-12  
    Comprehensive, K-12  
    Early Childhood  
Speech Comm., 7-12  
Theatre, K-12  
Visual Art, K-12

### Post-Baccalaureate Requirements

(For post-baccalaureate initial licensure and add-on endorsements)

**Official transcripts.** Students who seek post-baccalaureate teacher licensure must first complete an application for admission to Graduate Studies in Education and submit a \$25.00 (non-refundable) application fee. The candidate must order official

transcripts from all colleges and universities that have been attended; these transcripts must be sent directly to Union University and may **not** be stamped "Issued to Student."

**Transcript evaluations.** After the candidate has completed the application for admission to Graduate Studies in Education and submitted a \$25.00 application fee, and official transcripts have been received, the candidate should call the Director of Teacher Education for an appointment for a transcript evaluation. Post-baccalaureate candidates must have a transcript evaluation completed by the Director of Teacher Education prior to starting classes; if the licensure program takes more than one year to complete, the post-baccalaureate candidate should have another evaluation completed. At this meeting the candidate will be apprised of course work that remains, TEP status, Praxis II (NTE) requirements, and any proposed changes in licensure requirements.

**Admission to the TEP.** Post-baccalaureate candidates must secure a copy of the Teacher Education Program Handbook, Vol. I and meet the following requirements for admission to the Teacher Education Program.

1. Satisfactory scores on the PPST: Reading=174, Math, 173, Writing=173), **or** CBT: Reading=321, Math=318, Writing=319) **or** ACT (Composite of 22e), **or** SAT (Total of 1020) **or** MAT=35 **or** GRE (Verbal=350, Quantitative=400, Analytical=400).
2. Minimum GPA of 3.0 from all undergraduate courses taken or provisional admission to graduate course work
3. Two positive reference forms
4. Interview with the Teacher Education Screening Committee
5. Approval of the Education Department
6. Approval of the Teacher Education Committee

**Application to the TEP.** The application to the TEP is submitted upon entrance to Union University's post-baccalaureate program. Due to the nature of class schedules on the graduate level, candidates may take courses that are required for licensure when they are available even if they require admission to the TEP on the undergraduate level. **However, candidates must be fully admitted to the TEP prior to student teaching.**

Continuation in the TEP. In order to remain in the TEP following admission, the post-baccalaureate candidate must maintain a GPA of 2.75 in all course work taken at Union since completion of the baccalaureate degree and a GPA of 2.75 in the professional education core.

**Admission to student teaching.** Candidates must file an application to student teach before the posted deadline during the semester prior to student teaching. Applications are available in the Education Department. Other requirements for student teaching are as follows:

1. Minimum scores on all applicable portions of the Praxis II series (NTE) must be received by Union before the student is admitted to student teaching or before teaching experience can be substituted for student teaching
2. A recommendation from the department of the student's endorsement area or a minimum GPA of 2.75 in all undergraduate and graduate courses in the endorsement area
3. Satisfactory completion of a field experience at an appropriate level
4. Completion of the professional education core
5. Lack no more than one course for completion of the endorsement requirements
6. Completion of one term of full-time professional education
7. Approval of the Dean of Students
8. Approval of the Teacher Education Committee.

No courses may be taken during the semester of student teaching. During the semester of student teaching, seminars are held on Thursday afternoons from 3:30-5:00 and **attendance is mandatory.**

Teaching experience may or may not be allowed to substitute for student teaching. Post-baccalaureate candidates who have completed either two years of successful experience on the Interim A in the area of licensure or 3 years of experience on a permit or combination of permit and Interim A may submit a letter of appeal to the Dean of the School of Education and Human Studies. The letter **must include** the verification of Teaching Experience Form completed by the Supervisor or principal indicating grade, subject, and dates taught along with copies of local evaluations completed by the supervisor and/or principal and a copy of Praxis II (NTE) scores. If the Dean deems that the experience is within the guidelines of Union's policy, he/she will allow the experience to substitute for student teaching. If denied, the candidate may appeal the decision to the Teacher Education Committee.

**Application for teacher licensure.** Applications for Tennessee teacher licensure are completed during a student teaching seminar and are filed with the Tennessee State Department of Education when all requirements are completed.

## Academic Policies

**Minimum GPA requirements.** Minimum GPA's are listed above. Following admission to the TEP, if the GPA drops below the minimum, the student is removed from the TEP and may not take any courses that require admission to the TEP. In this case it is strongly recommended that the student repeat courses that caused the GPA to fall below the minimum required. When the GPA is at or above the minimum, the student will be submitted for readmission to the TEP.

**Early field experiences.** As is required by national standards and by the Tennessee State Department of Education guidelines, early field experiences are a vital part of the TEP at Union. The purpose of these early field experiences is to introduce the prospective teacher to a variety of school settings, learners, and routine activities. The knowledge and skills introduced in course work will be refined in the early field experiences.

*Proof of professional liability insurance is required of all students enrolled in courses with field experiences.* This expense is the responsibility of the student. Options for this coverage include, but are not limited to, membership in Student Tennessee Education Association, Christian Educators' Association International, or Professional Educators of Tennessee. Liability insurance is also available through Union University. Information about each of these options is available through the Director of Teacher Education.

**Appeals.** The Education Department is charged with the responsibility to follow the established policies for admission to and completion of the TEP. The

Teacher Education Committee, which includes representatives of the faculty from across the university, is the TEP coordinating and policy-making body for the unit and is responsible for assuring that the established policies are followed. If the student feels that established policy or practice is not being followed, the Teacher Education Committee should be contacted. The Teacher Education Committee is also the appeals committee for the TEP. All appeals for variance from established policy and practice should be presented in writing to the Dean of the School of Education and Human Studies. The Dean will consider whether the appeal may, within established policy, be granted. If the appeal has been denied by the Dean, the student may choose to direct the appeal to the Teacher Education Committee. The student should contact the chairman of the TEC and present the appeal in writing. After the TEC has considered the appeal, the student will be notified in writing of the committee's determination.

**Assessment of student outcomes.** To be admitted to student teaching, students must acquire passing scores on all applicable portions of the Praxis II (NTE) as determined by the Tennessee State Department of Education. The NTE should be taken at least one semester prior to the beginning of student teaching to assure receipt of passing scores.

## Financial Information

In addition to tuition, a fee of \$125 will be charged all students engaged in enhanced student teaching. A fee of \$35 is charged for extended field experience. This fee is used to meet part of the expenses of the cooperating teacher stipend and travel expenses incurred by the university supervisor.

A materials fee is also charged for student teaching and appropriate courses throughout the education curriculum and elsewhere in the university to cover costs directly related to the course or laboratory. Current materials fees are indicated in the "Financial Information" section of the *Catalogue*.

# EDUCATION SPECIALIST DEGREE IN EDUCATIONAL LEADERSHIP

## Purpose

The purpose of the Education Specialist Degree (Ed.S.) in Educational Leadership is to prepare school leaders who will focus on the central issues of teaching and learning and school improvement and who will make a difference as moral agents and sensitive social advocates for the children and communities they serve.

## Program Description

The Education Specialist Degree (Ed.S.) in Educational Leadership is offered along two tracks: (1) Administration and Supervision (A&S), a licensure track designed to prepare school principals and supervisors of instruction; and (2) Curriculum and Supervision (C&S), a non-licensure track designed for school leaders who desire knowledge of concepts and strategies for school and classroom leadership. The degree is based on Union's conceptual framework of *A Teacher-Student Dynamic of Sensitivity, Reflection and Faith*. Union University desires to prepare school leaders who are grounded in and committed to excellence in teaching and learning with values based on our Judeo-Christian heritage.

**The Cohort Approach.** The Union Ed.S. Degree Program accepts students in groups of 20-30 to pursue each course together in a cohort. Lifelong friendships are developed through this format, and learning takes place in a spirit of unity, rigor and cooperation.

**Program Delivery.** Students will be accepted into cohorts who will complete the program utilizing an innovative delivery system designed to meet the needs of educators. Ed.S. students will begin the program with a course offered on Saturdays in April and May, 8 a.m. – 2:30 p.m. over 5 1/2 Saturdays, followed by an intensive two months in which students complete 6-7 semester hours utilizing Saturdays in June and July, and mornings two days a week in June and July. Time is provided during the summer for library research, group projects, independent reading, and Practicum hours. In the fall, instruction occurs on Saturdays, 8 a.m. – 2:30 p.m. on 5 1/2 Saturdays for a course in September and October, followed by other courses offered on Saturdays in November-December, January-February, March-April, and May-June-July. Saturdays are utilized for courses offered January through May. The

guiding principle is that students will complete one course before moving to another.

Administration and Supervision students begin the Practicum in their first summer if they are following Tennessee's Standard Program Route (as defined in the Tennessee State Department of Education Guidelines for Administrator Endorsement). The Practicum runs the entire school year through the month of June. A full-time Internship, January through June, is required for A&S students following Tennessee's Internship Program Route (as defined in the Tennessee State Department of Education Guidelines for Administrator Endorsement). Students and faculty maintain online contact during the intervening weeks and months in support of course assignments. Saturdays are also utilized for courses offered January through June. In June A&S students complete their Practicum or Internship and, with C&S students, present their Ed.S. Problems Paper. Also in June, A&S students take the ISLLC Administrator Assessment for "Beginning Administrator Licensure" and for graduation in August.

The Beginner Administrator's License will qualify the candidate for an administrative position in the schools. If the candidate wants to qualify for the Professional Administrator's License, he or she must be employed in a public school administrative position. At that juncture, the Graduate Studies in Education Program enters into the approved follow-up process of mentorship with the public school system which allows the candidate to advance to a license at the Professional Administrator's level.

## **Curriculum: Ed.S. in Educational Leadership: Administration and Supervision**

**Prerequisites:** Human Growth and Development, Instructional Technology, Educational Assessment and 3 years of teaching experience by the time licensure application is made.

**Transfer Credit by Petition:** Maximum of 9 Semester Hours May Be Applied.

**Licensure:** This program leads to a recommendation for licensure as a principal or supervisor of instruction in the State of Tennessee. It is designed to meet NCATE, ISLLC and State of Tennessee licensure standards in school leadership.

EDU 601—Schools and Families in a Pluralistic Society  
 EDU 603—Student-Centered Instructional Design  
 EDU 610—History and Philosophy of Education  
 EDU 700—Research Issues in Educational Leadership  
 EDS 703—Supervision  
 EDS 704—Leadership Issues I—Theories and Strategies  
 EDS 705—Leadership Issues II—Planning and Finance  
 EDS 706—Organizational Decision Making  
 EDS 708—Curriculum and School Improvement  
 EDS 709—Legal Issues in School Governance  
 EDU 723—Faith and Ethics in Educational Leadership

\*EDS 731 Leadership Practicum (5 hours)

**OR**

\*\*EDS 730—Leadership Internship (5 hours)  
 EDU 785 Readings in Teaching and Learning (1 hour)

Total: 39 hours

**Exit Assessment:**

Completion of Practicum or Internship—end of June  
 Completion of ISLLC Exam—middle of July  
 Presentation of Problems Paper—end of July  
 Graduation—first weekend in August

**\*Standard Program Route Only**

**\*\*Internship Program Route Only**

**Curriculum: Ed.S. in Educational Leadership: Curriculum and Supervision**

**Prerequisites:** Human Growth and Development, Instructional Technology, Educational Assessment

**Transfer Credit by Petition:** Maximum of 9 Semester Hours May Be Applied.

EDU 601—Schools and Families in a Pluralistic Society  
 EDU 603—Student-Centered Instructional Design  
 EDU 610—History and Philosophy of Education  
 EDU 700—Research Issues in Educational Leadership  
 EDS 703—Supervision

EDS 704—Leadership Issues I—Theories and Strategies  
 EDS 705—Leadership Issues II—Planning and Finance  
 EDS 706—Organizational Decision Making  
 EDS 708—Curriculum and School Improvement  
 EDS 709—Legal Issues in School Governance  
 EDU 723—Faith and Ethics in Educational Leadership  
 EDS 732—Problems Paper: Educational Leadership (2)  
 EDU 785—Readings in Teaching and Learning (1)  
 EDU 786—Seminar: Readings in Cultural Diversity

**Total: 39 hours**

**Exit Assessment:**

Presentation of Problems Paper—end of July  
 Graduation—first weekend in August

**Calendar for Ed.S. 2000-2001**

Dates may vary slightly. Separate course schedules for each cohort are available.

**Spring 2000**

April 1 Classes Begin  
 May 13 Classes End

**Summer 2000**

June 3 Classes Begin  
 July 22 Classes End

**Fall 2000**

September 9 Classes Begin  
 December 16 Classes End

**Winter 2001**

January 6 Classes Begin  
 February 17 Classes End

**Spring 2001**

March 3 Classes Begin  
 June 16 Classes End

**Summer 2001**

June 5 Classes Begin  
 July 31 Classes End  
 August 4 Summer Commencement

## Admission Information

All candidates for admission to the Ed.S. Degree Program in Educational Leadership must submit an *Application to Graduate Studies in Education* along with a non-refundable application fee (\$25) and arrange for official transcripts to be sent directly to the Office of Graduate Studies in Education from previously attended colleges or universities. In addition, a completed *Certificate of Immunization* will be required of all students.

If not documented on an official transcript, the student must complete coursework in instructional technology, human growth and development, and assessment or educational measurement before graduating from the Ed.S. Degree program.

Admission Criteria. Candidates for admission to the Ed.S. Degree program in Educational Leadership must have a minimum of a Master's degree, three year's teaching experience and demonstrated leadership potential as more specifically stated in the following admission criteria.

1. Grade Point Average—Undergraduate GPA of 3.0 or higher. Prior Graduate GPA of 3.2 or higher.
2. Teacher Licensure—Teacher licensure and three years teaching experience by program's completion.
3. Student Goals—Goals aimed at becoming a teaching team leader, principal or supervisor as expressed in a letter to the Dean.
4. Recommendations—Rating forms from three present or former employers who can attest to candidate's leadership potential.

In addition to the criteria above, candidates for admission to the Administration and Supervision track must submit the following.

- Writing Sample—All candidates for the Administration and Supervision track, regardless of GPA, must successfully complete an Ed.S. writing sample demonstrating adequate advanced graduate level writing skills.
- A&S Screening Committee Interview—All candidates for the Administration and Supervision track must be interviewed by an admissions screening committee comprised of university and public school personnel who will make a recommendation to the Program Director concerning admission to the program. Candidates should possess leadership potential as demonstrated by past leadership experiences as exhibited in the screening interview.

**Provisional Admission.** Persons not meeting either of the GPA requirements (undergraduate or graduate) may be granted Provisional Admission to the Curriculum and Supervision track or the Administration and Supervision track following the successful completion of the Ed.S. writing sample. After successful completion of 9-10 hours of Ed.S. coursework with a minimum GPA of 3.0, the student will be removed from provisional admission status and granted admission to the Ed.S. program.

## Candidacy for the Degree

All Ed.S. students must apply and be admitted to Degree Candidacy after completion of 9-10 semester hours of coursework with a minimum GPA of 3.0 before proceeding to complete the Ed.S. degree in Educational Leadership.

## Graduation Requirements

All students completing the Education Specialist Degree in Educational Leadership must meet the following criteria for graduation.

1. Successful completion of the required 39 semester hours of coursework with a minimum GPA of 3.0.
  2. Successful presentation of the Problems Paper.
- In addition to the above criteria, students completing the Administration and Supervision licensure track must:
3. Successfully complete the required Practicum or Internship.
  4. Successfully complete the ISLLC Exam.

## Financial Information

The following payment plans are available for students in the Ed.S. program.

1. Full payment may be made for the program of 30 semester hours. Tuition is discounted by 5% when payment for 30 semester hours is received prior to the advent of the program. Tuition must be paid on an individual basis for courses required for completion of the program which are in addition to the required 30 semester hours.
2. Payment may be made by the semester with 50% due before classes begin and 50% due one month later.
3. Monthly payments may be made in 17 equal payments beginning the first of April and ending the first of August the following year. Payments include a service charge.

**Tuition and Fees.** Tuition is \$225 per semester hour, or \$6750 for the required minimum of 30 semester hours. The following are non-refundable fees:

Application Fee: \$25  
EDS 730/731 Internship/Practicum Fee (A&S): \$200  
Graduation Fee (student keeps masters hood)\$100

**Financial Aid.** The Federal Stafford Loan (subsidized or unsubsidized) is available to Ed.S. students who need financial assistance. To qualify for a student loan, the graduate student must:

1. Be admitted to the Ed.S. Degree program.
2. Demonstrate financial need (for the subsidized loan only).
3. Not be in default on a former loan or owe a refund on any grant.
4. Complete and return the FAFSA and Union Financial Aid Application to union University's Financial Aid Office by February 1 for programs beginning in April. Students will be required to send financial aid transcripts from each previous college attended (forms are available in the Financial Aid Office).

## Course Descriptions

### EDS 703 Supervision (3 hours)

Analysis of supervisory models and techniques, management techniques and group processes, staffing patterns and organizational structures to support teaching and learning. Students develop skills in all aspects of instructional planning.

### EDS 704 Leadership Issues I: Theories and Strategies (3 hours)

A thorough introduction to the essential issues of educational leadership including strategic planning, theories of leadership development, the change process, school improvement, comprehensive reform in schools, systems perspectives and more. This course is prerequisite to Leadership Issues II: Planning and Finance.

### EDS 705 Leadership Issues II: Planning and Finance (3 hours)

An application of leadership issues related to planning and finance, including school improvement planning, policies for equity and diversity, the management of collective bargaining, fiscal and non-fiscal resources for districts, budget planning and management collaborative planning, use of media and more.

### EDS 706 Organizational Decision Making (3 hours)

Theoretical approaches to understanding complex organizations are examined and applied to educational organizations, drawn from organizational theory, development and behavior. Students develop effective solutions for interpersonal, structural, and organizational problems experienced in contemporary educational communities. Strategic planning for educational change, including technological, is studied.

### EDS 708 Curriculum and School Improvement (3 hours)

Study and evaluation of modern practices and strategies in curriculum development with the emphasis on school improvement. The process of curriculum planning with a focus on system accountability and student learning is studied.

### EDS 709 Legal Issues in School Governance (3 hours)

Areas of the law as it impacts school administrators are studied, including, but not limited to, sources of the law and the courts, the law and students and educational personnel, desegregation and its effects, school finance issues and school district liability, federal law and regulations involving special education.

### EDU 723 Faith and Ethics in Educational Leadership (3 hours)

A critical analysis of faith issues, ethical decision-making, world-view frameworks and values questions in the context of schools and educational leadership, especially in the public sector but not excluding the private. Techniques and tools are identified and practiced to analyze, clarify and evaluate ethical issues within educational contexts.

### EDS 730 Leadership Internship (5 hours)

The internship for the Administration and Supervision track of the Ed.S. in Educational Leadership is a five-month, mentored experience involving two or more settings and multiple levels with an introductory field practicum of one month. It is the application in a workplace environment of the strategic, instructional, organizational and contextual leadership program standards. Students develop and present a "Problems Paper" in the context of their internship work. (Open only with approval from the Office of Graduate Studies in Education)

**EDS 731 Leadership Practicum (5 hours)**

The practicum for the Administration and Supervision track (Standard Route) is an eight-month, mentored experience in a cooperating school system. It is the application in a workplace environment of the strategic, instructional, organizational and contextual leadership program standards. Students develop and present a "Problems Paper" in the context of their practicum work. (Open only with approval from the Office of Graduate Studies in Education)

**EDS 732 Problems Paper (2 hours)**

The Problems Paper is the culminating experience of the Ed.S. Program. The paper affords the Educational Leadership student the opportunity to engage in action-oriented research on a problem tied to school improvement. The problem is identified in EDU 708, and data is collected at the school or school system level. This course provides a context for completion of the paper by Curriculum and Supervision students.

**EDU 601 Schools and Families in a Pluralistic Society (3 hours)**

A study of the changes in and dynamics of the contemporary family and the impact on the classroom and learning practices. The teacher's role and response to a rapidly changing American society are emphasized.

**EDU 603 Student-Centered Instructional Design (3 hours)**

A study of teaching strategies which focus on student learning such as constructivism, brain-based teaching and learning, integrated thematic instruction, inquiry and multiple intelligence learning styles.

**EDU 610 History and Philosophy of Education (3 hours)**

A study of the history and philosophy of American education with attention to European antecedents, and philosophical movements such as Idealism, Realism, Perennialism, Essentialism, Progressivism, Reconstructionism, and Existentialism.

**EDU 700 Research Issues in Educational Leadership (3 hours)**

Students learn to locate, critique, and report research findings; apply introductory methods of analyzing, synthesizing and evaluating research evidence; compare types of qualitative and quantitative educational research; and design a "Problems Paper" utilizing action research in an educational leadership context.

**EDU 785 Readings in Teaching and Learning (1-3 hours)**

A study of research in teaching and learning with the emphasis on school improvement and the school leader as an authority in best practices in teaching and learning.

**EDU 786 Seminar: Readings in Cultural Diversity (3 hours)**

A seminar course dealing with the theoretical and applied basis of educational administration in multicultural contexts. Students examine through readings the needs and characteristics of various cultural groups with the focus on translation to practice and policy.

# THE SCHOOL OF NURSING

## Master of Science in Nursing

### Mission Statement

- To provide masters nursing education that builds on the baccalaureate undergraduate foundation.
- To prepare the graduate for advanced professional nursing practice with specific functional and clinical abilities
- To prepare advanced practice nurses academically for doctoral study in nursing

### Program outcomes

The graduate of the master's nursing program will be able to:

1. Incorporate theory and research in advanced practice nursing.
2. Assume leadership roles in nursing education or nursing administration to promote health and well being of persons in an intercultural world.
3. Integrate knowledge of health care economics and policy into the delivery of cost effective, ethically responsible nursing care.
4. Manage information using technology to influence nursing practice.

### Graduate Program Admission Requirements

Admission to the program will be based on competitive selection from the pool of applicants who meet the following admission requirements:

1. Completion of a baccalaureate degree in nursing from an NLN accredited program
2. Official transcript(s)
3. Official GRE test score
4. RN licensure verification form
5. Evidence of writing skills to include:
  - Statement of philosophy of nursing that integrates faith into the discipline of nursing
  - Statement of professional career goals
6. Interview with the Nursing Graduate Admissions Selection Committee
7. Three letters of professional/academic reference specifying the applicants capabilities for graduate study

8. Completed application with application fee of \$25.00

Students admitted to the program must have and maintain while in the program:

1. Current CPR certification
2. Evidence of Hepatitis B, MMR, polio and tetanus vaccination
3. Rubella and varicella titers
4. Freedom from tuberculosis as evidenced by a negative PPD or health provider examination
5. Evidence of professional malpractice insurance

### Conditional admission

Applicants who do not meet the regular admission requirements to the MSN program may be admitted conditionally at the discretion of the MSN Graduate Admissions Committee. Conditional admission will require contractual agreement between the applicant and the Graduate Admissions Committee. The contract will specify the conditions and deadlines that must be met to matriculate to the regular MSN program.

### Transfer of Credit

Graduate credit for courses earned at a regionally accredited college or university or at a foreign college or university may be transferred to Union University if the courses are essentially the same as those required in the MSN program. Such transfer credit will not be allowed for courses used to satisfy another degree at another institution. The maximum number of semester hours that may be transferred to Union University and applied to the MSN degree is six.

No grade less than "B" may be transferred. Courses taken more than five years before beginning the MSN program at Union University will be considered on an individual basis.

### Graduation Requirements

1. Completion of the thirty-eight hours of required course work.
2. A minimum grade point average of 3.0 for the required course of study.
3. Successfully complete all degree requirements which are in effect for the MSN program.

4. File an application for graduation with the Graduate Nursing Office. The application deadline is Friday, September 28, 2001 for students who plan to complete degree requirements for December 2001 graduation.
5. Pay in full the student's account in the Business Office
6. Discharge all other obligations (fines, credentials, fees, etc.) at the University.

### **M.S.N., Nursing Education (38 hours)**

#### **Fall Semester 2000 (Semester 1)**

##### **First Eight Weeks**

NUR 510 Information Systems in Healthcare	2
NUR 520 Theory of Nursing Practice	2
*MAT 514 Statistics for the Health Sciences (Full Semester)	3 7

##### **Second Eight Weeks**

NUR 530 Research Methods	3
NUR 540 Health Policy/Health Economics	3 6

#### **Spring Semester 2001 (Semester 2)**

##### **First Eight Weeks**

NUR 550 Health Promotion/Disease Prevention	3
NUR 570 Curriculum Design	4 7

##### **Second Eight Weeks**

NUR 560 Ethical Issues in Health Care	3
NUR 620 Teaching/Learning Throughout the Lifespan	3 6

#### **Summer 2001 (Semester 3)**

NUR 610 Instructional Methods	3
NUR 552 Intercultural Issues	3 6

#### **Fall 2001 (Semester 4)**

NUR 696 or 697 Thesis or Scholarly Project	3
NUR 690 Nursing Education Seminar/ Practicum	3 6

### **M.S.N., Nursing Administration (38 hours)**

#### **Fall Semester 2000 (Semester 1)**

##### **First Eight Weeks**

NUR 510 Information Systems in Healthcare	2
NUR 520 Theory of Nursing Practice	2
*MAT 514 Statistics for the Health Sciences (Full Semester)	3 7

##### **Second Eight Weeks**

NUR 530 Research Methods	
NUR 540 Health Policy/Health Economics	3 6

#### **Spring Semester 2001 (Semester 2)**

##### **First Eight Weeks**

NUR 550 Health Promotion/Disease Prevention	3
NUR 525 Introduction to Administrative Practice (Admin I)	3 6

##### **Second Eight Weeks**

NUR 535 Quality Measurement and Information Management in Health Services (Admin II)	4
NUR 560 Ethical Issues in Health Care	3 7

#### **Summer 2001 (Semester 3)**

NUR 645 Applied Financial Management (Admin III)	3
NUR 552 Intercultural Issues	3 6

#### **Fall 2001 (Semester 4)**

NUR 696 or 697 Thesis or Scholarly Project	3
NUR 695 Nursing Administration Seminar and Practicum (Admin IV)	3 6

\*All courses with the exception of MAT 514, will be offered in 8 week accelerated sessions.

### **Calendar for the M.S.N., 2000-2001**

#### **Fall 2000**

##### **August Session**

August 29	Classes Begin, Germantown
August 31	Classes Begin, Jackson
October 17	Classes End, Germantown
October 19	Classes End, Jackson

## October Session

October 24	Classes Begin, Germantown
October 26	Classes Begin, Jackson
December 12	Classes End, Germantown
December 14	Classes End, Jackson

## February Session

January 30	Classes Begin, Germantown
February 1	Classes Begin, Jackson
March 20	Classes End, Germantown
March 22	Classes End, Jackson

## April Session

March 27	Classes Begin, Germantown
March 29	Classes Begin, Jackson
May 22	Classes End, Germantown
May 24	Classes End, Jackson

## Summer 2001 (8 weeks)

## July Session

July 3	Classes Begin, Germantown
July 5	Classes Begin, Jackson
July 24	Classes End, Germantown
July 26	Classes End, Jackson

## August Session of Summer 2001

July 31	Classes Begin, Germantown
August 2	Classes Begin, Jackson
August 21	Classes End, Germantown
August 23	Classes End, Jackson

## Fall 2001

## August Session of Fall 2001

August 28	Classes Begin, Germantown
August 30	Classes Begin, Jackson
September 30	Deadline for Returning Applications for Graduation (December 2001)
October 16	Classes End, Germantown
October 18	Classes End, Jackson

## October Session

October 23	Classes Begin, Germantown
October 25	Classes Begin, Jackson
November 30	Deadline for Thesis submission and defense
November 30	Deadline for Scholarly Project completion
December 11	Classes End, Germantown
December 13	Classes End, Jackson
December 15	Fall Commencement

## Graduate Courses

( ) Hours Credit; F-Fall; W-Winter; S-Spring; Su-Summer

### **NUR 510 Information Systems in Health Care (2) F**

A study of information systems in the health care arena. The focus of the course is the use of technology in health care practice, educational and administrative decision making. This class consists of 1 and 1/3 class hours per week and 2 and 2/3 lab hours per week.

### **MAT 514 Statistics for the Health Sciences (3) F**

This course serves as an introduction to biostatistics. Topics include a review of descriptive statistics, probability, and probability distributions; confidence intervals and classical hypothesis tests for one and two samples; analysis of variance; hypothesis tests for categorical data; regression and correlation; and nonparametric methods, all with an emphasis on applications in the health sciences. Appropriate statistical software will be utilized throughout the semester. This class consists of 3 class hours per week. Prerequisite: MAT 114 and admission to the MSN program.

### **NUR 520 Theory of Nursing Practice (2) F**

Prepares the graduate to critique, evaluate, develop and utilize appropriate theory in the advanced practice of nursing. The course focuses on logical form as well as the development and evaluation of theory. This class consists of 2.6 class hours per week.

### **NUR 525 Nursing Administration I-Introduction to Administrative Practice (3) S**

This course will integrate information about delivery systems, organizational mission, structure, culture, personnel motivation, management and networking. The focus will be on exploring these concepts from a nursing perspective and a wholistic Christian worldview. This class consists of 4 class hours per week. Prerequisite: NUR 510.

### **NUR 530 Research Methods (3) F**

Specific aspects of the research process from quantitative analysis and qualitative perspectives will be studied. Emphasis will be placed on analysis of research, which prepares the student to utilize research findings as a basis for decision-making. The

student will develop a proposal for research thesis or scholarly project. This class consists of 4 class hours per week. Prerequisite: MAT 514.

**NUR 535 Nursing Administration II-Quality Measurement and Information Management in Health Services (4) F**

This course examines the quality of healthcare in relationship to nursing care delivery. It will include the concepts and information systems that are necessary in the identification, tracking, and evaluation of quality indicators. Emphasis is placed in terminology and information systems specific to nursing administration and quality. This class consists of 5.3 class hours per week. Prerequisite: NUR 525.

**NUR 540 Health Policy/Health Economics (3) F**

The emphases of this course are health care policy and economics of healthcare delivery. This course will acquaint the student with historic policy legislation and its impact on the healthcare delivery system. The economic characteristics of the health service industry will be examined in relationship to effective, ethically responsible nursing care. This class consists of 4 class hours per week.

**NUR 550 Health Promotion/Disease Prevention (3) S**

This course explores the importance of wholistic health promotion, disease prevention, and health risk education in individuals, families, and communities. Attention will be given to developmental, cultural, and managerial perspectives, as well as educational theory in assessing, analyzing, planning, implementing, and evaluating health promotion strategies. This class consists of 4 class hours per week. Prerequisite: Admission to MSN Program

**NUR 552 Intercultural Issues (3)**

This course focuses on the study of culturally appropriate and wholistic professional nursing care of persons in this pluralistic global society. Emphasis is placed on sensitivity to and respect for cultural diversity, communication, critical thinking, research and theories of intercultural nursing. Emphasis will be placed on cultural assessment and strategic planning for culturally competent nursing care which will result in positive health care outcomes for intercultural populations.

**NUR 560 Ethical Issues in Health Care (3) S**

An examination of healthcare ethics from a Christian perspective. Informed by the Scripture and the living tradition of Christian moral reflection, students will consider broad moral and theological issues arising in the practice of healthcare. A number of significant contemporary moral issues will be considered. The moral dimension of the relationship of the healthcare professional to patients, families, as well as other healthcare providers and society as a whole. This class consists of 4 class hours per week.

**NUR 570 Curriculum Design (4) S**

The focus of this course is the development of curricula using outcomes-based learning experiences. It addresses individual attitudes, knowledge and skills that are assessable, transferable and useful in a multicultural world. This class consists of 5.3 class hours per week. Prerequisite: NUR 510.

**NUR 585 Special Studies in Nursing (1-4)**

Group studies which do not appear in the department course offerings. Content will be determined by need.

**NUR 598 Seminar (1-3)**

A non-lecture research and discussion course. Course content will be determined by need. To be used at the discretion of the department.

**NUR 610 Instructional Methods (3) Su**

A study designed to examine models of teaching and the methods derived from those models. Application of different models assists in the development of teaching effectiveness and competency-based evaluation. Use of a model in the clinical health care arena is required. Prerequisite: NUR 570

**NUR 620 Teaching/Learning Throughout the Lifespan (3) S**

The characteristics of the learner at each stage of development are discussed as well as how these characteristics influence learning. Emphasis placed on the study of the wholistic person. The nursing process will be used as framework to assess, plan, implement and evaluate a teaching-learning session. This class consists of 4 class hours per week.

**NUR 645 Nursing Administration III-Applied  
Financial Management (3) Su**

This course will facilitate a working knowledge of budgetary and fiscal issues specific to nursing management in various types of health care organizations. The content covers issues related to day to day fiscal management such as developing a budget and tracking revenue and expenditures. Computer systems used in fiscal management, as well as long range planning, are included. This class consists of 4 class hours per week. Prerequisites: NUR 530 and 535.

**NUR 655 Independent Study (1-4)**

Individual research and study under the guidance of a graduate faculty member.

**NUR 690 Nursing Education Seminar/Practicum  
(3) F**

This course explores concepts and issues related to nursing education in post-secondary institutions and health care facilities. Emphasis is placed on integrating educational theories and wholistic nursing practice in a field situation. Practice experiences are designed to synthesize knowledge and skills and to enable the advanced practice nurse to meet individual practice outcomes and career goals. Practice sites include schools/colleges of nursing and various health care delivery systems. This class consists of 1.5 class hours and 4.5 lab hours per week. Prerequisites: NUR 570, 610 and 620.

**NUR 695 Nursing Administration IV-Seminar  
and Practicum (3) F**

This course will integrate didactic material from previous courses with administrative practice. The focus is the dynamic combination of administrative theory, quality management, health care economics and information systems through mentoring and field experience. Emphasis will be placed on developing practice and decision-making skills that are excellence driven, Christ-centered, people-focused, and future-directed. This class consists of 1.5 class hours and 4.5 lab hours per week. Prerequisite: NUR 645.

**NUR 696 Thesis (3) F**

This course enables the nurse educator/nurse administrator to implement the research proposal developed in the nursing research course. This project will focus on a problem in a school/college of nursing or health care delivery system. The subject of healthcare improvements is emphasized through nursing research utilization. Prerequisites: NUR 530.

**NUR 697 Scholarly Project (3) F**

This course enables the nurse educator/nurse administrator to complete a scholarly project. Through the scholarly project the student will identify, analyze, synthesize and utilize knowledge related to a healthcare issue in a school/college of nursing or health care delivery system. Application of critical thinking and nursing research utilization in this project will result in improved healthcare outcomes. Prerequisites: NUR 530.

# Graduate Advisory Board

## Ed.S. Advisory Council

Stan Black, Superintendent of Schools  
Alamo, Tennessee

Tim Fite, Superintendent of Schools  
Covington, Tennessee

John Scott, Superintendent of Schools  
Dyer, Tennessee

Jim Towater, Superintendent of Schools  
Milan, Tennessee

Garnett “Butch” Twyman, Superintendent of Schools  
Humboldt, Tennessee

Roy Weaver, Superintendent of Schools  
Jackson, Tennessee

## Ed.S. Advisory Committee—Jackson

Martha Britt, School Principal  
Jackson, Tennessee

Sandra Harper, Supervisor of Instruction  
Trenton, Tennessee

Wick Hearn, School Principal  
Milan, Tennessee

Louvella McCellan, Retired School Principal  
Jackson, Tennessee

Kenneth Newman, Supervisor of Instruction  
Oakfield, Tennessee

Mike Poteete, School Principal  
Paris, Tennessee

Carolyn Stewart, School Principal  
Humboldt, Tennessee

## Ed.S. Advisory Committee, Germantown

Dr. Judy Ostner, Principal  
Oak Elementary  
Shelby County Schools

Ms. Mary Ann McNeil, Principal  
Crosswind Elementary  
Shelby County Schools

Mrs. Willie Mae Willett, Principal  
Dunn Elementary  
Memphis City Schools

Dr. Rick Potts, Principal  
Idlewild Elementary  
Memphis City Schools

Ms. Debra Childress, Assistant Principal  
Willow Oaks Elementary  
Memphis City Schools

Dr. Lonnie Harris, Assistant Principal  
Germantown High School  
Shelby County Schools

Dr. Sonny Eilert, Assistant Principal  
Millington Central High School  
Shelby County Schools

Dr. John Malone, Principal  
Treadwell High School  
Memphis City Schools

Dr. Ann Nero  
Middle Schools  
Memphis City Schools

## Master of Science in Nursing Advisory Board

Betty Alsup, Nurse Administrator  
Memphis, Tennessee

Steve Arendall, Educational Administrator  
Memphis, Tennessee

Carol Ballard, Nurse Administrator  
Memphis, Tennessee

Ann Campbell, Nurse Administrator  
Jackson, Tennessee

Syble Carter, Registered Nurse  
Dyersburg, Tennessee

Elzie Danley, Educator & Minister  
Medon, Tennessee

Tracy Fargo, Nurse Administrator  
Jackson, Tennessee

Pamela Hinds, Nurse Admin/Researcher  
Memphis, Tennessee

Jeanne Jowers, Registered Nurse  
Lexington, Tennessee

Cynthia Jayne, Educator  
Jackson, Tennessee

Bill Kail, Nurse Administrator  
Jackson, Tennessee

Marylane Koch, Nurse Administrator  
Memphis, Tennessee

Vickie Lake, Administrator/Grant Writer  
Jackson, Tennessee

Don Lester, Educational Administrator  
Jackson, Tennessee

Janice McCormick, Registered Nurse  
Lexington, Tennessee

Debra Mills, Nurse Administrator  
Jackson, Tennessee

Diane Pace, Family Nurse Practitioner  
Cordova, Tennessee

Hal Poe, Educational Administrator  
Jackson, Tennessee

Trent Presley, Educational Administrator  
Jackson, Tennessee

Tom Rosebrough, Educational Administrator  
Jackson, Tennessee

Carla Sanderson, Educational Administrator  
Jackson, Tennessee

Leslie West-Sands, Nursing Educator/Admin.  
Jackson, Tennessee

Pat Speck, Family Nurse Practitioner  
Memphis, Tennessee

Peggy Strong, Nurse Administrator  
Memphis, Tennessee

Sammie Walker, Nurse Admin./Public Health  
Jackson, Tennessee

Sandra Waller, Family Nurse Practitioner  
Memphis, Tennessee

# BOARD OF TRUSTEES

## (Alphabetically with Year When Terms Expire)

Gary Taylor, *Jackson, Tennessee* (2001) Chairman of the Board

Roy White, *Cordova, Tennessee* (2001) Vice Chairman of the Board

Betty Coplin, *Jackson, Tennessee* (2000) Secretary of the Board

Jane Alderson, *Jackson, Tennessee* (2001)

Sammy Arnold, *Medon, Tennessee* (2001)

Jim Austin, *Camden, Tennessee* (2002)

James Ayers, *Parsons, Tennessee* (2000)

Ann Boston, *Dyersburg, Tennessee* (2002)

Mary Burrow, *Milan, Tennessee* (2002)

Trent Butler, *Gallatin, Tennessee* (2001)

Bob Campbell, *Jackson, Tennessee* (2000)

Lynn Cobb, *Memphis, Tennessee* (2000)

Bob Cook, *Jackson, Tennessee* (2000)

Elzie Danley, *Medon, Tennessee* (2001)

Lealice Dehoney, *Louisville, Kentucky* (2002)

Bill Dement, *Jackson, Tennessee* (2002)

John Dickinson, *Denmark, Tennessee* (2002)

John Drinnon, *Germantown, Tennessee* (2002)

Sara Emison, *Alamo, Tennessee* (2001)

Charles Ennis, *Barretville, Tennessee* (2000)

Ben Fesmire, *Jackson, Tennessee* (2002)

Mack Forrester, *Ridgely, Tennessee* (2001)

Chuck Frazier, *Jackson, Tennessee* (2002)

Polk Glover, *Obion, Tennessee* (2001)

Peggy Graves, *Jackson, Tennessee* (2000)

John Green, *Jackson, Tennessee* (2001)

Herb Hester, *Tullahoma, Tennessee* (2002)

Norm Hill, *Memphis, Tennessee* (2002)

H. Jack Holmes, *Jackson, Tennessee* (2000)

John Jenkins, *Jackson, Tennessee* (2001)

Philip Lovelace, *Somerville, Tennessee* (2001)

Shelby Massey, *Collierville, Tennessee* (2001)

James T. McAfee, *Atlanta, Georgia* (2001)

John McRee, *Memphis, Tennessee* (2002)

Thomas L. Moore, *Dresden, Tennessee* (2002)

David Nunn, *Halls, Tennessee* (2000)

Rod Parker, *Jackson, Tennessee* (2001)

Skip Parvin, *Milan, Tennessee* (2000)

Randy Phillips, *Union City, Tennessee* (2002)

Jack Porter, *Greenfield, Tennessee* (2000)

Claude Presnell, Jr., *Nashville, Tennessee* (2000)

Lisa Rogers, *Jackson, Tennessee* (2002)

Mike Rowland, *Bolivar, Tennessee* (2000)

Sam Shaw, *Germantown, Tennessee* (2001)

Jerry Tidwell, *Jackson, Tennessee* (2000)

Fred Ward, *Huntingdon, Tennessee* (2000)

Gary Watkins, *Collierville, Tennessee* (2003)

Rick White, *Franklin, Tennessee* (2001)

Bettye Whiteaker, *Dallas, Texas* (2000)

John Williams, *Jackson, Tennessee* (2002)

## Trustees Emeritus

Brooks McLemore, *Jackson, Tennessee*

Opha H. Miller, *Jackson, Tennessee*

J. H. Patrick, *Memphis, Tennessee*

Marvin H. Sandidge, *Memphis, Tennessee*

## President's Advisory Council

Robert Alderson, *Jackson, Tennessee*  
Denise Agee Allen, *Jackson, Tennessee*  
James Ray Allison, *Jackson, Tennessee*  
George Atwood, *Trezevant, Tennessee*  
Henry Blackaby, *Alpharetta, Georgia*  
Bruce Bledsoe, *Jackson, Tennessee*  
Robert A. Caldwell, *Jackson, Tennessee*  
Chuck Clark, *Jackson, Tennessee*  
Millard Erickson, *St. Paul, Minnesota*  
Benny Fesmire, *Jackson, Tennessee*  
Finus Gaston, Sr., *University, Alabama*  
Denise George, *Birmingham, Alabama*  
Jerry Gist, *Jackson, Tennessee*  
Buddy Gray, *Birmingham, Alabama*  
Gary Grisham, *Jackson, Tennessee*  
Dennis Henderson, *Jackson, Tennessee*  
Jim Henry, *Orlando, Florida*  
Paul Huckeba, *Birmingham, Alabama*  
T. W. Hunt, *Spring, Texas*  
Denise M. Jones, *Louisville, Kentucky*  
W. F. (Ted) Jones, Jr., *Humboldt, Tennessee*

Becky Land, *Franklin, Tennessee*  
Curtis Mansfield, *Jackson, Tennessee*  
Darold H. Morgan, *Dallas, Texas*  
Jim Moss, *Jackson, Tennessee*  
Terria Wood Plott, *Tuscaloosa, Alabama*  
Wayne Rhear, *Jackson, Tennessee*  
Thad Smotherman, *Arlington, Texas*  
Harry Smith, *Memphis, Tennessee*  
Norm Sonju, *Dallas, Texas*  
Bob Sorrel, *Cordova, Tennessee*  
Jerry Sutton, *Nashville, Tennessee*  
Reggie Thomas, *Albuquerque, New Mexico*  
Bill Truex, *Cupertino, California*  
Jimmy Wallace, *Jackson, Tennessee*  
Glenn Weekly, *Henderson, Tennessee*  
Michael Weeks, *Tupelo, Mississippi*  
James E. White, *Charlotte, North Carolina*  
Hayes Wicker, *Florida*  
Sidney Wilson, *Jackson, Tennessee*  
David Woolfork, *Jackson, Tennessee*

# ADMINISTRATION

**David S. Dockery** (1996) President and Professor of Christian Studies. B.S., University of Alabama at Birmingham; M.Div., Grace Theological Seminary; M.Div., Southwest Baptist Theological Seminary; M.A., Texas Christian University; Ph.D., University of Texas-Arlington; Additional study, Drew University.

**Carla D. Sanderson** (1982) Provost and Professor of Nursing. Diploma, Baptist Memorial Hospital School of Nursing; B.S.N., Union University; M.S.N., University of Tennessee Center for Health Sciences; Ph.D., University of Florida.

**Jimmy H. Davis** (1978) Associate Provost and Professor of Chemistry. B.S., Union University; Ph.D., University of Illinois; Additional study, University of Florida, Oak Ridge Associated University, Argonne National Laboratory, Harvard University, and Oxford University, England.

**Jane B. Nichols** (1974) Registrar. B.A., Union University, M.Ed., University of Memphis.

## Deans

**Susan R. Jacob** (1999) Dean of the School of Nursing and Professor of Nursing. B.S.N., West Virginia University; M.S.N., San Jose State University; Ph.D., The University of Tennessee, Memphis.

**Donald L. Lester** (1996) Associate Professor of Management and Dean of the McAfee School of Business Administration. B.S.E., M.B.A., and Ph.D., University of Memphis.

**Barbara McMillin** (1992) Dean of Arts and Sciences and Associate Professor of English and Department Chair. A.A., Northeast Mississippi Community College; B.A., Union University; M.A. and D.A., University of Mississippi.

**Tom R. Rosebrough** (1996) Dean of the School of Education and Human Studies and Professor of Education. B.A., M.A., and Ph.D., The Ohio State University.

**Matt Lunsford** (1993) Associate Dean of Arts & Sciences and Assistant Professor of Mathematics. B.G.S., Louisiana Tech University; M.S., University of Nebraska; Ph.D., Tulane University.

## Vice Presidents

**Bob Alsobrook** (1999) Vice President for Institutional Advancement. B.B.A., and M.Ed., University of Memphis.

**Gary L. Carter** (1991) Vice President for Business Services. B.S., Union University; C.P.A., State of Tennessee.

**Michael Dudit** (1996) Executive Vice President and Associate Professor of Christian Studies and Communication Arts. B.A., Stetson University; M.Div., Southern Baptist Theological Seminary; Ph.D., Florida State University.

**Charles A. Fowler** (1995) Vice President for Enrollment Management and Assistant Professor of Education. B.M., Union University; M.C.M., New Orleans Theological Seminary; Ph.D., Mississippi State University.

**Harry L. Poe** (1996) Vice President for Academic Resources and Information Services. B.A., University of South Carolina; M.Div., and Ph.D., Southern Baptist Theological Seminary. Additional study, Oxford University, England.

## Program Administration

**Steve Arendall** (1990) M.B.A. Director, Germantown, and Professor of Management. B.B.A. and M.B.A., Memphis State University; Ph.D., University of Tennessee at Knoxville.

**Michele W. Atkins** (1998) Director of Graduate Studies in Education—Jackson and Assistant Professor of Education. B.A., Union University; M.Ed. and Ph.D., University of Memphis.

**Nancy M. Easley** (1998) Director of Graduate Studies in Education—Germantown and Assistant Professor of Education. B.A., Trinity University; M.Ed., Texas A & M University; Ed.D., University of Memphis.

**Jill Webb** (1987) Associate Professor of Nursing and Director of the Master of Science in Nursing Program. B.S.N., Murray State University; M.S.N., University of Evansville; Ph.D., University of Tennessee, Memphis.

**Helen B. Butler** (1992) Coordinator of Education Programs—Jackson. B.S., M.A.Ed., Union University.

**Lindy Hannah** (1997) Assistant Registrar and Coordinator of Nursing Programs—Germantown. A.A., Freed-Hardeman University; B.P.S., University of Memphis.

**Sue Taylor** (1999) Coordinator of Graduate Programs—Germantown.

## GRADUATE FACULTY

- David Austill** (1997) Associate Professor of Management. B.B.A., University of Memphis; M.B.A., University of Arkansas; J.D., University of Tennessee; L.L.M., Washington University.
- Steven L. Baker** (1990) Director of the Library and Associate Professor of Library Services. B.A., Samford University; M.Div., Southern Baptist Theological Seminary; M.A., University of Kentucky; Additional study, University of South Carolina and University of Memphis.
- Charles Baldwin** (1970-81, 1988) Professor of Chemistry. B.A., University of Corpus Christi; Ph.D., Texas Tech University; Additional study, University of Oxford.
- Elizabeth Bedsole** (1998) Professor of Music. B.M., Stetson University; M.C.M., Southwestern Theological Seminary; Ed.D., University of Illinois.
- Aaron Lee Benson** (1996) Associate Professor of Art. B.F.A., B.S. and M.F.A., University of Tennessee at Knoxville.
- Mark Bingham** (1997) Associate Professor of English. B.A., University of Mississippi; M.A., University of South Florida; Ph.D., University of North Carolina.
- David Blackstock** (1973) Professor of Physical Education and Health and Director of Athletics. B.S., Union University; M.Ed., Memphis State University; Ed.D., University of Southern Mississippi.
- Joseph Blass** (1959) University Professor of Music. A.B., University of Alabama; M.S.M., Southern Baptist Theological Seminary; Ph.D., Florida State University.
- Ronald Boud** (1996) Professor of Music. B.M. and M.M., American Conservatory of Music; D.M.A., Southern Baptist Theological Seminary; Additional studies, Emory University, DePaul University, Julliard School of Music, Northwestern University, and Franz Schubert Institute.
- David Burke** (1986) Associate Professor of Communication Arts and Director of the Theatre. B.S.A., Houston Baptist College; M.F.A., University of Houston.
- Robert R. Cantrell** (1991) Associate Professor of Chemistry. B.S., Austin Peay State University; Ph.D., University of Memphis.
- Stephen Carls** (1983) Professor of History and Department Chair. B.A., Wheaton College; M.A. and Ph.D., University of Minnesota.
- Ruth Chastain** (1992) Associate Professor of Nursing. Diploma, Norton Memorial Infirmary School of Nursing; B.S.N., University of North Alabama, Florence; M.S.N., University of Alabama, Birmingham; additional study, University of Memphis.
- Antonio A. Chiareli** (1997) Assistant Professor of Sociology. B.A., Macalester College; M.A., and Ph.D., Northwestern University.
- Gail Coleman** (1994) Assistant Professor of Nursing. Diploma, Baptist Memorial Hospital School of Nursing; B.S.N., Union University; M.S.N., University of Tennessee; N.D., Rush University.
- Bryan Dawson** (1998) Associate Professor of Mathematics and Coordinator of Mathematics. B.S. and M.S., Pittsburg State University; Ph.D., University of North Texas
- Nancy Dayton** (1979) Professor of Nursing, Germantown. B.S.N., Duke University; M.S.N., University of Tennessee Center for Health Sciences; M.S., Ed.D., University of Memphis.
- David Dennis** (1994) Associate Professor of Music. B.A., Western Carolina University; M.C.M. and D.M.A., Southern Baptist Theological Seminary.
- Bradley Green** (1998) Instructor of Christian Studies. B.A., Northwest Louisiana University; M.Div., Southern Baptist Theological Seminary; M.Phil. and Ph.D., Union Theological Seminary-New York.
- Janet Grose** (1995) Assistant Professor of English and Department Chair. B.A., Furman University; M.A., University of North Carolina at Charlotte; Ph.D., University of South Carolina.
- Jennifer F. Grove** (1999) Assistant Professor of Education. B.S., M.Ed., Mississippi State University; Ed.D., University of Memphis.
- David P. Gushee** (1996) Graves Associate Professor of Moral Leadership. B.A., College of William and Mary; M.Div., Southern Baptist Theological Seminary; M.Phil. and Ph.D., Union Theological Seminary-New York.
- George Guthrie** (1990) Benjamin W. Perry Associate Professor of Bible, Director of the Center for Biblical Studies and Department Chair. B.A., Union University; Th.M., Trinity Evangelical Divinity School; M.Div. and Ph.D., Southwestern Baptist Theological Seminary.
- Chris Hail** (1995) Associate Professor of Mathematics. B.S., Campbellsville College; M.A., Morehead State University; Ed.D., University of Kentucky.

- Kyle Hathcox** (1974-88, 1994) Professor of Physics and Coordinator of Physics. B.S. and Ph.D, University of North Texas. Additional study, Oakridge Associated Universities.
- William Hedspeth** (1982) Professor of Education. A.A., Southern Baptist College; B.S.E. and M.S.E., Arkansas State University; Ed.D., University of Mississippi; Additional study, University of Missouri at Kansas City, Central Missouri State University, University of Tennessee at Martin, Southeast Missouri State University.
- Sally A. Henrie** (1998) Assistant Professor of Chemistry. B.S., University of Arizona; Ph.D., South Dakota State University.
- Sherry Hickey** (1989) Professor of Nursing and Chair of the School of Nursing (Germantown). B.S.N., and M.S.N., University of Arkansas; Ed.D., University of Memphis.
- James Huggins** (1987) Professor of Biology and Department Chair. B.S.A. and M.S., Arkansas State University; Ph.D., Memphis State University; Additional study, University of Tennessee at Martin.
- Paul N. Jackson** (1993) Associate Professor of Christian Studies. B.A., Hardin-Simmons University; M.Div. and Ph.D., Southwestern Baptist Theological Seminary.
- Cynthia Powell Jayne** (1976) Professor of Languages and Department Chair. B.A., Mississippi College; M.A. and Ph.D., Louisiana State University; Additional study, Vanderbilt University and NEH Institute, University of Kentucky.
- Randy F. Johnston** (1994) Professor of Chemistry and Department Chair. B.S., University of Missouri, St. Louis; Ph.D., Texas Tech University.
- Sandra Kirkland** (1999) Associate Professor of Nursing. A.S.N., University of South Carolina; B.S., University of Tennessee, Chattanooga; B.S.N., and M.S.N., University of Mobile; D.N.Sc., Louisiana State University.
- Naomi Larsen** (1996) Assistant Professor of Sociology and Department Chair. B.A. and M.A., Mankato State University; Ph.D. Iowa State University.
- Ralph Leverett** (1997) Professor of Special Education. B.S. Middle Tennessee State University; M.A., M.S., Ph.D., Vanderbilt University.
- W. Terry Lindley** (1986) Associate Professor of History. B.A., Texas A & M University; M.A., University of New Orleans; Ph.D., Texas Christian University; Additional study, Southwestern Baptist Theological Seminary.
- Ann Livingstone** (1975) Associate Professor of Political Science. B.A., Anderson College; M.A., Vanderbilt University; Ph.D., University of Keele, UK.
- Kina Mallard** (1991) Associate Professor of Communication Arts and Department Chair. B.S., Middle Tennessee State University; M.A. and Ph.D., University of Tennessee.
- Glenn A. Marsch** (1996) Associate Professor of Physics. B.S., Clemson University; Ph.D., Florida State University. Additional study, Iowa State University, Lawrence Livermore National Laboratory, University of California at San Francisco, Calvin College, and Vanderbilt University.
- C. David McClune** (1981) Professor of Music. B.M., Westminster College; M.M., Bowling Green State; D.M., Florida State University.
- Michael L. McMahan** (1980) University Professor of Biology. B.S. and M.S., University of Mississippi; Ph.D., Louisiana State University and University of Memphis.
- Terry McRoberts** (1992) Professor of Music. B.S., Manchester College; M.M., Youngstown State University; D.A., Ball State University.
- R. Kelvin Moore** (1991) Associate Professor of Christian Studies. B.A., Samford University; M.Div and Th.D., New Orleans Baptist Theological Seminary; Additional study, Jerusalem University and Southern Baptist Theological Seminary.
- Melissa Moore** (1992) Information Services Librarian and Assistant Professor of Library Services. B.A., Wake Forest University; M.L.S., University of Kentucky; Additional study, Union University.
- Patricia H. Morris** (1979) Collection Development Librarian and Professor of Library Services. B.A., Union University; M.L.S., Vanderbilt University; Ed.D., University of Memphis.
- Dottie Myatt** (1994) Director of Teacher Education and Assistant Professor of Education. B.S., Lambuth University; M.Ed., Union University; Ed.D., University of Memphis.
- Sam Myatt** (1987) Professor of Business Administration and Department Chair. B.S., Lambuth College; M.S., and Ed.D., Memphis State University.
- Christopher M. Nadaskay** (1993) Professor of Art. B.A., Southern Arkansas University; M.F.A., East Texas State University.
- Howard Newell** (1982) Professor of Business Administration. B.S. and M.S., Southern Illinois University; Ph.D., Indiana University.

- Marlyn Newhouse** (1992) Assistant Professor of Chemistry. M.A. and B.S.Ed., Northern Arizona University; D.A., Middle Tennessee State University.
- Walton M. Padelford** (1980) Professor of Economics and Chair of Department of Business Administration. B.S., Mississippi College; M.S. and Ph.D., Louisiana State University.
- James A. Patterson** (1999) Professor of Christian Studies. B.A., Rutgers University; M.Div., Gordon-Conwell Theological Seminary; Ph.D., Princeton Theological Seminary.
- Michael Penny** (1988) Associate Professor of Music. B.A. and M.M., Louisiana State University; D.M.A., Southwestern Baptist Theological Seminary; Additional study, Westminster Choir College.
- Mary Platt** (1992) Cataloging Authorities Librarian and Associate Professor of Library Services. B.A., Stillman College; M.L.S., University of Alabama.
- Mary Ann Poe** (1996) Assistant Professor of Social Work and Social Work Program Director. B.A., Vanderbilt University; M.S.S.W., University of Louisville; M.Div., Southern Baptist Theological Seminary, A.C.S.W. Certification.
- Bevalee Pray** (1991) Assistant Professor of Finance and Management. B.B.A. and M.B.A., University of Central Arkansas; Ph.D., University of Memphis.
- Gavin Richardson** (1998) Assistant Professor of English. B.A., Vanderbilt University; M.A. and Ph.D., University of Illinois at Urbana-Champaign.
- Troy Riggs** (1993, 2000) Associate Professor of Mathematics. B.S., University of South Dakota; M.A., and Ph.D., University of Nebraska-Lincoln
- B. Andrew Roby** (1993) Associate Professor of Music and Department Chair. B.M., Union University; M.C.M., and D.M.A., Southern Baptist Theological Seminary; Additional study, DePaul University.
- Camille Searcy** (1993) Associate Professor of Education. B.S., Lane College; M.Ed., Memphis State University; Ph.D., Southern Illinois University.
- Joanne Stephenson** (1988) Associate Professor of Psychology and Sociology. B.S. and M.S., University of Tennessee at Martin; Ed.D., Memphis State University.
- Linn M. Stranak** (1980) Professor of Physical Education and Chair of Department of Physical Education, Wellness and Sport. B.S., Union University; M.S., University of Kentucky; D.A., Middle Tennessee State University; Additional study, United States Sports Academy.
- Steve Strombeck** (1999) Assistant Professor of Marketing. B.A., Westmont College; M.B.A., Pepperdine University; Ph.D., University of Mississippi.
- Pam Sutton** (1998) Associate Professor of English. B.A., Southern Arkansas University; M.A. and Ed.S., Arkansas State University; Ed.D., Texas A&M University-Commerce.
- David Thomas** (1994) Assistant Professor of History. B.S., Ohio State University; M.S., University of Michigan; Ph.D., Ohio State University.
- David Vickery** (1981) Associate Professor of Psychology. B.A., Wake Forest University; M.A., Appalachian State University; Ph.D., University of Georgia.
- Jean Marie Walls** (1987) Associate Professor of Languages. B.A. and M.A., Mississippi State University; Ph.D., Louisiana State University; Additional study, NEH Institute, Northwestern University.
- David H. Ward** (1992, 1999) Associate Professor of Physics. B.S. and M.A., University of South Florida; Ph.D., North Carolina State University.
- Carol Weaver** (1998) Assistant Professor of Biology. B.S., Union University; M.S., University of Missouri-St. Louis; Ph.D., St. Louis University.
- Terry Weaver** (1992) Associate Professor of Education and Special Education. A.A., Miami Dade Junior College; B.S. and M.Ed., Florida Atlantic University; Ph.D., George Peabody College for Teachers of Vanderbilt University.
- Georgia Wellborn** (1989) Associate Professor of Music. B.M., Carson-Newman College; M.M., Florida State University; M.L.S., University of Tennessee; D.A., University of Mississippi; Additional study, Southwestern Baptist Theological Seminar, the University of North Texas, and Westminster Choir College.
- Teresa West** (1983) Assistant Professor of Psychology and Department Chair. B.A., Union University; M.A. and Ed.S., Memphis State University; Ed.D., Memphis State University.
- Carolyn L. Whaley** (1997) Assistant Professor of Education. B.A., Union University; M.C.M. and M.R.E., Southwestern Baptist Theological Seminary; Ed.D., Texas Woman's University.

**Darin White** (1994) Assistant Professor of Marketing. B.S., Birmingham Southern University; M.A. and Ph.D., University of Alabama.

**G. Jan Wilms** (1992) Associate Professor of Computer Science and Department Chair. B.A., Katholieke Universiteit Leuven, Belgium; M.A. (English), University of Mississippi; M.S. (Computer Science), University of Mississippi; Ph.D., (Computer Science), Mississippi State University.

**Roslyn Wilson** (1995) Assistant Professor of Social Work and Social Work Field Director. B.S., Tennessee State University; M.S.S.W., University of Tennessee.

**Wayne Wofford** (1987) Professor of Biology and Director of the Edward P. Hammons Center for Scientific Studies. B.S., Union University; M.S. and Ph.D., Texas A&M University.

## **Part-time Graduate Faculty**

**Camille C. Collins** (1998) Assistant Professor of Education, Germantown. B.A., University of Mississippi; M.A.T., and Ed.D., University of Memphis.

**Sara S. Hakeem** (1993) Assistant Professor of Education. B.S., University of Tennessee at Martin; M.Ed. and Ed.D., University of Memphis.

**Lonnie Harris** (1999) Assistant Professor of Education. B.A., Union University; M.S. and Ed.D., University of Memphis.

**J. Kenneth Newman** (2000) Assistant Professor of Education. B.A., Union University; M.Ed., M.A., Ed.D., University of Memphis.

**Diane Pace** (2000) B.S.N., Union University; M.S.N. and Ph.D., University of Tennessee, Memphis.

**Debra B. Simpson** (1997) Assistant Professor of Education. B.S., Southeast Missouri State University; M.Ed., M.A., and Ed.D., University of Memphis.

**Benny F. Tucker** (1989) Professor of Education. A.A., Hannibal-LaGrange College; B.S., Northeast Missouri State College; M.A., State College of Iowa; Ph.D., University of Illinois.