Bulletin
University of Wisconsin
WHITEWATER

School of Graduate Studies
1984 - 86
### CALENDAR
#### 1984-1986

**SUMMER SCHOOL 1984** June 11 - August 3
- Classes Begin: June 11, 1984
- July 4 Holiday: July 4, 1984
- Session Ends: August 3, 1984

#### FIRST SEMESTER 1984-85
- Orientation/Registration: August 26-28, 1984
- Classes Begin: August 29, 1984
- Labor Day Holiday: September 3, 1984
- Thanksgiving Holiday: November 21-25, 1984 (5:00 P.M.)
- Commencement: December 15, 1984
- Exam Period: December 14-21, 1984
- Final Day of Semester: December 21, 1984
- Christmas Holiday: December 21, 1984 - January 13, 1985

#### SECOND SEMESTER 1984-85
- Orientation/Registration: January 14-15, 1985
- Classes Begin: January 16, 1985
- Spring Holiday: March 30 - April 7, 1985
- Classes Reconvene: April 8, 1985 (7:45 A.M.)
- Commencement: May 11, 1985
- Exam Period: May 13-21, 1985
- Final Day of Semester: May 21, 1985

**SUMMER SCHOOL 1985** June 17 - August 9
- Classes Begin: June 17, 1985
- July 4 Holiday: July 4, 1985
- Session Ends: August 9, 1985

#### FIRST SEMESTER 1985-86
- Orientation/Registration: August 26-27, 1985
- Classes Begin: August 28, 1985
- Labor Day Holiday: September 2, 1985
- Thanksgiving Holiday: November 27 - December 1, 1985 (5:00 P.M.)
- Commencement: December 14, 1985
- Exam Period: December 16-23, 1985
- Final Day of Semester: December 23, 1985
- Christmas Holiday: December 24, 1985 - January 12, 1986

#### SECOND SEMESTER 1985-86
- Orientation/Registration: January 13-14, 1986
- Classes Begin: January 15, 1986
- Spring Holiday: March 22 - 30, 1986
- Classes Reconvene: March 31, 1986 (7:45 A.M.)
- Commencement: May 10, 1986
- Exam Period: May 12-20, 1986
- Final Day of Semester: May 20, 1986

**SUMMER SCHOOL 1986** June 16 - August 8
- Classes Begin: June 16, 1986
- July 4 Holiday: July 4, 1986
- Session Ends: August 8, 1986
The graduate programs are accredited by the
North Central Association of Colleges and Schools (NCA),
American Assembly of Collegiate Schools of Business (AACSB),
American Speech-Language-Hearing Association (ASHA),
Associate Member-National Association of Schools of Music (NASM)
National Council for Accreditation of Teacher Education (NCATE)
and by the Wisconsin State Department of Public Instruction

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The University of Wisconsin-Whitewater is committed to equal opportunity for all persons regardless of age, sex, race, color, national origin, creed, affiliation or handicap in its educational programs, activities and employment policies. This is in compliance with Title IX and Section 504 of the Rehabilitation Act of 1973 (as amended). Refer inquiries to the Affirmative Action Officer, 800 W. Main St., Whitewater, WI 53190
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The materials contained in this publication incorporate the current policy and regulations of The University of Wisconsin-Whitewater regarding rights, privileges, duties, obligations, prohibitions and policies. They are directive in nature and binding upon the personnel (student, faculty and/or classified) to whom they pertain.

Wisconsin Statutes, Board of Regents resolutions, court opinions of the Wisconsin Attorney General, University administrative regulations, and any other rules or decisions from an authoritative source, which are the basis of this publication, are subject to change.
Policies and Procedures

Credit Requirements & Instructions
GENERAL INFORMATION

In the summer of 1960, after two years of planning, graduate education came to the University of Wisconsin-Whitewater campus. The first master’s degree was conferred in the summer of 1964. The growth of the graduate program is indicated by the fact that the number of graduate students registered has increased from 32 in the summer of 1960 to 1,749 in the summer of 1983. In the 1983 summer school, graduate students comprised almost half of the summer enrollment (52 percent). During the first semester of the 1983-84 academic year a total of 1,531 graduate students were served.

This number places UW-Whitewater as the fourth largest tax supported graduate school in terms of “head count” enrollment in the University of Wisconsin System in the State of Wisconsin, next to UW-Madison, UW-Milwaukee, and UW-Oshkosh. Of this total number (1,531), 573 graduate students were enrolled in in-service graduate work off the Whitewater campus in other communities of the UW-Whitewater service area.

Graduate degree programs at Whitewater are fully accredited by the North Central Association, the American Assembly of Collegiate Schools of Business, the American Speech-Language-Hearing Association, Associate Member-National Association of Schools of Music (NASM), the National Council for Accreditation of Teacher Education, and by the Wisconsin State Department of Public Instruction.

An extensive program of evening classes is offered for those who are employed. It is possible to complete the master’s degree through summer and evening work without being a full-time student during the semester.

DEGREES AWARDED.

Since the summer session of 1964, when the first master’s degree was granted at Whitewater, 4,863 master’s degrees have been awarded through August, 1983. However, the last ten academic years (1973-74 through August, 1983), have produced 3,879 degrees of this total, or 80 percent.

The School of Graduate Studies at the University of Wisconsin-Whitewater offers master’s degree programs designed to improve instruction in the public schools and to prepare for other services related to the operation of schools. Furthermore, a number of master’s degree programs are offered in business areas.

The Master of Science in Teaching degree is intended for secondary, post secondary (i.e. vocational and technical institutions) and junior high teachers who are already certified to teach. The Master of Arts in Teaching degree program offers an opportunity to earn certification to teach in secondary schools and/or post secondary while completing the master’s degree. These programs are offered with several emphases specified in detail in the description of the curriculums which follow in the master’s degree program section of the bulletin.

In addition, the School of Graduate Studies offers the master’s degree in elementary education, school business management, mental retardation, reading, school psychology, accounting and a program for teachers of the emotionally disturbed, as well as a program for the teaching of children with learning disabilities. There is also a general program in special education, as well as an option relating to the early childhood handicapped.

Accounting degree programs are designed to train professional accountants. Both the M.S. degree and an accounting emphasis under the M.B.A. degree program are offered. Degree programs are also offered in counseling and guidance (M.S.) and in business administration (M.B.A.). A degree program is offered in safety education which includes school safety, traffic safety, and occupational safety emphases. The Master of Education-Professional Development (ME-PD) degree program is offered and is tailored to meet the recognized needs and professional improvement goals of experienced teachers.

The M.S. in Communication is designed for both teaching and nonteaching positions with emphases in speech communication, communicative disorders and mass communication (journal-
Other degree programs are being planned or considered for approval by appropriate state agencies. These will be announced when they have been given final approval.

INFORMATION. For information on schedules, programs, assistantships or other matters, please visit, write, or call:

The School of Graduate Studies
University of Wisconsin-Whitewater
Whitewater, Wisconsin 53190
Telephone: (Area Code 414) 472-1006, 472-1009, 472-3166

GRADUATE COURSE NUMBERING. Courses numbered 500 or higher are graduate courses which may be applied toward completion of a master's degree. Courses numbered under 500 are undergraduate courses and may not be applied toward the completion of a master's degree. Graduate-level courses (numbered 500 or higher) may not be used to satisfy undergraduate degree requirements. Also, undergraduate courses (numbered under 500) may not be used to satisfy master's degree requirements. A course taken for undergraduate credit may not be later changed to graduate credit or repeated for graduate credit. Courses numbered from 500 to 599 are junior-graduate courses, and courses numbered 600 to 699 are senior-graduate courses. Not more than half of the graduate work in a degree program nor half of the work in a major or emphasis field may be in courses numbered 500 to 699, except by the permission of an individual academic department to waive this requirement, and with the permission of the Dean of the Graduate School (Policy — Graduate Faculty — May 8, 1974). Courses numbered 700 or higher are open only to graduate students.

THE GRADUATE FACULTY. Graduate Faculty are selected on the basis of their experience, academic preparation, professional reputation and interest in the graduate program. (See Constitution of the Graduate Faculty on p. 188 for specific requirements for membership in the Graduate Faculty.)

FACULTY COMMITTEES. The Graduate Council is responsible for the formulation of policy and approval of curricular matters for the School of Graduate Studies. The Council is the executive committee of the graduate faculty. Members of the Graduate Council are elected for three-year terms by the graduate faculty of the various departments offering graduate courses. Furthermore, there is a representative standing Committee for Coordination and Planning in graduate matters, as well as individual college graduate studies committees. A Graduate Library Committee is concerned with the development of the library as it pertains to the Graduate School, and a representative of this Library Committee serves on the University Learning Resources Committee.

GRADUATE ASSISTANTSHIPS. The School of Graduate Studies is authorized by the Board of Regents of the University of Wisconsin System to offer graduate assistantships to selected full-time graduate students. All grants are conditional upon legislative appropriation of the funds necessary to support the program. The terms and conditions described here are subject to change without notice. Final decision as to the awarding of assistantships is made by the authorized officials of the University.

The amount of a graduate assistantship grant is $4,872 for an academic year or $2,436 for a semester. The minimum amount to be granted nonresident graduate students in order for them to qualify for remission of the out-of-state portion of fees is $3,248 for an academic year and $1,624 for a semester. A nonresident student who is granted either a $3,248 academic year assistantship or one for $1,624 for the second semester will also qualify for out-of-state fee remission if he/she attends summer school of that academic year. No graduate assistantship may be granted for less than $727. The regular incidental fees of the University will be paid by the student.

A graduate student holding an assistantship in the amount of $4,872 will be expected to perform twenty hours of service each week for the department to which he/she is assigned. Assistantships of lesser amounts will carry work loads proportionately reduced. Duties will involve such assignments as those of laboratory assistant, research assistant, the preparation of materials of instruction, or other assignments of an academic nature. Graduate assistants will not teach college level classes. Graduate students who are awarded assistantships are given a formal notice
in writing. This notice contains the full terms and conditions of the grant and may contain certain provisions not expressed here.

The holders of assistantships must (1) be graduate students, (2) must be enrolled in a graduate degree program at UW-Whitewater, and (3) must be in good standing status. For persons who have not previously done graduate work, admission in good standing requires an undergraduate average of 2.75 grade points on the four point scale or 2.90 on approximately the last half of the undergraduate work. Persons who have been raised to good standing on the basis of their graduate record (overall grade point average of 3.00 or better) based on a minimum of 12 graduate credits earned at UW-Whitewater, are qualified. A student holding an assistantship is limited to a maximum registration of 12 graduate credits and must be registered for a minimum of 9 graduate credits unless he/she has special permission to be otherwise registered.

A student must be admitted to the UW-Whitewater graduate school into a degree program before he/she is eligible to be considered for a graduate assistantship. New applicants for admission should personally request that transcripts of all undergraduate and graduate work completed be sent to the Dean, School of Graduate Studies, UW-Whitewater (53190) by the Registrar of the schools attended. If a student has already been admitted to the graduate school and is in a degree program, he/she should complete and return the application for assistantship form only.

If a graduate student is receiving funds through the Office of Financial Aids, or if the student has a loan through that office, he/she should check with Gerald Buhrow, Director, to ascertain if acceptance of a graduate assistantship will affect his/her contract with Financial Aids Office.

ARMY R.O.T.C. TWO-YEAR PROGRAM. (FINANCIAL ASSISTANCE). The Military Science Department (Army ROTC) offers a progressive leadership education program that combines challenging academic study and practical training experiences concerning the theories, concepts and principles of leadership, resource management, organization and the operations of the military service. It is an undergraduate program (see undergraduate bulletin for details) but the Department is authorized to offer graduate financial assistance for qualified full-time graduate students. It is awarded to qualified men and women who will not exceed 28 years of age at the completion of two years of graduate study. Military Science courses and completion of Basic Camp (alternate program is available) and Advanced Camp during the summer months is required.

Students receiving financial assistance will receive approximately $3,000 over a two-year period.

Application for this financial assistance must be made prior to May of each year. Additional information and application forms are available from the Military Science Department, University of Wisconsin-Whitewater, Salisbury Hall.

Racial Minority/Disadvantaged Assistantship Program. Graduate students who have a racial minority heritage or are economically disadvantaged are encouraged to apply for financial assistance provided by the Advanced Opportunity Program (AOP). Awards under the Advanced Opportunity Program are designed to help meet the cost of attending the University for full-time graduate students. Recipients must demonstrate potential to complete a graduate degree program at the University. AOP award decisions are made by the AOP Selection Committee.

The average AOP award in 1983-84 was $4,800. Depending on availability of funds, annual increments of $200-$400 are projected for 1984-86. A non-resident student who is granted an AOP award will also receive an out-of-state fee remission. Students may supplement the AOP award by applying for one of several loan program available for graduate students.

All AOP award recipients will be expected to perform fifteen hours of service each week as assigned by the Program's administrator. Tuition and fees, books, housing, meals, and other expenses must be paid by the student. Efforts will be made to help the graduate student project a yearly budget and to secure housing. AOP award recipients receive their funds in four equal installments over the two semester academic year.

A student with a racial minority background or who is economically disadvantaged who is interested in attending UW-Whitewater on a full-time basis can learn more about the AOP award by
contacting the Assistant Vice Chancellor's Office, Academic Support Services, 226 McCutchan Hall, University of Wisconsin-Whitewater, Whitewater, WI 53190, (414) 472-4985.

INTERINSTITUTIONAL COOPERATIVE GRADUATE PROGRAMS

(1) SWAP-CON (Southern Wisconsin Allied Programs Consortium)
   UW-Platteville - UW-Whitewater
   M.S.T. and M.A.T. degree programs. See pp. 32, 35, 65
   (UW-Whitewater degree awarded)

(2) UW-Platteville - UW-Whitewater
   M.S.Ed. - Special Education (Emotional Disturbance and Learning Disabilities emphases). See p. 65
   (UW-Whitewater degree awarded)

(3) UW-Oshkosh - UW-Whitewater
   MPA (Master of Public Administration). See pp. 65, 66
   (UW-Oshkosh degree awarded)

(4) UW-Madison - UW-Whitewater
   M.S. - School Administration. See p. 66
   (UW-Madison degree awarded)

(5) UW-Parkside - UW-Whitewater
   M.S.Ed. - Reading. See p. 66
   (UW-Whitewater degree awarded)

CONTINUING EDUCATION AND OUTREACH

STAFF

Thomas S. McLeRoy, Dean, 414-472-1100
Cora For bush, Associate Dean, Adult Learner Advisor, 414-472-1003
W. George Patten, Human Resource Development, 414-472-1013
Karl Zahn, Assistant Dean, Credit Outreach Coordinator, 414-472-1769
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Steve Shields, Director of Radio, 414-472-1317
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Marilyn Enstad, Typist (Conferences/ETN), 414-472-3165
Lois Patterson, Educational Services Intern (Dean), 414-472-1100
Becky Wintemute, Program Assistant (Associate Dean, 414-472-1003
Lou Zahn, Program Assistant III (Camps/Conferences), 414-472-3165

In the past year, approximately thirty-five percent of students at UW-Whitewater were 23 years of age or older. These adults, scattered throughout southeastern Wisconsin and enrolled as full-time or part-time students in on-campus or off-campus classes, comprise the large group of adults served by the Office of Continuing Education and Outreach. The staff looks forward to serving this group through the various programs and services described below.

CONTINUING EDUCATION PROGRAMS AND SERVICES

ADULT LEARNER ADVISING. An advising/referral service is available to adult students. The goal of this service is to help adult learners make contact with key University resource persons to provide specific academic advising or to meet special needs. Students desiring academic advising should call the department chair of their intended major or area of emphasis. If uncertain about who to call, the student is encouraged to call the Adult Learner Advisor, 414-472-1203, for assistance.

OFF-CAMPUS COURSES. Off-campus courses are offered in many communities in southeastern Wisconsin in response to requests received by the Office of Continuing Education and Outreach and on the basis of results determined by surveys.

Off-campus course credit offered by the University of Wisconsin-Whitewater is fully accredited work. Off-campus courses offered by other accredited colleges and universities will be accepted
in transfer by UW-Whitewater (9 credit maximum) provided that a grade of B or better was earned in these courses and they are approved by the department housing the major or emphasis. Whitewater does not offer nor recognize correspondence courses.

Students enrolling in off-campus courses are responsible for making certain that such courses meet the requirements of the curriculum in which they are enrolled. If there is a question about a particular course, the student should contact the academic adviser or the chairperson of the department in which he/she intends to major or seek an emphasis.

No student may enroll in an off-campus course for credit after the second regularly scheduled meeting of the class.

ON-CAMPUS EVENING COURSES. A wide range of classes are offered in the evening (5 p.m. or later) for the convenience of students unable to attend the University during the daytime. Many of these classes meet one night a week for 150 minutes rather than three times a week for 50 minute periods. Students desiring to enroll in on-campus evening graduate level courses must be either admitted to or registered in the School of Graduate Studies, University of Wisconsin-Whitewater.

INTERSESSION. A three-week Intersession is offered between the end of the second semester and the beginning of Summer School. Graduate students seeking to make up undergraduate deficiencies may earn up to 3 credits through courses offered during that time frame.

SUMMER SCHOOL. An eight-week Summer School is offered each year with numerous courses and programs of shorter duration. In addition to a comprehensive program of courses, a wide range of workshops, conferences, and institutes are offered on timely topics of interest to teachers, businessmen, and the general public.

TIMETABLES FOR OFF-CAMPUS, EVENING COURSES, OR SUMMER SCHOOL CLASSES MAY BE OBTAINED BY WRITING TO THE OFFICE OF CONTINUING EDUCATION AND OUTREACH OR BY CALLING 414-472-1003.

CONFERENCES, SUMMER CAMPS, AND WORKSHOPS. The University has an active conference/summer camp program which includes special credit and non-credit programs with diverse interests including an international drum and bugle corps competition. The campus has facilities which can house and feed up to 4000 persons depending upon the time of the year. Last year, approximately 50,000 persons were attracted to these programs.

LIFELONG LEARNING PROGRAMS. In keeping with the University mission to provide learning opportunities for a broad age range, programs include College for Kids, Arts Outreach (for children and adults), and a variety of summer academic and athletic camps. Programs for seniors include a UW-W/Fairhaven Lecture Series, Elderhostel, and Later Life Learning. The latter provides an opportunity for state residents who are 62 years of age or older, to select and take University courses on a space availability basis. Interested persons are invited to call 414-472-1003 for further information.

RADIO STATION. WSUW-FM (91.7 on the dial) is a 1300 watt radio station operated by the University. The radio station serves as a laboratory for on-campus radio courses, a vehicle of public service to the community, a medium of information and instruction, and a source of entertainment.

MEDIA BASED EDUCATION

1. EDUCATIONAL TELECONFERENCE NETWORK (ETN) OF UW-EXTENSION.

The Educational Teleconference Network (ETN) provides a system of two-way communication for non-credit courses, available at approximately 155 listening stations located in the state of Wisconsin. An ETN listening station is located in Roseman Building on the UW-Whitewater campus. In addition, each county in the state has two or three listening stations within a convenient distance from a student's home. A wide variety of professions accept ETN programs for certification or re-certification requirements.
2. MEET-ME
Meet-Me is a cousin to ETN which offers some credit programming on Meet-Me’s system linking 20 locations.

3. SEEN
Seen-System Extension Education Network-involves interaction between instructor and students at up to 20 locales, with two stations permitting transmission of visual information via electric writing grid, all stations capable of receiving same.

A semester schedule of ETN offerings, describing non-credit programs for Continuing Education Units (CEU’s), and information about MEET-ME or SEEN is available by writing to the Office of Continuing Education and Outreach, or by calling 414-472-3165.

INTERNATIONAL STUDY PROGRAMS. For a number of years, the University has conducted travel/study programs in this country and around the world. These travel programs, approved by the appropriate department and college and coordinated by the Office of Continuing Education and Outreach, are directed by members of the University faculty. University credit may be earned upon completion of the preliminary study, class work during the tour, and/or subsequent assignments. Each student pays for travel, personal expenses, and the appropriate University fees.

NON-CREDIT ACTIVITIES. Part of outreach deals with meeting the diverse interests of students and residents of Whitewater and the surrounding community. A wide variety of group classes and individual lessons in music, art, and theatre are offered through the Arts Outreach program. College for Kids, a program for third through ninth graders, is offered each summer. Suzuki violin, karate, and a variety of non-credit workshops and seminars are among a few activities currently offered. For information call 414-472-1003.
GENERAL REQUIREMENTS

APPLICATION — INITIAL FEE FOR ADMISSION TO A DEGREE PROGRAM. Wisconsin legislation requires that effective with the 1978-79 fall semester and later semesters or sessions, a $20 NONREFUNDABLE fee must accompany each new graduate application for admission to a degree program. Noncandidate for degree students and qualified seniors who only register for graduate-level courses ARE NOT required to pay this fee.

This fee and the Application for Admission form must be submitted in an envelope provided. Transcripts may be enclosed or mailed to the Graduate School. The application cannot be processed until the $20 fee has been received.

REACTIVATION. Students who do not enroll in a graduate course at UW-Whitewater within a calendar year are considered inactive. Inactive students are NOT required to pay the $20 application fee in order to register for classes, but must update and reactivate their file by completing a reactivation form which may be secured from the Graduate School Office. After the completed form has been returned to the Graduate School Office, it will be processed and the student will be eligible to register for graduate-level courses.

GENERAL ADMISSION REQUIREMENTS. In general, all persons who hold a bachelor’s or advanced degree from a regionally accredited school may register in graduate-level courses for graduate credit. Proof of a bachelor’s or higher degree is required.

These students are classified as noncandidate for degree (NCFD) students. For persons who wish to be admitted to a graduate degree program, however, admission procedures require more detail, including major or emphasis department approval. In addition to completion of an admission form obtained from the Graduate School Office, the student is required to submit official transcripts of all undergraduate and graduate work completed here and elsewhere. If the applicant has attended UW-Whitewater as an undergraduate, the Whitewater transcript will be obtained by the Graduate Office for the applicant’s file.

Admission to a degree program differs from a noncandidate for degree (NCFD) registration in graduate course work, since certain grade point averages are required for good standing admission (2.75 overall on a 4.00 scale or a 2.90 on the last half of the undergraduate work completed). Persons whose undergraduate grade point average is below 2.75 on the 4.00 scale may be admitted on probation. Such probationary admission is at the discretion of the admitting department or program director and will be determined by specific departmental or program criteria set for probationary admission status such as test results, letters of recommendation, postgraduate work completed, etc. Grade point requirements for admission to a degree program do not apply to the “noncandidate for degree” category. Previous admission as an undergraduate or completion of a bachelor’s degree does not confer automatic admission to a graduate degree program.

Admission and registration of graduate students is processed by the office of the School of Graduate Studies, and applications for admission may be obtained from this office. The University Admissions Office processes only undergraduate admissions. The School of Graduate Studies has two major categories of students: Noncandidate for degree students (NCFD) and students applying for a specific graduate degree program. Applicants for degree programs are asked to have official transcripts sent from all institutions of higher education they have attended except transcripts from UW-Whitewater, as the Graduate Office will obtain these transcripts for the applicant. Transcripts should be mailed directly to the School of Graduate Studies at Whitewater by the registrars of the schools attended. It is not possible to grant admission to a graduate degree program until all transcripts are available. Applications for admission should be submitted at least a month before the beginning of the first term the applicant plans to attend. Certain degree programs have "deadline" dates for submission of applications. Applicants should check with the Graduate School office on this when considering application for admission. The applicant is notified as to his/her admission status and adviser.

PHYSICAL EXAMINATION REQUIREMENT. University regulations require that all graduate students participating in a program leading to the master’s degree who were admitted on or after August 1, 1968, shall file a report of physical examination and health record with the University
Health Center. This will be reported on a form supplied by the office of the School of Graduate Studies at the University at the time the student is notified of admission as a graduate student. The report will be filed prior to first registration as a graduate student. Students who are admitted as "non-candidate for degree" or "transfer" graduate students and who are not involved in a program leading to the master's degree at Whitewater need fill out only the white medical history sheet. Students who have been admitted as "non-candidate for degree" or "transfer" students and who later elect to enter a program leading to the master's degree will be required to submit a report of physical examination at the time they enter a program leading to the degree.

GENERAL ADMISSION REQUIREMENTS TO DEGREE PROGRAMS AND OTHER CATEGORIES

Students may be admitted to a graduate degree program either in good standing or on probation. Certain other special categories are established for persons not attempting to complete a degree at this institution. These special categories are "noncandidate for degree" and "guest transfer or credit."

ADMISSION IN GOOD STANDING. Requirements for admission in good standing are as follows (Departments may set additional requirements for admission to specific degree programs):
1. Possession of a baccalaureate or higher degree from a regionally accredited institution.
2. Satisfactory mental and physical health.
3. An overall undergraduate grade point average of 2.75 (4.00 basis) or a 2.90 grade point average in the last half of the undergraduate program.
4. In the Master of Science in Teaching degree and certain other programs certification to teach is required for admission. This certification in Wisconsin may include certification by any state agency regularly empowered to issue teaching licenses, such as the State Department of Public Instruction and the Wisconsin State Board of Vocational and Adult Education. Certification for teaching by states other than Wisconsin is acceptable.
5. Admission to the M.B.A. and M.S.-Accounting degree programs is governed by a formula required by the American Assembly of Collegiate Schools of Business (AACSB). See p. 50

ADMISSION ON PROBATION. A student whose undergraduate GPA is below 2.75 may be admitted on probation after furnishing credible evidence of ability to do satisfactory graduate work. Such credibility is determined by the admitting academic department or individual program director, and could be a creditable postgraduate employment record, a satisfactory score on the Graduate Record Examination or Miller Analogies Test, or the successful completion of six graduate credits from a regionally accredited institution with grades of B or better in each course. Individual departments or colleges may specify additional minimum requirements for admission.

Students admitted on probation who achieve a 3.00 overall grade point average upon completion of twelve (12) credits of graduate work will be moved to good standing status. Those failing to achieve a 3.00 overall grade point upon completion of these twelve (12) credits of graduate work (these 12 credits include repeated courses) will be ineligible to take further graduate work in that degree program but may continue to take graduate work and seek admission to another degree program. (Policy adopted by the Graduate Council 11/12/81.)

TRANSFER STUDENTS—(GUEST TRANSFER OF CREDIT). Persons attending another graduate school who wish to take graduate courses at Whitewater to transfer to that institution may do so. The School of Graduate Studies provides a form to be completed by an official of the graduate school to which the credits are to be taken in transfer. The form certifies that the student is attending the other institution and states the provisions for approval of the work taken at Whitewater toward the degree at the other institution.

NON-CANDIDATE FOR DEGREE STUDENTS (NCFD). Persons who hold the bachelor's degree from a regionally accredited college or university or who hold an advanced degree but do not wish to be admitted to a graduate degree program are classified as NCFD students. Evidence of a bachelor's degree or an advanced degree is required for a NCFD student. This category allows the student to enroll in graduate level courses and to receive graduate credit for this work. No
limitation is placed upon the number of courses or credits a student may take while in this category. If a NCDF student later wishes to be admitted to a degree program, he/she must complete all of the formal requirements for admission required of those seeking admission to that graduate degree program. This includes payment of the $20 nonrefundable initial admission fee to a degree program. The acceptance of any graduate course work taken prior to admission to a degree program, including course work as a NCFD, toward fulfilling requirements of a specific degree program is at the discretion of the major or emphasis department offering the degree program. Furthermore, a maximum of nine graduate level credits taken as an NCFD student at UW-Whitewater prior to the term the student is admitted to a degree program can be used to satisfy requirements of that degree program. (It is assumed in this statement that the credits would be appropriate to the degree program.) (Policy passed by the Graduate Council November 3, 1977.)

POLICY FOR SENIORS TAKING GRADUATE COURSES

Upon the written recommendation of the departmental chairperson of the student's major or emphasis, a senior may be allowed to take graduate credits, PROVIDED he/she is eligible for admission to the graduate school in good standing (2.75 overall or 2.90 on approximately the last half of the undergraduate credits earned), and PROVIDED that the total graduate credits taken by an undergraduate does not exceed six (6) graduate credits (revised policy passed by the Graduate Council on November 3, 1977). For eligible UW-Whitewater seniors, undergraduate fees will be charged for this graduate-level course work. The graduate-level credits cannot be used to satisfy requirements for the bachelor's degree.

Undergraduate Seniors from Institutions Other Than UW-Whitewater. Students with senior status (90 credits or more) from other colleges and universities may also avail themselves of this policy, EXCEPT that graduate fees will be assessed for the 3-6 graduate-level credits. The student must establish his/her eligibility for this privilege with the Dean of the School of Graduate Studies and be in good standing at his/her institution (2.75 g.p.a. overall or 2.90 g.p.a. on approximately the last half of the credits earned to date). If the student wishes to enroll for both undergraduate and graduate courses, undergraduate fees apply for all courses. If the student enrolls for only graduate-level courses, graduate fees will be charged senior students from institutions other than UW-Whitewater.

STUDENT AUDIT POLICY

A graduate student may audit courses under the following stipulations:

1. Must receive consent of the department chairperson and the instructor offering the course.
2. Register as an auditor.
3. No change from audit to credit or credit to audit will be permitted.
4. Appropriate fees are to be paid for the course. Wisconsin residents 62 or older may audit courses without charge except for payment of special class or laboratory fees, and subject to space in the class.
5. No credit will be granted for the course, but it will appear on the permanent record as an audit provided the instructor reports satisfactory attendance.
6. An audited course may be repeated for credit in another semester or term.

AUDIT FEE SCHEDULE (Under 62 Years of Age)

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Fee schedule subject to change without notice.
PROBATION DUE TO GRADE DEFICIENCIES
(See Course Repeat Policy on p. 11)

A student who fails to maintain a 3.00 (B) overall grade point average for all graduate work completed at this institution is placed on academic probation. A student placed on probation for reasons of academic deficiency must attain a 3.00 overall grade point average within the next 12 graduate level credits at this institution in order to be returned to good standing status, (3.00 overall G.P.A. or better). This includes graduate courses that are repeated. Failure to accomplish this will result in the student being dropped from his/her degree program with ineligibility to take further graduate work in that degree program. However, he/she may continue to take graduate work in a non-candidate for degree status (NCFD) and/or seek admission to another degree program. (Graduate Council Policy Adopted November 3, 1977.) (See p. 51, No. 7 for M.B.A. and M.S. - accounting academic program policies.)

Not more than one course with a grade of C in the major or emphasis field nor more than two courses with a grade of C outside the major or emphasis field may be counted toward completion of a master’s degree. No grade below C in the major or emphasis area, or other required courses, may be applied toward the completion of a degree program. (Amended Paragraph Adopted by the Graduate Council December 12, 1979.)

An MS-Accounting candidate is permitted to graduate if he/she has no more than two (2) accounting courses with a grade of C, and a total of no more than three (3) courses with a grade of C in his/her total program. The candidate must have a 3.00 cumulative GPA in order to graduate.

COURSE REPEAT POLICY

A graduate student is allowed to repeat at most one course in his/her major or emphasis area and one other course in his/her degree program. Although the original course and grade remain on the transcript, the last grade earned replaces the old grade and credit and is the only grade that will count in computing the grade point average. Courses may be repeated only once.

Students who are on probation when admitted to a degree program and who have not earned any graduate credits as a student at UW-Whitewater prior to admission to the degree program or who are placed on probation when they have less than an overall 3.00 grade point average, must attain a 3.00 overall grade point average with the next 12 graduate level credits attempted at this institution in order to be returned to good standing or be dropped from that degree program. This includes graduate courses that are repeated. This course repeat policy may be used only within the 12 credit limitation total, as indicated here and in the previous section on “Probation Due to Grade Deficiencies” on page 11, as students work toward gaining or returning to good standing status. Furthermore, students who have dropped from a degree program may not use the repeat policy for the purpose of readmission to that degree program. (Policy passed by the Graduate Council on November 3, 1977.)

The Graduate Studies Committee of the College of Business and Economics has set a somewhat more restrictive course repeat policy. Check with the major or emphasis department in the college on this matter when considering a course repeat and/or with Dr. Karl Fraedrich, Associate Dean, Room #4033, Carlson Hall, 414-472-1945.
PROGRAM PREREQUISITES

The following degree programs are approved by the governing agencies of the University of Wisconsin System and by the North Central Association.

Students entering the various majors or emphases offered should have completed work in the major or emphasis field as follows: (These represent minimal requirements. Other requirements are stated in the description of each degree program.)

BUSINESS EDUCATION. Undergraduate major in business education for the Master of Science in Teaching program. Undergraduate major in business administration or the equivalent for the Master of Arts in Teaching program. GMAT (Graduate Management Admission Test) required for MBA-Business Education program.

COMMUNICATIVE DISORDERS. Entering students who have not received a baccalaureate degree in communicative disorders are required to supplement their academic preparation until it is comparable to an undergraduate major in communicative disorders prior to admission to the graduate program.

MASS COMMUNICATION (JOURNALISM). At least 15 credits in the area of emphasis (journalism and/or radio-television film) for regular admission to the program. Individuals who have not completed the 15 credits of course work will have their transcripts and relevant experience individually evaluated to determine whether their backgrounds are acceptable or if additional course work is required.

SPEECH COMMUNICATION. Undergraduate program in speech communication or speech communication and theatre which totals at least 20 semester hours and is appropriate to plans for future academic study.

ELEMENTARY EDUCATION. Undergraduate major in education with certification to teach at the elementary, secondary or early childhood level. Special permission without certification may be given by the graduate faculty of the department.

EARLY CHILDHOOD-HANDICAPPED. Students with a bachelor’s degree in a non-teaching area are required to enroll in additional appropriate courses prior to regular admission to this program.

EMOTIONALLY DISTURBED. Students with a bachelor’s degree in a non-teaching area are required to enroll in additional appropriate courses prior to regular admission to this program.

LEARNING DISABILITIES. Candidates must be certified elementary, secondary or special education teachers and have a minimum of two years' successful teaching experience before taking 480774, 480680, 480778 or 480779, and 489790.

MENTAL RETARDATION. (Certification to teach) Students with a bachelor's degree in a non-teaching area are required to enroll in additional appropriate courses prior to regular admission to this program.

HISTORY AND SOCIAL STUDIES. Thirty-four undergraduate credits from history and social studies and consent of the department of emphasis.

JUNIOR HIGH TEACHERS-General Science Emphasis Only. Certification to teach in either elementary or secondary schools is required for admission to the program. Requirements differ for those certified for elementary and secondary teaching. A total of at least 30 graduate credits is required.

Persons completing the program must fulfill State Department of Public Instruction certification requirements to teach science in junior high school. Undergraduate and graduate credits can be counted toward these certification requirements. Persons entering the program without a science major or elementary certification may have to take work beyond the minimum number of credits in the program to meet the certification requirements. In addition to the certification requirements in science, the following specific courses are required:

Conversion of Secondary Teachers to Junior High Teachers.
Persons already certified to teach in secondary schools are required to take the following courses:

- 470710 Curriculum in the Secondary Schools - 3 credits or
- 434775 Junior High Curriculum - 3 credits
- 423678 Adolescent Development - 3 credits or
- 840732 Seminar in Adolescence - 3 credits
- 421650 Introduction to Guidance - 3 credits
- 432784 Developmental Reading - 3 credits or
- 470865 Developmental Reading in the Secondary Schools - 3 credits
- 424740 Seminar in Techniques of Educational Research - 3 credits is required

Conversion of Elementary Teachers to Junior High Teachers

Persons already certified to teach elementary school are required to take the following courses:

- 430775 Junior High Curriculum - 3 credits
- 423703 Psychological Foundations of Education or
- 840732 Seminar in Adolescence - 3 credits
- 424740 Seminar in Techniques of Educational Research - 3 credits (required)

Science Requirements: At least 15 credits must be taken in graduate courses in the area of general science. This may include a 3-credit graduate course in the teaching of science, such as 470629—Teaching Science in Secondary Schools, which would emphasize junior high science curricula, as well as graduate courses in science from the following four areas: biology, chemistry, physics and earth/space science (geology, meteorology, astronomy, physiography, and oceanography). Science course work must be selected so that the total of the candidate's undergraduate and graduate course work in science consists of at least:

1. 14 credits in each of two of the following sciences: biology, chemistry, earth science and physics
2. 10 credits in each of the remaining two sciences
3. 6 credits selected from any of the aforesaid sciences.

A conservation course and at least 6 credits of mathematics must also have been included in either the undergraduate or the graduate program. Certification to teach in either elementary or secondary schools required for admission to this program.

Human Relations Requirement: See Page 15 (Wisconsin Department of Public Instruction)

Degree Program Options: The student, in consultation with his/her adviser, will select one of the following options to fulfill the general degree requirements. In options 2 and 3, a minimum of 30 approved credits is required.
1. Completion of 36 semester credits of course work.
2. Comprehensive Examination Option. The written examination will cover all science course work taken.
3. Thesis Option. The writing and defense of a thesis. Up to 6 credits may be applied toward completion of the degree.

LANGUAGE AND LITERATURE (English Emphasis) At least 20 semester hours in the area of emphasis.

MUSIC. Undergraduate music major. For M.S.T.-Music, certification to teach.

For diagnostic and counseling purposes, an audition and/or written examination are required.

READING. Eligible for Wisconsin certification to teach.

SCHOOL BUSINESS MANAGEMENT. Undergraduate major in business education, business administration or the equivalent is desirable.

SCHOOL PSYCHOLOGY. In addition to the general admission requirements of the School of Graduate Studies, the following requirements are prerequisites for admission to the program:

A. Admittance into the School Psychology Program normally requires an overall undergraduate grade point average of 3.0 or better. Applicants who do not meet this requirement but do have an
undergraduate grade point average in their last two years of study of 3.0 or better may be given consideration.

Applicants who do not meet the G.P.A. requirements above may appeal for admission on the basis of other factors such as: relevant work experience, outstanding job performance, high degree of motivation, recommendations from known professionals in the field, and evidence of appropriate personal qualifications.

B. Appropriate academic background with a minimum of 12 credits in psychology or equivalent courses in the following areas is required: psychology of childhood or psychology of adolescence, behavior disorders, principles of behavior modification, and basic statistical methods. A course in learning and language disorders (special education) and courses in psychology of personality are highly recommended. For the student with insufficient background, the School Psychology Committee may require that specific undergraduate courses be completed before the application for admission will be processed.

C. The candidate must have three appropriate persons (such as former professors or work supervisors) send letters of recommendation covering the academic and personal qualifications for graduate study in School Psychology.

D. Individual personal interviews with three faculty members of the School Psychology Committee are required.

E. Candidates in the School Psychology Program must maintain a grade point average of B or better throughout the program. A further requirement is as follows: Only one C is allowed in the Psychology area of study either for the Master's Degree or for the Specialist Level Certification, and only two Cs are allowed in the entire program of study.

Requirements for School Psychologist Certification: See page 46.

Human Relations Requirement (Wis, D.P.I.), See page 15.

SCIENCE AND MATHEMATICS. At least 15 credits in one subject area of specialization.

COUNSELING AND GUIDANCE. The general admission requirements of the School of Graduate Studies and possession of the bachelor's degree. A personal interview, as scheduled with a member of the Guidance and Counseling faculty, is required.

MASTER OF EDUCATION - PROFESSIONAL DEVELOPMENT
a. A baccalaureate degree from a regionally accredited institution is required
b. Two years of teaching experience is required
c. GPA requirements are the same as current requirements for existing programs

MASTER OF BUSINESS ADMINISTRATION
a. Bachelor's degree from a regionally accredited institution.
b. Satisfactory score on GMAT and an undergraduate g.p.a. which will meet the admission policy formula when combined with the GMAT score. (See p. 50)

MASTER OF SCIENCE—ACCOUNTING
Same as for the M.B.A. degree program.

MASTER OF SCIENCE—SAFETY (see p. 60). The general admission requirements of the School of Graduate Studies and possession of the bachelor's degree.
CERTIFICATION TO TEACH

IN THE M.S.T. PROGRAM. The Master of Science in Teaching degree is designed for certified teachers. Certification to teach in the area of the graduate major or emphasis is a prerequisite for admission to a program leading to the M.S.T. Certification to teach in appropriate areas in Wisconsin schools is granted by either the State Department of Public Instruction or by the State Board of Vocational and Adult Education. Certification to teach in other states is acceptable for admission to the program but does not guarantee certification in Wisconsin.

HUMAN RELATIONS REQUIREMENT. All professional school personnel who receive INITIAL licenses from the Wisconsin Department of Public Instruction after July 1, 1977, must complete a program in human relations [Wis. Adm. Code, section PI 3.03(1).] For further information concerning this requirement, students should consult their advisers or the Director of Human Relations, 2031 Winther Hall, UW-Whitewater. (Keith Collins, 1-414-472-4677)

GRADUATE PRACTICUMS

COUNSELING AND GUIDANCE PRACTICUM:
Counseling and Guidance graduate students in the master’s degree program are required to complete a 26 clock hour per week practicum with field and university supervision in an approved setting. In some instances, students are able to conduct the practicum within their school or occupational setting, provided the requirements of the practicum can be fulfilled. Students remain in their practicum for the full academic year. A minimum of 150 client contact hours are expected within this time frame.

SPECIAL EDUCATION PRACTICUMS:
Special Education graduate students are required to apply for and complete a practicum assignment as part of the certification requirements for each of the following areas: Mental Retardation, Learning Disabilities-Elementary and/or Secondary, Emotional Disturbance-Elementary and/or Secondary, Early Childhood: Exceptional Educational Needs.

Students are placed in either one or two 9-week practicum settings depending upon preservice training, certification, experience and an evaluation of the students needs. The following practicum options are available: 9 weeks (full-time)-5 credits, 18 weeks (half-time)-5 credits, 18 weeks (full-time)-10 credits. The program adviser(s) following consultation with the student determine which option is utilized.

ELEMENTARY, SECONDARY, AND LIBRARY MEDIA PRACTICUMS:
In some cases, students may elect to add an area of certification to their present certification. In these cases, a practicum (graduate level) or student teaching (undergrad) is required as part of the program leading to certification.

OTHER PRACTICUMS

TEACHER INDUCTION THROUGH THE TEACHER RESIDENCY (ALL AREAS):
First year teachers (all areas) may elect the Teacher Induction Program through the Teacher Residency. It is a cooperative effort among the Wisconsin Improvement Program, a consortium for teacher education, the Department of Public Instruction, the university and local educational agencies interested in the training of teachers. To be eligible for the Residency, the candidate must have completed certification requirements at UW-Whitewater or other accredited college or university, including directed teaching in a specified area and have no prior teaching experience. The candidate is hired by a local school for an academic year and works to increase professional competencies as a beginning teacher under the direction of a master teacher and the University Supervisor.
PROCEDURES FOR PROCESSING APPLICATIONS FOR ALL GRADUATE PRACTICUMS

1) Student is informed of the necessity of making application for Practicum (including on-site and in-service) through appropriate course (Methods, handouts, etc.)

2) Student completes a Practicum application form in the semester prior to the semester in which the practicum will take place. The application is signed by the appropriate subject area supervisor and is returned to the Office of Student Teaching.

3) Office of Student Teaching forwards a copy of the completed form to the appropriate subject area supervisor, together with transcript.

4) Interviewing of the applicant by the subject area supervisor takes place. (This is the first step in the assignment process.)

5) Subject area supervisor forwards the Director, Office of Student Teaching a recommended assignment (no later than Nov. 1 for 2nd semester, and before Spring vacation for 1st semester)*.

6) Director, Office of Student Teaching processes and confirms the assignment and notifies all concerned.

DEFICIENCIES

If the major or emphasis department finds that a student lacks the proper background for graduate studies, it may specify that deficiencies be made up even though the student has met the minimum prerequisites as stated in the section on prerequisites. In some cases, these deficiencies may have to be made up by registering in undergraduate courses which would not be counted toward completion of the master's degree.

REGISTRATION, MAXIMUM LOAD

A schedule of graduate courses is published before the beginning of each term and contains complete instructions for registration for a particular term. Usually, students are not admitted to a graduate course after the first week of classes in a term.

During a semester, the maximum registration is 15 credits. Students on probation are advised to limit their maximum registration to 12 credits or less. During summer school, "a student in good standing may enroll in either 4-week summer session for two 3-credit courses (6 hours); no student, however enrolled, shall exceed 9 credits for the 8-week summer session. A student enrolled for the 8-week session plus the 3-week intersession could carry 12 credits." (Policy passed by the Graduate Council on December 11, 1980.)

The University reserves the right to cancel classes that have insufficient registration and to close enrollment in classes which are filled to capacity.

TRANSFER OF CREDIT

(Policy reviewed by Graduate Council on Nov. 3, 1977)

Graduate level work completed at other regionally accredited institutions and in University of Wisconsin System Extension courses may be transferred to the University of Wisconsin-Whitewater to apply toward a graduate degree subject to the following provisions:

1. Credit in courses must carry a grade of B or higher.

2. Credits in courses to be transferred must be applicable to the student's proposed graduate degree program at Whitewater.

*Summer practicums are offered only if the 790 Practicum is scheduled and staffed. Applications need to be made early in the second semester and before April 15.
3. A maximum of nine credits may be accepted from other regionally accredited graduate institutions.
4. No credit will be accepted in transfer for a correspondence course.
5. Academic departments may or may not include questions for the major or emphasis area comprehensive examination for the master's degree from courses accepted in transfer to Whitewater. The student should contact his/her major or emphasis department about this matter.
6. At least one graduate-level course offered by UW-Whitewater must have been completed before a request for transfer of credit from another university can be processed (Graduate Council Policy - Feb. 10, 1977).
7. Nothing in this statement shall be interpreted as restricting the number of credits which may be taken at other institutions under specific consortium arrangements which may be entered into by the University (e.g. SWAP-CON—Southern Wisconsin Allied Programs Consortium).

**IMPORTANT:** The student wishing to transfer credit should complete a form available at the Graduate Office and must provide official transcripts if they are not already on file. Applications for transfer of credit will be accepted and processed when the student is enrolled in a degree program and has completed at least one graduate-level course offered by UW-Whitewater. (Graduate Council Policy - Feb. 10, 1977). The acceptance of any graduate course work taken prior to admission to a degree program, including course work as a NCFD, toward fulfilling requirements of a specific degree program is at the discretion of the major or emphasis department offering the degree program. Only graduate students admitted to and enrolled in a graduate degree program may request a transfer of credit. NCFD students may not request a transfer of credit.

**GRADING (A-B-C-D-F, I, S, U, P, N)**

Grading is based on a 4.00 system with the “A” grade providing four grade points per credit. The graduate student must attain and maintain a “B” average, or G.P.A. of 3.00 in order to be in good standing.

The instructor may give a grade of “I” (incomplete) for the term. This grade shall be accompanied by a signed contract form in which the instructor specifies the work to be completed by the student. Graduate School policy gives the student one calendar year to complete this work, and the registrar will remind the student of the incomplete grade prior to the deadline. A student with a reasonable excuse for wanting a time extension should request it of the instructor; the instructor who agrees to the extension then informs the registrar. Incompletes that are not made up or extended are changed by the registrar to an “F” and so listed on the permanent record.

The “(P)” (progress) grade is used in courses designed to extend beyond the semester of registration. Currently these are thesis and teacher residency credits. The instructor shall report a regular letter grade (A-B, etc.) when the student successfully completes the extended work. Should the work remain incomplemeted, the registrar will change the “(P)” to an “F,” similar to the handling of the “I” grade. At the most, the time that a “(P)” grade may be extended is the maximum of the seven year time period, the maximum time allowed for completion of a degree program.

The “N” (no grade) grade is recorded by the registrar when the instructor does not report any grade for a student. The “N” grade is in every way, except for the possibility of its being removed or changed, the same as an “F” grade.

The student must take the initiative to remove or to change all three of these grades — “I,” “(P),” and “N.”

**PASS-FAIL POLICIES**

1. Any workshop may be taken on a pass-fail basis.
2. Departments may designate other courses which may be taken pass-fail; these will be indicated in advance in the graduate timetable.
3. The decision on whether a course taken on pass-fail will count in a degree program will be made by the major or emphasis department or by the college in case of college degree requirements (e.g. M.B.A. degree). Students in a degree program or contemplating entering such a program are advised to get the appropriate permission prior to taking a pass-fail course.

4. A student who is registered pass-fail will receive a grade of S or F. Each instructor will decide what constitutes pass. It is recommended that instructors tell their students what will constitute pass before the deadline for changing registration.

5. The deadline for changing registration is the third class meeting. After that, a student's registration may not be changed from pass-fail to regular grade or vice versa.

6. An "F" grade will count in calculating the student's grade point average. An "S" grade will not count.

(Policy passed by the Graduate Faculty September 24, 1974.) (Policy reaffirmed by the Graduate Council, December 12, 1979)

CHANGES IN REGISTRATION, CANCELLATION OF COURSES OR WITHDRAWAL FROM SCHOOL

Rules of the University apply as stated in the Bulletin and in the regular academic term timetables. Changes from one course to another may not be made after the first week of the term. A course may be cancelled during the first nine weeks of the semester and up to 50 per cent of a course completion in summer school, and up to 50 per cent of a course completion for a short-term course in the regular semester. In cases of withdrawal from school, the refund regulations as stated in the current University timetables and course schedules apply.

It is extremely important that a graduate student who wishes to change registration, add or cancel a course, or withdraw from school, obtain and complete the proper forms available from the School of Graduate Studies. Failure to do this may result in a failing grade for nonattendance. If necessary, the forms may be obtained by mail or requested by telephone.

FINANCIAL AIDS

HOW DO I APPLY?

All graduate students applying for financial aid must have been offered admission or must be enrolled, at least half-time with four credits. To apply for aid, you must:

1. Be accepted for admission by the Graduate Office.
2. Complete a Family Financial Statement (FFS) and submit it to the American College Testing Program (ACT) as soon as possible AFTER January 1.
3. If you attended another institution or are transferring to UW-Whitewater, you MUST submit a Financial Aid Transcript form to each school, whether or not you received aid. Transcript forms are available at the Financial Aid Office.

Foreign students who hold an F-1 visa are not eligible for aid from the Financial Aid Office except for the Foreign Student Remission Grant. Contact the Financial Aid Office for information and for applications.

TYPES OF FINANCIAL AID

Aid packages are made up of grants, loans and employment, which may be offered singly or in various combinations. Priority for aid is based both on financial need and the prompt filing of applications.

Certain programs are available to students enrolled at least half-time while other programs are restricted to those enrolled full-time.
GRANTS

Grants are financial assistance, funded by state and federal agencies, which do not have to be repaid. Refund/repayment policies may apply if a student withdraws or drops below full-time.

Non-Resident Grant

This grant, which covers the non-resident tuition, is available to out-of-state students enrolled on full-time who exhibit scholastic excellence and who can demonstrate need.

Foreign Student Grant

This grant is available to American students from outside the continental United States and to students from other countries. Covering the non-resident tuition, these are awarded to students enrolled full-time who exhibit scholastic excellence and who can demonstrate need.

LOANS

Loans are a form of assistance which must be REPAID. Refund/repayment policies apply if a student withdraws or drops below full-time.

National Direct Student Loan (NDSL)

Loans from this program are available to graduate students who are U.S. citizens or permanent residents who are enrolled full-time and who can demonstrate financial need.

Graduate students may borrow up to $12,000 which includes any NDSL's borrowed for undergraduate study.

Guaranteed Student Loan (GSL)

The Guaranteed Student Loan Program enables students to borrow directly from a bank, credit union, savings and loan or other participating lender. The loan is guaranteed by a state or private non-profit agency or is insured by the Federal Government.

A graduate student may borrow up to $5,000 per fiscal year. The interest rate is 8 percent unless the student has an outstanding GSL. A student may borrow up to $25,000 total for graduate or professional study, which includes GSL's borrowed for undergraduate study.

A graduate classified as a non-candidate for a degree or as a special student is eligible only for a Guaranteed Student Loan. To be eligible for other types of aid, a student must be in a degree granting program.

Wisconsin Direct Student Loan

Only Students who have outstanding Direct Loans may apply. The amounts that a student may borrow are the same as under the Guaranteed Student Loan Program, including any Guaranteed Student Loans borrowed.

EMPLOYMENT OPPORTUNITIES

College Work-Study (W-S)

This program makes available jobs in offices, laboratories, maintenance, the library and other campus facilities. To participate a student must be a United States citizen or permanent resident and be enrolled at least half-time. Preference is given to students with the greatest financial need.

Other Employment

In addition, the University makes available other part-time jobs which parallel Work-Study jobs. While a student must be at least half-time for these Regular Payroll jobs, he or she need not prove financial need. The Financial Aids Office also places students in off-campus positions. Job listings are posted on UW-W Cable 6 "Student Jobline."
QUESTIONS AND ANSWERS

When Will I Hear?

To insure proper consideration for aid, submit all forms by March 1. If you have met this priority date, you should receive an award notice (proposal) or a denial letter as soon as possible after July 15.

You may accept all or part of your award unless regulations governing certain programs specify otherwise. YOU MUST SIGN AND RETURN THE PROPOSAL TO THE FINANCIAL AIDS OFFICE BY THE SPECIFIED DEADLINE DATE. Students who do not return the proposal by the deadline date risk having all or part of their aid cancelled.

How Will My Award Be Determined?

Financial aid is awarded on a first-come, first-served basis to those who demonstrate need. Because of limited funds and the large number of applicants, students should apply before the priority date.

The amount that the parents and the student are expected to contribute is determined by analysis of the Family Financial Statement (FFS). The student must meet the following qualifications to be considered self-supporting: 1) did not or will not live with parents for more than 6 weeks during 1983 and 1984; 2) was not or will not be listed as an exemption on parent’s U.S. Income Tax Return during 1983 and 1984; and 3) did not or will not receive $1,000 or more from parents during 1983 and 1984.

What If I Withdraw From The University?

Financial aids is awarded to students to cover direct costs charged by University of Wisconsin-Whitewater and other related educational costs. Funds disbursed to students may exceed these costs when a student withdraws or drops classes during a semester or summer session. Fee refunds of financial aid will be processed by University of Wisconsin-Whitewater. Federal and state regulations require that a prorated portion of funds awarded to cover non-institutional costs be repaid by the student.

The actual repayment will be determined by the Financial Aid Office. Be sure to read your timetable to determine the amount of repayment. A student will receive a statement from University Accounting and repayments will be made to the Cashier’s Office.

A student remains INELIGIBLE for future aid until he or she makes repayment in full.

What Else Should I Know?

When applying for aid at UW-Whitewater you should know that:

1. Awards are made for the entire academic year, August through May, unless indicated otherwise.
2. Aid awarded by the University of Wisconsin-Whitewater must be used solely for expenses related to attendance here.
3. You must personally notify the Financial Aid Office of a change of address or marital, academic, financial or enrollment status. A change in any of these areas may result in a revision of the original aid award.
4. Your financial need is determined each year through analysis of the Family Financial Statement. Any changes in the family financial situation will affect your need and the amount of the award will change from year to year. In addition, you must reapply each year to be considered for aid.
5. Academic progress toward completion of study or graduation is a requirement for continued financial help.
6. You may obtain information on available academic programs from the Dean of the Graduate School.
7. The Director of Placement has figures on prospective employment and placement in jobs after graduation.
8. If you should withdraw during the first semester and plan to return within the academic year, you MUST notify the Financial Aids Office in WRITING, including the reason for withdrawing and any subsequent employment. We will then reinstate and/or readjust your aid. Failure to notify our office results in CANCELLATION of your financial aid.

9. This information is subject to change at any time because of federal, state or university regulations.

The Financial Aids Office is ready to assist you in solving your financial problems. However, we will not accept any applications for aid (including Guaranteed Student Loans) or revise your aid after October 15 for first semester and March 15 for second semester.

If you wish to receive more detailed information in regard to any of the programs or policies listed, please contact the Financial Aids Office, 2002E Andersen Library, UW-Whitewater, Wisconsin 53190-1792 or phone 414-472-1130.

FEES

Fees are set by the Board of Regents of the University of Wisconsin System and are subject to change without notice. Fees shown are those in effect at the time this bulletin was prepared. The fees include University Center and activity fees, but do not include textbook rental fees. The cost of textbooks, if assigned, differs widely in various classes. Graduate students who enroll in one or more undergraduate courses as part of their credit program (e.g. student teaching, etc., under the M.A.T. program) along with graduate courses in a particular term are required to pay graduate fees for this undergraduate course credit. UW-System regulations indicate that fees charged are determined by the classification of the student (graduate, undergraduate) and not by the level of course work in which he or she will enroll.

A graduate student who wishes to receive only undergraduate credit must obtain forms from the Office of Admissions, Baker Hall, and seek admission as an undergraduate. This will automatically withdraw the student from the graduate school and change classification to undergraduate status. Upon proper application to the Graduate School, a student may reapply for graduate status if his/her plans change at a later date.

GRADUATE FEE SCHEDULE (2nd Semester—1983-84)

<table>
<thead>
<tr>
<th>CREDITS</th>
<th>RESIDENT</th>
<th>NON-RESIDENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 +</td>
<td>$670.43</td>
<td>$1,969.93</td>
</tr>
<tr>
<td>8</td>
<td>595.92</td>
<td>1,751.92</td>
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<tr>
<td>7</td>
<td>521.43</td>
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</tr>
<tr>
<td>6</td>
<td>446.94</td>
<td>1,313.94</td>
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<tr>
<td>5</td>
<td>372.45</td>
<td>1,094.95</td>
</tr>
<tr>
<td>4</td>
<td>297.96</td>
<td>875.96</td>
</tr>
<tr>
<td>3</td>
<td>223.47</td>
<td>656.97</td>
</tr>
<tr>
<td>2</td>
<td>148.98</td>
<td>437.98</td>
</tr>
<tr>
<td>1</td>
<td>74.49</td>
<td>218.99</td>
</tr>
<tr>
<td>½</td>
<td>37.24</td>
<td>109.49</td>
</tr>
</tbody>
</table>

All fees are subject to change without notice in accordance with Board of Regents policy.

A graduation fee of $21.00 is charged. Payment should be made to University Accounting Office, UW-Whitewater.

A $2.00 charge is assessed by the Registrar’s Office for each copy of an official student transcript. Requests by mail should be accompanied by a check for the charge. Checks should be made payable to UW-Whitewater.

Minnesota-Wisconsin Tuition Reciprocity Agreement: An agreement between the state of Wisconsin and Minnesota permits residents of either state to attend higher education institutions in the other state at a tuition rate based on the difference between the states non-resident charges.

To be eligible under this agreement, a student must file an application prior to or during the term or semester in which he/she expects to first receive the waiver of the non-resident portion of tuition. A student is deemed to meet this application date requirement if his/her completed appli-
cation is postmarked no later than the last day of scheduled classes. A term or semester is
deemed to run through the last day of scheduled classes as published in the academic calendar
of the institution. Neither the Minnesota Higher Education Coordinating Commission nor the
University will be financially liable for students enrolled under the reciprocity agreement who
have not received prior approval and certification by the Minnesota Higher Education Coordinat-
ing Commission, Suite 400, Capitol Square, 500 Cedar St., St. Paul, Minn. 55101.
Students certified for the academic year are also covered for the summer session. A new appli-
cation must be filed each year.

BOOKSTORE AND TEXTBOOKS

Graduate students pay no textbook rental fees and are expected to purchase texts and other
instructional materials that are assigned in courses. STUDENTS SHOULD CHECK WITH THE
INSTRUCTOR OF THE COURSE FOR THE NEEDED MATERIALS AND TEXTBOOKS. Since text
requirements differ widely, no attempt is made here to estimate textbook purchase costs. The
Textbook Rental Service is not authorized to rent books to graduate students. The University
Bookstore (Moraine Hall) sells graduate texts and other course materials. It is open for the con-
venience of evening registrants.

RESIDENCY REGULATIONS (Fee Determination - Resident/Nonresident)

Any student who has been a bona fide resident of the State of Wisconsin for one full calendar
year prior to the beginning of the semester of enrollment shall be exempt from payment of non-
resident tuition. In determining bona fide residence, eligibility for voting in the state, motor vehi-
cle registration, self-supporting status, and filing of Wisconsin income tax returns shall be con-
sidered. In addition, nonresident members of the Armed Forces (including their families) who
are stationed in the state, shall be entitled to exemption from nonresident tuition. Any student
who is a graduate of a Wisconsin high school and whose parents are bona fide residents of this
state for 12 months next preceding the beginning of any semester or session for which the stu-
dent registers at a university or center or whose last surviving parent was a bona fide resident of
this state for the 12 months preceding his death is entitled to the nonresident tuition exemption.

A student from another state who is in this state principally to obtain an education will not be
considered to have established a residence in Wisconsin by virtue of attendance at an educa-
tional institution.

RESIDENCE REQUIREMENTS (Relating to Academic Credit). The School of Graduate Studies
requires that a master's degree candidate earn a minimum of 30 credits of which at least 21
credits must be earned from the University of Wisconsin-Whitewater. Individual degree pro-
grams may have requirements beyond the above residency requirements. Nothing in this state-
ment shall be interpreted as restricting the number of credits which may be taken at other institu-
tions under specific consortium arrangements which may be entered into by the University.

Off-campus (evening and Saturday) courses are considered residence credit if taught by a quali-
Fied instructor employed by UW-Whitewater.*

Work taken at Pigeon Lake in the biological sciences is designated as residence credit.

*Students receiving such credit pay on-campus fees. Faculty instructional allocation may be a part of the on-campus teaching load
even though the course may actually be held away from the campus in another community.
GRADUATION REQUIREMENTS

General requirements for graduation are printed here. Specific requirements for each degree are stated with the description of that degree program and these may vary from the basic general requirements.

CREDIT REQUIREMENTS. A minimum of 30 graduate credits distributed according to the requirements of the specific program being followed is required by the School of Graduate Studies. If more than 30 credits are required in a particular program, this will be stated in the program description contained in the *Bulletin*. Undergraduate courses taken to make up deficiencies in background or in supervised teaching will not be counted toward the number of graduate credits required for the degree. A minimum of 3.00 g.p.a. (B) in all graduate course work taken at Whitewater, as well as in all graduate level courses taken in the student’s major or emphasis, is required for graduation.

<table>
<thead>
<tr>
<th>Name of Degree</th>
<th>Major or Emphasis</th>
<th>Interpretation of Major or Emphasis</th>
</tr>
</thead>
<tbody>
<tr>
<td>M.S.Ed.</td>
<td>Elementary Education</td>
<td>Only graduate level courses with prefix 43 — Elementary Education</td>
</tr>
<tr>
<td>M.S.T.</td>
<td>Secondary Education, Post Secondary Education (e.g. vocational-technical institutions)</td>
<td>Academic emphasis indicated (Academic Dept. number prefix) courses in business education, geography, history, English, biology, mathematics, music, general science</td>
</tr>
<tr>
<td>M.A.T.</td>
<td></td>
<td>Academic emphases are same as in the M.S.T. program.</td>
</tr>
<tr>
<td>M.S.Ed.</td>
<td>Reading</td>
<td>15- to 19-credit core of graduate reading courses.</td>
</tr>
<tr>
<td>M.S.Ed.</td>
<td>School Business Management</td>
<td>Core of graduate courses as indicated in business and S.B.M. area.</td>
</tr>
<tr>
<td>M.S.Ed.</td>
<td>School Psychology</td>
<td>Entire program, as indicated in <em>Bulletin</em> format.</td>
</tr>
<tr>
<td>M.S.Ed.</td>
<td>Special Education</td>
<td>The major is considered <em>special education</em> and NOT the emphases of mental retardation, emotionally disturbed, learning disabilities, general and early childhood.</td>
</tr>
<tr>
<td>M.E.P.D.</td>
<td>Individual Professional Goals</td>
<td>The major is the entire planned program of the student made with his/her adviser and approved by the MEPD Committee to best fit the student's individualized graduate program for professional development goals.</td>
</tr>
<tr>
<td>M.S.</td>
<td>Safety</td>
<td>Only graduate courses with 46 prefix.</td>
</tr>
<tr>
<td>M.S.</td>
<td>Communication</td>
<td>Academic emphases (666) speech communication, (662) communicative disorders, (664) mass communication (journalism).</td>
</tr>
</tbody>
</table>
The major is the entire program and credits as indicated NOT the emphases in elementary school, secondary school, or vocational-general.

Entire program and credits as indicated in the Bulletin.

Entire program as indicated in the Bulletin, MBA — NOT emphases in management, marketing, accounting, managerial economics, finance, business education, international business.

(Reviewed and Revised by the Graduate Council - Nov. 3, 1977)

SECOND MASTER’S DEGREE—UW-WHITEWATER. The following policy pertains to students who seek a second master’s degree at UW-Whitewater (Policy Graduate Council - Dec. 2, 1970): At least one-half of the credits for the new degree must be taken in the new program.

CREDIT RESTRICTIONS (Workshops, Individual Studies, and Special Studies). Not more than 3 credits from individual Studies may be carried in a single term. Not more than 4 credits in Individual Studies (Individual Studies Policy adopted by Graduate Faculty, May 9, 1974) nor more than a total of 9 credits of individual studies, workshops, or special studies (not more than 6 credits), may be applied toward the completion of the degree. The 9-credit limitation is to be construed as an upper limit. Individual departments retain the prerogative to allow fewer than 9 hours to apply toward their respective graduate degrees (revised policy passed by the Graduate Council - Nov. 3, 1977). M.E.P.D. students — Refer to page 2 of program Guidelines, as revised July, 1983.

INSTITUTES. By action of the Graduate Faculty on December 13, 1972, institute courses carrying graduate credit, usually with extramural funding, i.e., N.S.F., comparable in content and laboratory activities to any other regularly scheduled on-campus course, are not to be included in the 9 credit limitation set for workshops, individual studies, special studies, etc., indicated in the preceding paragraph pertaining to credit restrictions. A special course number (—7971) is assigned for institutes.

GRADUATE CREDIT FOR TRAVEL ABROAD. "A proposal for a graduate workshop in a foreign country should be judged on the same merits as those for graduate workshop courses to be offered in the State of Wisconsin." (Policy — Graduate Faculty — May 16, 1972.)

IMPORTANT

APPLICATION FOR CANDIDACY AND TIME LIMIT. Students who have completed not less than 12 to 15 credits of graduate work and are in good standing are required to file an application for candidacy form obtained from the Graduate Office (not required for students in the M.B.A., M.S.-Accounting, or M.E.P.D. degree programs). All course deficiencies must have been removed and all subject matter prerequisites in the area of specialization must have been met by the student. This is intended primarily to determine the student’s plans for course work to complete the degree. The student has seven years to complete the degree from the date he/she is admitted to the degree program. Any extension of this time requires action by the Graduate Council and the academic department concerned. Such an extension request must be based on good cause, such as unusual health conditions, fulfillment of military obligation, or other extenuating circumstances that the local Graduate Council and academic department may recognize. Any action requesting an extension of time for completion of a master’s degree program shall be initiated by the student to his/her major or emphasis department. The first request by a graduate student for an extension of time beyond the seven year limitation not exceeding two additional years will be considered and acted upon only by the academic department. Requests for extension of time for more than the two years maximum will also require Graduate Council action.
All student requests for time extensions will be reported on the appropriate form by departments and forwarded to the Graduate School Office after departmental action on the matter. (Policy—Graduate Council — May 10, 1982)

DEGREE PROGRAM OPTIONS — GENERAL REQUIREMENTS. At the discretion of the major or emphasis department, the following options are available to the graduate student:

**Plan I**  A minimum of 30 credit hours of course work, including a thesis of one to six credits.

**Plan II**  A minimum of 30 credit hours of course work, including a comprehensive examination.

**Plan III**  A minimum of 36 credit hours of course work. MST, MAT, MBA, MEPD, MS (Guidance and Counseling) only. In the MST/MAT programs, this option is not open to those students who have started a thesis or who have failed a comprehensive examination. Since this option is at the discretion of the major or emphasis department, MST/MAT students should check with the major or emphasis department relative to election of this option.

A major or emphasis department may set additional requirements for any plan. The graduate student should check with his/her department concerning the options available, since departments differ relative to these degree program requirements and options.

**PLAN I.** A minimum of 30 credit hours of course work including a thesis for which up to six credits may be earned in the major or emphasis field. This credit may be applied toward the completion of course requirements in the major or emphasis. An oral thesis examination is required.

Graduate students electing Plan I (thesis) in any degree program must formally enroll and pay fees for at least one semester credit of thesis (799) and not to exceed six credits of thesis. Enrollment and fee payment for thesis credit is done only once even though the thesis may require more than one term to complete. The amount of thesis credit is determined in conference with the student's thesis adviser and should be agreed upon with the adviser before paid registration for thesis credit.

Students may elect in a succeeding term to increase the number of thesis credits that were originally agreed upon and for which fees were paid. However, the increase in thesis credits, when added to the original agreement, must not exceed the maximum of six credits allowed for a thesis.

**Theses submitted under Plan I:** Each thesis is expected to contain evidence of research on the part of the student and must be submitted in a form and quality specified by the School of Graduate Studies. The School of Graduate Studies may specify the style of documentation, organization and arrangement of theses. However, these standards are normally left to the respective departments since practices may differ in various disciplines. The degree is not conferred until this requirement has been met. The thesis should be submitted in final form, along with the abstract of thesis and the "Completion of Thesis" form, by the end of the term in which the student plans to graduate.

**INFORMATION FOR GRADUATE ADVISERS AND INSTRUCTIONS FOR GRADUATE STUDENTS WRITING A THESIS.** The School of Graduate Studies believes there is a need for some simple codification of the stylistic and mechanical problems involved in putting a thesis into final form. The School of Graduate Studies recommends that a student writing a thesis use as a guide William Giles Campbell's *Form and Style in Thesis Writing* manual (latest edition), unless his major or emphasis department specifically designates that he/she follows some other generally accepted manual such as *The MLA Style Sheet, Publication Manual of the American Psychological Association* or Kate L. Turabian’s *A Manual for Writers of Term Papers, Thesis, and Dissertation.*

All of these publications may be purchased at the University Bookstore. (Moraine Hall)

**General Information.** The graduate student should deliver the original and first copy of the thesis to the School of Graduate Studies, Roseman 2047. These should be unbound and unpunched and should be delivered to the Graduate School in a box or in a heavy Kraft envelope.

**Abstract.** An abstract of the paper should be prepared and the original and first copy delivered to the Graduate School with the thesis. Abstracts should be handed in loose. The abstract, which
also requires a title page, consists of (1) a short statement of the problem; (2) a brief exposition of
the methods and procedures used in gathering the data; and (3) a condensed summary of the
findings of the study. Abstracts should contain 300 to 500 words and should approximate two
typewritten pages double spaced. Students may obtain an instruction sheet for writing the ab-
stract from the Graduate School.

 Completion of Thesis Form. This form should be obtained from the Graduate School, completed
by the student, signed by the thesis committee chairperson, and delivered to the Graduate
School by the student with the completed paper.

Paper. Theses should be typed on good quality bond paper, sixteen- or twenty-pound weight and
8½ x 11 inches in size. At least 50 per cent rag content should be used. Do not use erasable bond
paper. Copies of the original may be carbon or photocopy.

PLAN II. A minimum of 30 credit hours of work, including a written and/or oral comprehensive
examination, is required.

Comprehensive Examination. Passing comprehensive examinations in the major or emphasis
field is a requirement for the completion of the master's degree under this plan. Examinations
may be oral and/or written, at the discretion of the major or emphasis department. Written exam-
inations are intended to take approximately five to six hours. Comprehensives are given once
each term. Questions may cover any graduate work done in the major or emphasis, including
credits transferred from another institution. Comprehensive examinations are graded either
"passed" or "failed."

Any student who fails the comprehensive examination shall be permitted to retake the examina-
tion after he/she has completed additional work in a subsequent term. This work shall be design-
nated by the academic department.

Failure to pass the comprehensive examination allows for retaking of the examination only two
times after initial failure, and after additional work has been completed following each failure.

Departments may develop procedures and rules that are more stringent. (Policy reviewed and
revised by Graduate Council - October 7, 1980.)

Miscellaneous Information - Plans I, II, III

A major or emphasis department may set additional requirements for both Plans I and II. The
student formally declares his/her option for Plan I by registering for—799 Thesis Research. The
student declares Plan II when submitting his/her application to take the comprehensive exami-
nation. The student shall have failed Plan I at any time his/her thesis committee formally indi-
cates failure; he/she shall have failed Plan II when his/her comprehensive exam is adjudged a
failure.

The student shall consult his/her adviser early in his/her studies to determine which plan best
meets the needs of the student. Plan I may be advised for those who wish to seek depth in an
academic area, while those who prefer a breadth of knowledge may select Plan II. Changing
options after a plan has been declared penalizes the student who has either prepared a thesis or
invested his/her time in preparing for the comprehensive examination. In relation to changing
options, the Graduate Faculty has adopted the following policy:

Academic departments which offer Plan I and Plan II shall permit the student to change options
only once. However, the change must occur before the student has failed twice in his/her first
choice of plans.

No graduate student may take an oral or a written comprehensive examination (Plan II) or an
oral examination on a thesis (Plan I) unless he/she has a minimum grade point average of 3.00
(B) (4.00 scale) in both the overall graduate level credits earned at UW-Whitewater and in the
major or emphasis area, and is in good standing status. Furthermore, any "incomplete" (I)
grades must be cleared by the student before he/she may take either the comprehensive exami-
nation (oral or written) and/or the oral examination on the thesis under Plan I or Plan II.
Finally, no student may be granted the master’s degree until all incomplete “I” grades and progress “P” grades are cleared from the record and changed to regularly used letter grades (A, B, C, etc.), or removed from the record by other official action.

Furthermore, the final overall and major or emphasis grade point average must be 3.00 or better.

Last, that all financial obligations of the student must be cleared by University Accounting before a student may be issued a diploma and a final transcript of the academic record.

In general, a graduate student may not plan to take the oral or written comprehensive examination (Plan II) and/or the oral examination on the thesis (Plan I) until the term in which he/she expects to graduate. The only exceptions to this policy may be those students who are planning to move from the state, having nearly completed their course work, and who need to complete this course work and the examination to meet the degree requirements. Also, graduate students who have completed all graduate course requirements, excluding thesis credit, such as those about to do the semester of student teaching in the M.A.T. program are to be considered exceptions.

The major or emphasis department will be responsible for certifying that the requirements for graduation have been met by the student.

APPLICATION FOR GRADUATION. An application form for graduation must be obtained from the School of Graduate Studies. This form must be completed and returned during the first week of summer school or the first month of the semester in which the student plans to graduate. A graduation fee of $21, subject to change, should be paid with the filing of the request for graduation. Payment of this fee should be made directly to University Accounting, UW-Whitewater. This fee covers cost of diploma and the rental charge for the cap, gown, and hood. Attendance at the graduation ceremony is voluntary; however, the $21 must be paid regardless of attendance or nonattendance at the commencement ceremony. This fee should be designated “graduation fee” and made not later than one month before the date of graduation. If the student fails to complete degree requirements, the graduation fee is not paid again; however, a new application form for graduation must be obtained by the student and filed with the School of Graduate Studies.

GENERAL NOTICES

The information contained in this bulletin supersedes previous publications. Assurance cannot be given that courses listed here will be given in any specific term. Courses and programs approved after the publication of this bulletin may be offered even though they are not listed here. Fees are subject to change without notice.

Graduate students are responsible for the meeting of terms and conditions specified here for completion of the degree and exceptions to the regulations may not be made except through actions taken by authorized committees of the graduate faculty or the entire graduate faculty in a regular meeting.

The University of Wisconsin-Whitewater reserves the right not to release a student’s records or any information based on the record when the student has failed to discharge any obligation, financial or otherwise, to the University.

A graduate student is responsible for meeting the degree requirements in effect at the University of Wisconsin-Whitewater at the time of his/her initial registration unless attendance is interrupted at Whitewater by an absence of one calendar year or more, (two consecutive semesters plus one full summer session), or if a student makes any changes in his/her initial degree program without prior approval of his/her adviser. In such case, upon re-entry, or upon continuation in the degree program, the student will be subject to the regulations currently in effect. A student may not elect to satisfy a part of his/her degree program under one catalog and a part under another catalog, unless administrative change (see p. iii) prevents fulfillment of a part of the catalog of re-entry or of a previous catalog. (Policy approved by Graduate Council December 11, 1981.)
POLICY ON FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT. In accordance with the Family Educational Rights and Privacy Act of 1974, the University of Wisconsin-Whitewater has established a written institutional policy and adopted procedures covering the privacy rights of students. The institution maintains the confidentiality of student education records and does not release any of these records except as provided by law. Inquiries regarding specific items in the policy may be obtained from the Office of the Registrar or the Office of the Associate Dean of Student Life.

AFFIRMATIVE ACTION POLICY. The University of Wisconsin-Whitewater is committed to an affirmative action plan and provides access to equal opportunities for all persons regardless of age, sex, color, national origin, creed, affiliation, or handicap in its educational programs, activities and employment policies.

COUNSELING OF GRADUATE STUDENTS. At the time of admission to a graduate program, a graduate student is assigned an adviser by his/her major or emphasis department. In most cases, the adviser is a faculty member within the major or emphasis department who is a qualified member of the graduate faculty. Students who enter the graduate school without declaring a major or emphasis (NCFD students) are advised by the graduate dean or by an appropriate graduate faculty member of the student's choice. The School of Graduate Studies reserves the right to assign students to advisers outside their major or emphasis department if this becomes necessary due to the number of students involved.

Advising for course selection is nonstructured and student initiated. Graduate students are encouraged to consult the graduate school Bulletin and with their assigned adviser and/or departmental chairperson before registration if there are questions concerning course selection. However, advisers will be available for consultation at registration to assist students.

STUDENT APPEAL PROCEDURE. An appeal by a graduate student relative to a problem involving graduate policies, procedures, or other academic matters is initiated by the student through his/her adviser. Appropriate appeal procedures will then be followed as established by the individual college and/or academic department within the college.

Appeals involving 'NCFD' graduate students, who have no assigned adviser, will be initiated by the student to the college or academic department where the problem occurs. In cases of question, the student should contact the graduate dean for appropriate direction concerning appeal.

Appeals involving policy statements are resolved at the unit level issuing the policy statement. That is, appeals involving graduate school policy, although usually initiated by the student through his/her academic department or college, will be resolved by the Graduate Council. Appeals involving college or academic department policy will be resolved by the appropriate unit within the college. In cases when an appeal involves a college or academic department policy that supersedes graduate school policy, the appeal will be resolved by the appropriate unit within the college. (Policies passed by the Graduate Council - Nov. 3, 1977.)

LIBRARY AND LEARNING RESOURCES

Library and Learning Resources provides a variety of library, archival, and instructional media to meet the specialized and intensive information needs of graduate students and their faculty. Over a quarter of a million books, a quarter of a million government documents, and several thousand maps are in the permanent collections, along with audiovisual, archival, and other materials. Nearly two thousand periodicals are received. In the development of these collections, particular attention is paid to the needs of graduate students.

Library and Learning Resources professional staff work closely with teaching faculty to select, acquire, and provide instructional resources and to assist students in finding the information they need. Night and weekend hours of operation are particularly helpful to part-time and commuting students.

The Documents and Research Collections Service of Library and Learning Resources is a limited federal depository, and provides publications of such agencies as the Office of Education, census reports, transcripts of hearings by congressional committees, scientific publications of
the National Oceanic and Atmospheric Administration, NASA, and the Smithsonian Institution, reports of numerous federal regulatory agencies, and many federally published periodicals. It also receives Wisconsin government documents and publications of the United Nations and other international organizations and is a depository of the Defense Mapping Agency. As an Area Research Center of the State Historical Society of Wisconsin, it provides on-campus access to the massive manuscript, archival, and newspaper holdings of the Society.

Audiovisual Resources, another part of the Library and Learning Resources, supports teaching and learning by providing films and instructional equipment for use in the classroom. The Learning Materials Center has a dual function: to provide teacher training materials such as textbooks, curriculum guides, methods books, and standardized tests as well as children’s literature; and to house a broad range of audiovisual materials including microcomputer hardware and software.

The Information and Instruction Service helps students with the location of information on a particular subject and the use of the large law collection, corporate annual reports, Educational Resources Information Center (ERIC) documents, numerous indexes to periodicals, and other references. Furthermore, reference librarians will help students use computerized bibliographical services which search thousands of sources for information on a specific topic. When students’ information needs cannot be met locally, the Information and Instruction Service can usually obtain required materials through inter-library loan.

Library and Learning Resources supports graduate study whether it is conducted on or off the campus. Collections of books for use in business classes have been established in the libraries of the UW-Rock County and UW-Waukesha County Centers. Reference service is available by mail or telephone and borrowed materials may be either renewed or returned by mail. For more information on these or other services to off-campus students, consult the office of the Dean of Library and Learning Resources (414-472-1000) or, at night or on weekends, the Circulation Desk (414-472-1017).

COMPUTER CENTER

The Computer Center, located on the main floor of Hyer Hall, provides several services of interest to graduate students. One is the library of statistical routines for analysis of research project data, both in the batch and time-sharing modes. In the batch mode, both the SAS and SPSS statistical packages are available. For small data sets similar programs are available in a time-sharing mode.

A microcomputer laboratory containing APPLE and IBM micros is a part of the Computer Center and is also housed in Hyer Hall. The laboratory is available to all university faculty, students and staff for instructional purposes.

Consultation services are available for those who need help in developing instructional or research materials, need instruction on the operation of computing equipment, need help in interpreting documentation or need help in output interpretation. There is no charge for the use of the computing resources if the activity is directly related to a course of study. Information about any of these services can be obtained by calling the Computer Center (414-472-1325).

UNIVERSITY POLICE

PARKING. The University Police are responsible for Motor Vehicle registration and issuance of identification cards. All faculty, staff and students of the University are required to register their motor vehicles and pay appropriate fees to the University Police if they wish to use University owned and controlled parking facilities. They may purchase parking decals which permit them to park in any of the University controlled parking lots. Fees vary according to the period of time covered and are subject to change annually to reflect the cost of operation. The University maintains a number of metered parking lots where cars may be parked by paying the meter fee.
These stalls do not require a parking decal, but you must pay the meter even if you have a valid parking permit. Free parking is available in the gravel lot adjacent to Williams Center. Guest parking permits are available from the University Police Office on Starin Road. A complete set of parking regulations may be obtained at the University Police Headquarters, 733 Starin Road, free of charge. Information and parking permits are available 24 hours a day. Call 414-472-4660 for additional information.

**ID CARDS.** With the exception of new freshmen, ID cards for students, staff, and faculty are processed and issued at University Police Headquarters. The original card is free, if obtained by October 1 of the first semester and by February 1 of the second semester. There will be a $5.00 fee for late or lost ID cards. The hours for obtaining and ID card are 11:00 a.m. to 1:00 p.m. Monday through Friday. If a graduate student is unable to come during these hours, special arrangements can be made with the University Police by phoning 414-472-4660. IDs can be validated at University Police, Registrar’s Office or at the main desk of the Library.

<table>
<thead>
<tr>
<th>Business Office Hours</th>
<th>Extended Hours for Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 a.m. to 4:00 p.m.</td>
<td>8:00 a.m. to 6:00 p.m.</td>
</tr>
</tbody>
</table>

**PLACEMENT SERVICES**

The services of the Placement Office are available to Graduate School students as the need may arise. Many students take advantage of these services as they explore career fields, develop career plans, prepare themselves for the job search and actually search for employment. The services include a library of career information, assistance in establishing a credential file, employment counseling and consultation, employment interview opportunities, frequent job listings and an employer referral system for the benefit of registrants.

For more information and registration procedures contact:

Placement Services  
Library Building - Room 2002  
(Phone-1-414-472-1471)
SECTION II
PROGRAMS LEADING TO THE MASTER'S DEGREE

THE MASTER OF SCIENCE IN TEACHING DEGREE

The Master of Science in Teaching degree is offered for secondary, post-secondary (e.g. vocational-technical institutions), and junior high teachers. Students in a secondary program must be certified to teach in the area of the graduate emphasis. Students may be admitted to the junior high program (general science emphasis) with certification to teach in the elementary or secondary schools. A minimum of 30 appropriate graduate credits, properly distributed, is required in the program. Students are required to pass a comprehensive examination in the emphasis field, or write and defend a thesis, or satisfactorily complete a 36-credit program. However, the "36-credit option" is offered at the discretion of the emphasis department. If the 36-credit option is to be considered by the student, he/she must check with his/her department of emphasis to ascertain if such an option is available. An emphasis department may set additional requirements; students should check on this.

THE MASTER OF SCIENCE IN TEACHING For Secondary and Post-Secondary (e.g. vocational-technical institutions) Teachers

The Master of Science in Teaching for secondary and post-secondary (e.g. vocational-technical institutions) is offered in the following areas: Business education; history and social studies (with an emphasis in geography or history); language-literature area (with an emphasis in English); music (with an emphasis in either elementary or secondary music); mathematics and science (with an emphasis in biology or mathematics).

Requirements for the M.S.T. for Secondary and Post-Secondary (e.g. vocational-technical institutions) Teachers.

A minimum of 30 appropriate credits of graduate work distributed as follows:

Group I Liberal Arts
These credits must be taken by the student in either liberal arts foundation courses that are offered in other than the emphasis area of study, or in liberal arts courses in academic areas other than the area of emphasis.

Group II Professional Education

Group III Courses in the Emphasis
These courses are intended to provide additional depth in the student's teaching field and to increase familiarity with new knowledge, problems, and trends.

Research Course
A research course, either 424740 or an appropriate research course developed by the academic department, is required. The academic department may require the student to take a departmental research course in lieu of 424740. The student should check on this course with his/her emphasis department.

Options for Completion of the Degree
The completion of the degree includes three options as follows:

1. Writing and defense of a thesis for which 1-6 graduate semester credits may be given. An oral examination on the thesis is required.

2. The passing of a written and/or oral comprehensive examination in the emphasis field. (The student should check with the department of emphasis on this option as procedure varies among departments.)
3. At the discretion of the individual department, successful completion of (six) 6 appropriate additional graduate semester hours in the academic area of specialization; in effect, a 36-hour master’s degree. In this option, 18 of the 36 hours must be in courses open only to graduate students (700 level), except with the permission of an individual academic department to waive this requirement and with the permission of the Dean of the School of Graduate Studies. (Policy—Graduate Faculty, May 8, 1974.) This option is not open to those students who have started a thesis or who have failed a comprehensive examination. The student should check with the emphasis department relative to the availability of this option.

THE MASTER OF SCIENCE IN TEACHING FOR JUNIOR HIGH
TEACHERS (General Science emphasis only)

Certification to teach in either elementary or secondary schools is required for admission to the program. Requirements differ for those certified for elementary and secondary teaching. A total of at least 30 graduate credits is required.

Persons completing the program must fulfill Wisconsin Department of Public Instruction certification requirements to teach science in junior high school. Undergraduate and graduate credits can be counted toward these certification requirements. Persons entering the program without a science major or elementary certification may have to take work beyond the minimum number of credits in the program to meet the certification requirements. In addition to the certification requirements in science, the following specific courses are required:

Conversion of Secondary Teachers to Junior High Teachers

Persons already certified to teach in secondary schools are required to take the following courses:

- 430710 Curriculum in the Secondary Schools—3 credits or
- 430775 Junior High Curriculum — 3 credits
- 423678 Adolescent Development — 3 credits or
- 840732 Seminar in Adolescence — 3 credits
- 431860 Introduction to Guidance — 3 credits
- 432764 Developmental Reading — 3 credits or
- 470665 Developmental Reading in the Secondary Schools — 3 credits
- 424740 Seminar in Techniques of Educational Research — 3 credits is required.

Conversion of Elementary Teachers to Junior High Teachers

Persons already certified to teach elementary school are required to take the following courses:

- 430775 Junior High Curriculum — 3 credits
- 420703 Psychological Foundations of Education or
- 840732 Seminar in Adolescence — 3 credits
- 424740 Seminar in Techniques of Educational Research — 3 credits (required)

Science Requirements: At least 15 credits must be taken in graduate courses in the area of general science. This may include a 3-credit graduate course in the teaching of science, such as 470629—Teaching Science in Secondary Schools, which would emphasize junior high science curricula, as well as graduate courses in science from the following four areas: biology, chemistry, physics and earth/space science (geology, meteorology, astronomy, physiology, and oceanography). Science course work must be selected so that the total of the candidate’s undergraduate and graduate course work in science consists of at least:

1. 14 credits in each of the two following sciences: biology, chemistry, earth science and physics.
2. 10 credits in each of the remaining two sciences.
3. 6 credits selected from any of the aforesaid sciences.
A conservation course and at least 6 credits of mathematics must also have been included in either the undergraduate or the graduate program. Certification to teach in either elementary or secondary schools required for admission to this program.

**Degree Program Options**

The student, in consultation with his/her adviser, will select one of the following options to fulfill the general degree requirements. In options 2 and 3, a minimum of 30 approved credits is required.

1. Completion of 36 semester credits of course work. This option is not open to those students who have started a thesis or who have failed a comprehensive examination.

2. Comprehensive examination option. The written examination will cover all science course work taken.

3. Thesis option. The writing and defense of a thesis. Up to 6 credits may be applied toward completion of the degree.

**THE MASTER OF SCIENCE IN TEACHING — MUSIC**

I. Music and music education course requirements: 21 credits
   
   A. Kodaly Emphasis:
      150740 Seminar in Music Education Research Techniques. 3 credits.
      150759 Beginning Training in Kodaly Skills. 3 credits.
      150760 Advanced Training in Kodaly Skills. 3 credits.
      150762 Folk Music in the Curriculum, 3 credits.
      150763 Principles of Kodaly for Choral Directors. 3 credits.
      150764 Foundations of Music Education. 3 credits.
      150765 Methodology in the Kodaly Curriculum. 3 credits.
   
   B. General Emphasis:
      150740 Seminar in Music Education Research Techniques. 3 credits.
      150764 Foundation of Music Education. 3 credits.
      150791 Seminar in Music Education. 3 credits.
      Electives(s) in Music Education. 3 credits.
      Electives in music divided among areas of applied music, music theory, and music history. 9 credits.

II. Professional Education requirement: 6 credits.

III. Liberal Arts requirements: 3 credits.

IV. Other requirements: Comprehensive Examination or Thesis.

V. Total credits: a minimum of 30 semester credits.
THE MASTER OF ARTS IN TEACHING DEGREE

The Master of Arts in Teaching degree is designed for persons who hold a bachelor's degree from a regionally accredited institution but who lack the courses required for teacher certification. In a single program, it offers the master's degree, certification to teach in secondary schools, and post-secondary (e.g. vocational-technical institutions) schools, and an opportunity to strengthen or develop teaching disciplines. The Office of Directed Teaching must approve each application for admission to the program and requires an interview with the prospective student as part of the process of determining suitability for the teaching profession. The applicant should become thoroughly aware of the requirements for completion of the M.A.T. program and for certification to teach prior to the interview by studying the Graduate Bulletin and, if possible, through a conference with a member of the School of Graduate Studies staff or the chairperson of the emphasis department.

Should the applicant be unable to come to the campus for an interview at the time of application, admission on a tentative basis may be granted, but the Office of Directed Teaching may specify that actual admission awaits the interview.

A minimum of 30 graduate credits and 12 undergraduate credits in directed teaching and seminar is required for completion of the program. The requirements for certification to teach in secondary schools or post-secondary schools (e.g. vocational-technical institutions) must be met in order to receive the degree.

For certification, a major of 34 credits in the field is required. It is strongly recommended that a minor of at least 22 credits be completed in addition. In completing the major and minor, the student may count both graduate and undergraduate credits.

The Master of Arts in Teaching is offered with emphases in the following areas: Business education; history and social studies (with an emphasis in geography or history); language-literature area (with an emphasis in English); music; mathematics and science (with an emphasis in biology or mathematics). The degree is offered only for training as secondary or post-secondary teachers (e.g. vocational-technical institutions).

REQUIREMENTS FOR THE MASTER OF ARTS IN TEACHING*

1. Graduate credit in professional education—12 credits minimum to include appropriate courses in educational psychology, developmental reading in the secondary school, an appropriate course to meet the human relations requirement and a methods course in the emphasis area. In order to meet the DPI Exceptional Education Needs requirement PI 3.02(2), students must see the Secondary Education Department chairperson. (Since several states require measurement and evaluation for certification to teach, in addition, it is recommended, but not required, that the student take a measurement course.)

2. A research course—either 424740, Seminar in Techniques of Educational Research, or an appropriate research course offered by the emphasis department, is required. The emphasis department may require the student to take a departmental research course in lieu of 424740. An emphasis departmental research course will be counted as part of the 18-24 credits specified in number 4 below.

3. Undergraduate credits in Directed Teaching and Seminar — 12 credits.

4. Graduate credits in major or minor fields to strengthen or develop teaching areas — 18-24 credits minimum, at least 12 of these in the emphasis. If music is the student’s emphasis area then 10 hours of music education, including 150740, Seminar in Music Education Research Techniques and 10 hours of music divided between the areas of applied music, music theory, and music history.

5. The Human Relations Requirement (see page 15).

6. The completion of the degree includes three options, as follows:

*Candidates for certification to teach any subject in the science and/or social studies area must fulfill the following law: Wisconsin Statutes s.118.19 (6). In granting certificates for the teaching of courses in economics, social studies, and agriculture, adequate instruction in cooperative marketing and consumers’ cooperatives shall be required. In granting certificates for the teaching of the courses in science and social studies, adequate instruction in the conservation of natural resources shall be required."
a. Writing a thesis, for which up to six graduate semester credits may be given, and its successful formal defense.
b. Passing a comprehensive examination in the emphasis field.
c. At the discretion of the individual department, successfully completing six additional graduate semester hours in the emphasis; in effect, a 36 hour master’s degree. In this option, 18 of the 36 hours must be in the courses open only to graduate students, except with the permission of an individual academic department to waive this requirement and with the permission of the Dean of the School of Graduate Studies. (Policy — Graduate Faculty, May 8, 1974.) This option is not open to those students who have started a thesis or who have failed a comprehensive examination.

7. **Total minimum of credits in the program — 42 credits.** An emphasis department may set additional requirements. Students should check on this with their department of emphasis.

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**THE MASTER OF SCIENCE IN EDUCATION DEGREE**

**THE MASTER OF SCIENCE IN EDUCATION - SPECIAL EDUCATION**

The graduate program in special education offers a student the opportunity to earn a M.S.Ed. degree with or without Wisconsin teaching certification. The M.S.Ed. degree program without certification is designed to increase teaching competency of already certified teachers and/or to prepare the student for other professional responsibilities in nonclassroom settings, such as administration, curriculum development and adult programming. This degree program also allows students interested in specializing within an area of education for exceptional children, such as severe/profound multiply handicapped, an opportunity to acquire knowledge and skill in this critical area. Students who are interested in this program should consult with the appropriate graduate adviser in the Department of Special Education.

The M.S.Ed. degree program may also be planned to include a sequence of studies leading to certification in emotional disturbance, learning disabilities, mental retardation and early childhood-handicapped. These programs prepare teachers to work with individuals having exceptional educational needs (EEN) within the full age level spectrum. Students interested in earning a M.S.Ed. degree in one of these areas should consult with the appropriate adviser in the Department of Special Education. Students planning to teach in states other than Wisconsin should obtain the certification requirements of that state prior to meeting with an adviser.

Students are generally advised to begin their course of study during the summer because each of the degree programs leading to certification requires a minimum of one summer session and one academic year of study. By initiating full time studies in the summer, the student has usually completed all of the requisites for a graduate practicum prior to the spring semester.

Admission to graduate M.S.Ed. degree programs requires a conference with an adviser in the Department of Special Education and three letters of recommendation from persons familiar with the student’s personal and professional qualifications. Continuation in all graduate M.S.Ed. degree programs is dependent upon participation in non-credit faculty-student seminars and graduate faculty approval for practicum placement. Admission to the learning disabilities program also requires evidence of successful teaching experience. All students should follow the general admission procedures of the School of Graduate Studies outlined in this bulletin.

The M.S.Ed. degree programs require that a student successfully complete a minimum of 30 graduate credits in a program planned cooperatively by the student and the adviser. Programs which include coursework for teaching certification may require some additional credits contingent upon the student’s previous training. (New Human Relations requirements for initial teaching certification. See page 15). In addition, the candidate must successfully complete a comprehensive examination or thesis. Those electing to write a thesis must include 1-6 credits of 480799-Thesis Research in their respective course of study.

Due to recent changes in Wisconsin certification standards for special education teachers and departmental reorganization, new courses are under development and existing courses and requirements are under refinement at the time of publication. Students should consult with their advisor and/or check the latest program checklist in order to conform with the appropriate certi-
fication and/or departmental or program changes in course requirements. Final revisions are expected to be completed by the 1985-86 academic year.

THE UW-WHITEWATER/UW-PLATTEVILLE COOPERATIVE GRADUATE PROGRAM WITH EMPHASIS IN LEARNING DISABILITIES OR EMOTIONAL DISTURBANCE

Through a cooperative arrangement with the UW-Whitewater and UW-Platteville, graduate students may begin graduate work required for certification in Learning Disabilities or Emotional Disturbance on the Platteville campus. The degree program one selects must be completed at Whitewater.

Objective of this cooperative program is to assist local and area school systems in staffing special education programs in Learning Disabilities and Emotional Disturbance; to provide beginning courses leading to certification of LD or ED teachers; to provide prospective and experienced teachers the opportunities to upgrade or redirect their preparation for teaching and certification in LD and ED; and, to provide concurrent options for teachers to complete Reading Teacher certification.

Admission Requirements:
The applicant must satisfy the general admission requirements of the School of Graduate Studies at UW-Whitewater and UW-Platteville.

Students will be admitted concurrently to the program at either campus. Students will be admitted as special students at UW-Platteville, and as degree candidates to the School of Graduate Studies at UW-Whitewater. All applicants will plan a course sequence and course needs with an advisor to the program from each campus.

Graduation requirements:
Candidates may take up to 18 credits for the degree at UW-Platteville, but must take an equal number of credits at UW-Whitewater. The degree program requires a minimum of 30 credits with a thesis or comprehensive examination.

Program requirements:

Support courses at UW-Platteville

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Optional Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>(*) 663</td>
<td>(***) 700</td>
</tr>
<tr>
<td>(*) 685</td>
<td>663 Introduction to Clinical Psychology</td>
</tr>
<tr>
<td>(*) 683</td>
<td>761 Individual Tests of Intelligence</td>
</tr>
<tr>
<td>(**) 692</td>
<td>543 The Handicapped Child</td>
</tr>
<tr>
<td>(*) 722</td>
<td>(*** 799 Research Procedures</td>
</tr>
<tr>
<td>(* 723</td>
<td>693 Seminar in Educational Psychology</td>
</tr>
<tr>
<td>or</td>
<td>721 Reading in the Elementary School</td>
</tr>
<tr>
<td>(*) 693</td>
<td>or</td>
</tr>
<tr>
<td>(* 727</td>
<td>701 Guidance in the Elementary School</td>
</tr>
<tr>
<td>(** 773</td>
<td>716 Behavior</td>
</tr>
<tr>
<td>Underachievers: Exceptional Children</td>
<td>Modification in the Classroom</td>
</tr>
</tbody>
</table>

Remedial Reading

Field Experience Courses

(Pre-Practicum):

Remedial Reading

Individualized Reading

Underachievers: Exceptional Children
Required Courses at UW-Whitewater:

| (*) | (**) | 480774 | Diagnosis of Learning Disabilities |
| (*) | 480680 | Speech and Language Development in the Child |
| (*) | (**) | 480778 | Remediation of Learning Disabilities—Elementary |
| (**) | 480779 | Remediation of Learning Disabilities—Secondary |
| (**) | 480790 | Practicum—Learning Disabilities or ED |
| (**) | 480755 | Techniques of Teaching ED—Elementary |
| (**) | 480756 | Techniques of Teaching ED—Secondary |
| (**) | 480660 | Education of Severed ED |

Electives:

| 432678 | Adolescent Development |
| 432665 | Developmental Reading in the Secondary Schools |
| 480663 | Prescriptive Teaching for Regular Educators |
| 480773 | Teacher Consultant Problem Solving Techniques |
| 480777 | Development of Instructional Materials for EEN Children |

See adviser for latest certification and/or program revisions.

MASTER OF SCIENCE IN EDUCATION — SPECIAL EDUCATION — WITHOUT TEACHING CERTIFICATION

This master's degree program offers students already holding teacher certification in special education the greatest program flexibility. The number of required courses is held to a minimum allowing the student, in consultation with the adviser, to choose a course of study following his/her specific interests and aspirations. The program requirements are listed below:

<table>
<thead>
<tr>
<th>Foundations</th>
</tr>
</thead>
<tbody>
<tr>
<td>424740 Seminar in Techniques of Educational Research*</td>
</tr>
</tbody>
</table>

General Studies (minimum of 6 credits required)

The student may select a variety of courses for the purpose of meeting program objectives in consultation with the adviser.

Specialization - Special Education (minimum of 15 credits required)

| 480721 | The Exceptional Child** | 3 |
| 480556 | Introduction to Mental Retardation** | 3 |
| 480655 | Introduction to Emotional Disturbance** | 3 |
| 480664 | Learning and Language Disorders** | 3 |
| 480771 | Seminar: Research in Mental Retardation*** | 3 |
| 480772 | Seminar: Curricular Developments in Facilitative Education*** | 3 |
| 480780 | Seminar: Research in Developmental Disabilities*** | 3 |

All graduate special education courses are available options to complete training objectives.

* Required course
** Required course unless student has taken undergraduate equivalent
*** Two of the three graduate seminar courses listed must be taken
**** Required course may be taken in conjunction with 480666—See adviser.
# MASTER OF SCIENCE IN EDUCATION — MENTAL RETARDATION — WITH TEACHING CERTIFICATION

## Foundations

<table>
<thead>
<tr>
<th>Course code</th>
<th>Course title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>424740</td>
<td>Seminar in Techniques of Educational Research*</td>
<td>3</td>
</tr>
</tbody>
</table>

## General Studies (minimum of 6 credits required)

Students must have completed courses in child or adolescent development, tests and measurement, methods of instruction and practicum with normal children.

<table>
<thead>
<tr>
<th>Course code</th>
<th>Course title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>480721</td>
<td>The Exceptional Child**</td>
<td>3</td>
</tr>
<tr>
<td>480664</td>
<td>Learning and Language Disorders**</td>
<td>3</td>
</tr>
<tr>
<td>480666</td>
<td>Guidance of the Handicapped**</td>
<td>3</td>
</tr>
</tbody>
</table>

## Specialization - Mental Retardation (minimum of 15 credits required)

<table>
<thead>
<tr>
<th>Course code</th>
<th>Course title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>480556</td>
<td>Introduction to Mental Retardation**</td>
<td>3</td>
</tr>
<tr>
<td>480657</td>
<td>Education of the Educable Retarded** OR</td>
<td>3</td>
</tr>
<tr>
<td>480659</td>
<td>Education of the Adolescent Retarded** OR</td>
<td>3</td>
</tr>
<tr>
<td>480665</td>
<td>Education of the Trainable Retarded**</td>
<td>3</td>
</tr>
<tr>
<td>480771</td>
<td>Seminar: Research in Mental Retardation***</td>
<td>3</td>
</tr>
<tr>
<td>480772</td>
<td>Seminar: Curricular Developments in Facilitative Education***</td>
<td>3</td>
</tr>
<tr>
<td>480780</td>
<td>Seminar: Research in Developmental Disorders***</td>
<td>3</td>
</tr>
<tr>
<td>489790</td>
<td>Practicum - Elementary/Secondary*</td>
<td>1-10</td>
</tr>
</tbody>
</table>

Students will be certified in EMR-Elementary, EMR-Secondary and/or TMR, on the basis of course work selected and the type of differentiated practicum experience completed.

Human Relations Requirement (see page 15).*

See adviser for latest certification and/or program revisions.

# MASTER OF SCIENCE IN EDUCATION-MENTAL RETARDATION — MODERATE/SEVERE/PROFOUND MULTIPLY HANDICAPPED WITH TEACHER CERTIFICATION (MR)

## Foundations

<table>
<thead>
<tr>
<th>Course code</th>
<th>Course title</th>
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</tr>
</thead>
<tbody>
<tr>
<td>424740</td>
<td>Seminar in Techniques of Educational Research*</td>
<td>3</td>
</tr>
</tbody>
</table>

## General Studies (minimum of 6 credits required)

Students must have completed courses in pre-school or child development, tests and measurements, methods of instruction and practicum with normal children.

<table>
<thead>
<tr>
<th>Course code</th>
<th>Course title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>480721</td>
<td>The Exceptional Child**</td>
<td>3</td>
</tr>
<tr>
<td>480655</td>
<td>Introduction to Emotional Disturbance**</td>
<td>3</td>
</tr>
<tr>
<td>480666</td>
<td>Guidance of the Handicapped**</td>
<td>3</td>
</tr>
<tr>
<td>480664</td>
<td>Learning and Language Disorders**</td>
<td>3</td>
</tr>
</tbody>
</table>

## Specialization - Mental Retardation-SPMH (minimum of 24 credits required)

<table>
<thead>
<tr>
<th>Course code</th>
<th>Course title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>480556</td>
<td>Introduction to Mental Retardation**</td>
<td>3</td>
</tr>
<tr>
<td>480576</td>
<td>Introduction to SPMH*</td>
<td>3</td>
</tr>
<tr>
<td>480665</td>
<td>Education of the Trainable Retarded****</td>
<td>3</td>
</tr>
<tr>
<td>480676</td>
<td>Techniques for the Multiply Handicapped*</td>
<td>3</td>
</tr>
<tr>
<td>480666</td>
<td>Instructional Systems for SPMH*</td>
<td>3</td>
</tr>
<tr>
<td>489725</td>
<td>Fieldwork with Exceptional Child-SPMH*</td>
<td>1-3</td>
</tr>
<tr>
<td>480771</td>
<td>Seminar: Research in Mental Retardation***</td>
<td>3</td>
</tr>
<tr>
<td>480772</td>
<td>Seminar: Curricular Developments in Facilitative Education***</td>
<td>3</td>
</tr>
<tr>
<td>480780</td>
<td>Seminar: Research in Developmental Disorders***</td>
<td>3</td>
</tr>
<tr>
<td>489790</td>
<td>Practicum - TMR or SPMH*</td>
<td>1-10</td>
</tr>
</tbody>
</table>

Human Relations Requirement (see page 15)*

* Required course
** Required course unless student has taken undergraduate equivalent.
*** Two of the three graduate seminar courses listed must be taken.
**** Required course may be taken in conjunction with 480666—See adviser.
See adviser for latest certification and/or program revisions.

**MASTER OF SCIENCE IN EDUCATION — EMOTIONAL DISTURBANCE — WITH TEACHING CERTIFICATION**

<table>
<thead>
<tr>
<th>Foundations</th>
</tr>
</thead>
<tbody>
<tr>
<td>424740 Seminar in Techniques of Educational Research</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>General Studies (minimum of 6 credits required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>480721 The Exceptional Child**</td>
</tr>
<tr>
<td>480664 Learning and Language Disorders**</td>
</tr>
<tr>
<td>480666 Guidance of the Handicapped**</td>
</tr>
</tbody>
</table>

Students must have completed courses in child or adolescent development, tests and measurement, methods of instruction and practicum with normal children.

<table>
<thead>
<tr>
<th>Specialization - Emotional Disturbance (minimum of 15 credits required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>480665 Introduction to the Emotionally Disturbed*</td>
</tr>
<tr>
<td>480660 Education of the Severely Emotionally Disturbed*</td>
</tr>
<tr>
<td>480755 Techniques of Teaching the Emotionally Disturbed - Elem.* OR 480756 Techniques of Teaching the Emotionally Disturbed - Sec.*</td>
</tr>
<tr>
<td>480770 Social Issues in the Identification and Education of the Emotionally Disturbed.</td>
</tr>
<tr>
<td>480774 Diagnosis of Learning Disabilities*</td>
</tr>
<tr>
<td>480778 Remediation of Learning Disabilities - Elementary* OR 480779 Remediation of Learning Disabilities - Secondary*</td>
</tr>
<tr>
<td>489725 Fieldwork with the Exceptional Child - ED*</td>
</tr>
<tr>
<td>489790 Practicum - Elementary/Secondary*</td>
</tr>
</tbody>
</table>

Students will be certified in ED-Elementary or ED-Secondary on the basis of course work selected and the type of differentiated practicum experience completed.

Human Relations Requirement (see page 15)*.

See adviser for latest certification and/or program revisions.

**MASTER OF SCIENCE IN EDUCATION — LEARNING DISABILITIES — WITH TEACHING CERTIFICATION**

<table>
<thead>
<tr>
<th>Foundations</th>
</tr>
</thead>
<tbody>
<tr>
<td>424740 Seminar in Techniques of Educational Research*</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>General Studies (minimum of 6 credits required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students must have completed courses in child or adolescent development, tests and measurement, methods of instruction and practicum with normal children.</td>
</tr>
<tr>
<td>480721 The Exceptional Child**</td>
</tr>
<tr>
<td>432767 Diagnosis of Reading Difficulties* OR 432766 Reading Disabilities* OR 470665 Developmental Reading in the Secondary Schools*</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Specialization - Learning Disabilities (minimum of 15 credits required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>480664 Learning and Language Disorders**</td>
</tr>
<tr>
<td>480680 Speech and Language Development in the Child**</td>
</tr>
<tr>
<td>480774 Diagnosis of Learning Disabilities*</td>
</tr>
<tr>
<td>480778 Remediation of Learning Disabilities - Elementary* OR 480779 Remediation of Learning Disabilities - Secondary*</td>
</tr>
</tbody>
</table>

* Required course
** Required course unless student has taken undergraduate equivalent
480663 Prescriptive Teaching for Regular Educators 3
480773 Consultation Techniques for Special Educators 3
480777 Development of Instructional Materials for EEN 3
489725 Fieldwork with the Exceptional Child-LD* 1-3
489712 Residency in Teaching* OR 12
489790 Practicum - Elementary/Secondary* 1-10

Students will be certified in LD-Elementary or LD-Secondary on the basis of their course work selected and the type of differentiated practicum experience completed.

Human Relations Requirement (see page 15).*

See adviser for latest certification and/or program revisions.

MASTER OF SCIENCE IN EDUCATION — EARLY CHILDHOOD: EXCEPTIONAL EDUCATIONAL NEEDS — WITH TEACHING CERTIFICATION

Foundations
424740 Seminar in Techniques of Educational Research* 3

General Studies (minimum of 6 credits required)
480721 The Exceptional Child** 3
480240 Manual Communication 1

Student must have completed courses in preschool child development, tests and measurement, methods of instruction and practicum with normal children. The student in consultation with the adviser may select a variety of courses designed to meet his/her program objectives.

Specialization - Early Childhood: EEN (minimum of 15 credits required)
480520 Introduction to the Education of Young Handicapped Children* 3
480621 Habilitation of Young Handicapped Children I* 3
480622 Habilitation of Young Handicapped Children II* 3
480632 Working with the Family of the Young Handicapped Child* 3
489725 Fieldwork with Exceptional Children-EC:EEN* 1-3
480680 Speech and Language Development in the Child* 3
480780 Seminar: Research in Developmental Disorders 3
489790 Practicum* 1-10

Human Relations Requirement (see page 15).*

See adviser for latest certification and/or program revisions.

THE MASTER OF SCIENCE IN EDUCATION - ELEMENTARY EDUCATION

Certification to teach at the early childhood, elementary or secondary level is required for admission to the program. Secondary certification is required for those seeking to obtain elementary certification through this program. Applicants without any teacher certification may be admitted to the program by special permission of the graduate faculty in the Department of Elementary Education. Certification at any of these levels would allow students to extend certification. A minimum of 30 credits of graduate work is required for the degree. Course work will be distributed as follows:

A. A minimum of thirty semester hours of graduate credit required. The minimum credit load would require meeting either stipulations E1 or E2.

B. A minimum of one-half/50% of the semester hours of graduate credits should be in courses open only to graduate students.

C. The graduate semester hours must be distributed as follows:

* Required course
** Required course unless student has taken undergraduate equivalent
1. Eighteen to twenty-four semester hours in courses, workshops or seminars offered by the Elementary Education Department. Workshop and seminar semester hours must comply to Graduate School credit restrictions.

2. Three semester hours selected from the following list:
   430-550 Bilingualism and Bilingual/Bicultural Education
   430-665 Teaching Content in the Bilingual Classroom
   430-630 Language Acquisition for the Bilingual Child
   432-665 Teaching Reading to Non-English Speaking Children
   430-722 Issues in Elementary Education
   434-714 Current Issues in Early Childhood Education

3. A minimum of six semester hours shall be in Liberal Arts Foundation courses or courses offered by departments outside the College of Education.

D. A research course, either 424 740 or an appropriate research course developed by the department, is required. The department may require the student to take a departmental research course in lieu of 424 740.

E. The completion of the degree includes three options, as follows:
   1. Writing a thesis, for which up to six graduate semester credits may be given.
   2. Writing and passing a comprehensive examination in the major field.
   3. At the discretion of the Elementary Education Department, successfully completing six additional graduate semester hours, in effect, a thirty-six hour master’s degree. In this option, eighteen of the thirty-six hours must be in the courses open only to graduate students. This portion is not open to those people who have started a thesis or who have failed a comprehensive examination.

MASTER OF SCIENCE OF EDUCATION — EARLY CHILDHOOD EDUCATION: WITH TEACHING CERTIFICATION (N-3)

Certification in Early Childhood Education requires the following courses:
   434-711 Early Childhood Education, History and Theory
   434-713 Trends in Curriculum for Preschool/Primary
   434-714 Current Issues in Early Childhood Education

In addition to the courses listed above, the professional courses required by the department must be completed

MASTER OF SCIENCE IN EDUCATION — BILINGUAL EDUCATION—ELEMENTARY (1-8) AND/OR EARLY CHILDHOOD (N-3)—WITH TEACHING CERTIFICATION

Certification in Bilingual Education requires the following courses:
   430-550 Bilingualism and Bilingual/Bicultural Education
   430-655 Teaching Content in the Bilingual Classroom
   430-635 Language Acquisition for the Bilingual Child

In addition to the courses listed above and the professional courses required by the department, bilingual certification requires three linguistic credits, nine socio-cultural credits, and additional credits needed to complete the degree.

Middle School Mathematics Emphasis: The University of Wisconsin-Whitewater departments of Elementary Education and of Mathematics have designed a flexible program for the middle school teacher of mathematics leading to the Master of Science in Education-Elementary Education degree.

During the past decades middle school mathematics has changed from a general review of arithmetic to a broad exploration of such mathematical topics as algebra, geometry and measurement, probability and statistics, problem solving and use of computers. It is important for the middle school mathematics teacher to have a comprehensive background in these topics.
The MSEd.-Elementary Education-Middle School-Mathematics Emphasis program will provide the student with a comprehensive background in mathematics and will allow selection from many relevant elementary education courses designed to enhance the student's teaching techniques.

THE MASTER OF SCIENCE IN EDUCATION — READING

This degree is designed to prepare teachers to provide special services in reading at the elementary and/or secondary level, and to certify students as reading teachers (316) and/or as reading specialists (317). Developmental reading courses at the elementary and secondary levels must be taken if a student wants K-12 Reading Specialist Certification.

Requirements for the degree: Plan I—A minimum of 30 credit hours of course work, including a thesis, with a grade point average of 3.00 (4.00 scale); Plan II—A minimum of 30 credit hours of course work with a grade point average of 3.00 and a comprehensive examination.

THE PROGRAM. The requirements are given below; however, a specific course of study should be planned by the student in consultation with his/her adviser to meet state requirements for reading teacher or reading specialist certification.

I. RESEARCH SEQUENCE (3-9 credits)
   424740 Seminar in Techniques of Education Research (Required) 3
   436799 Thesis 1-6

II. EDUCATIONAL FOUNDATIONS SEQUENCE (3-6 credits)
   420643 Education in Urban Society 3
   420702 Philosophical Foundations of Education 3
   423703 Psychological Foundations of Education 3
   420704 Sociological Foundations of Education 3

III. RELATED COURSE SEQUENCE (6-9 credits)
The courses are to be determined in consultation with the student's specified graduate adviser.

IV. READING SEQUENCE (15-19 credits)
   432764 Developmental Reading 3
   470665 Developmental Reading in the Secondary Schools 3
   432766 Reading Disabilities 3
   432767 Diagnosis of Reading Difficulties 3
   439790 Practicum (Required)**** 3
   432771 Planning and Implementing Reading Programs***** 3
   432772 Reading in the Content Areas 3
   432773 Research Related to the Teaching of Reading***** 3
   439774 Field Experience in Reading Programs*** 2-3

READING CENTER. The Center offers diagnostic and remedial services for children with reading problems. Graduate students work with these children during their practicum experience.

UW-WHITEWATER MASTER OF SCIENCE IN EDUCATION — READING/ CONSORTIAL PROGRAM WITH UW-PARKSIDE

The University of Wisconsin-Whitewater's Master of Science in Education-Reading Consortial Program at the University of Wisconsin-Parkside was initiated in January 1983. All course work required to complete the Master of Science in Education degree is offered on the University of Wisconsin-Parkside campus and all clinical courses and activities utilize area educational institutions in Kenosha and Racine counties. Students accepted into the program will complete the same curriculum requirements as students enrolled on the University of Wisconsin-Whitewater campus and must meet the same eligibility requirements for admission to the program. The degree is conferred by the University of Wisconsin-Whitewater.

*** Prerequisite 439790 and 432771
**** Prerequisite 432764 and 470665
***** Prerequisite 432764 or 470665, 432766 and 432767
Persons seeking additional information may meet with the University of Wisconsin-Parkside Coordinator of Graduate Programs in Education, 210 Greenquist Hall (414) 563-2218. Each student is also assigned a University of Wisconsin-Whitewater faculty member as an advisor; that person will be available at appropriate times each semester.

**COOPERATIVE PROGRAM IN EDUCATION ADMINISTRATION**

The Cooperative Program in Educational Administration between UW-Madison and UW-Whitewater was approved by the Wisconsin Board of Regents on February 5, 1982. The Cooperative Program provides an opportunity for educators in the south east and south central regions of Wisconsin to obtain a Master of Science Degree, with certification, in Educational Administration from UW-Madison. A substantial amount of the coursework may be completed on the UW-Whitewater campus.

Twenty-four of the thirty credit hour degree program may be earned at UW-Whitewater, through a combination of UW-Whitewater courses and UW-Madison course offered on the Whitewater campus.

The Cooperative Program can provide the foundation for an academic and career ladder leading to specialist and doctoral degrees at UW-Madison in Educational Administration.

**GENERAL CONDITIONS:**

1. Admission is to UW-Madison and UW-Whitewater in their programs of Educational Administration and Curriculum and Supervision, respectively.

2. Students must be admitted to the UW-Madison and UW-Whitewater Graduate Schools. The UW-Whitewater $20 graduate admission fee will be waived. Students are subject to UW-Madison Graduate School fees and policies and will receive the Master of Science Degree and a recommendation for certification in Educational Administration from the Madison campus as:
   - Elementary or Middle School Administrator
   - Middle or Secondary School Administrator

3. Students will be advised on the UW-Whitewater campus by the Cooperative Program Coordinator. Also, an advisor on the UW-Madison campus will be assigned.

4. The degree program consists of 30 credits:
   a. Fifteen (15) credits taken at Whitewater as UW-Whitewater credits.
   b. Nine (9) credits offered on the UW-Whitewater campus as UW-Madison credits and taught by the Madison faculty.
   c. Six (6) credits taken at Madison as UW-Madison credits.

5. The student must take a final comprehensive exam which is administered by UW-Madison. Exams are scheduled three times a year near the end of each academic semester and summer session.

6. The student must complete the program within five years from the date of admission to the program.

For more information contact:

Paul Yvarra, Cooperative Program Coordinator
4036 Winther Hall - University of Wisconsin-Whitewater
Whitewater, Wisconsin 53190
Telephone: (414) 473-1122

**ADMISSION PROCESS AND REQUIREMENTS:**

1. The applicant must meet both the Departmental and Graduate School criteria for admission of both campuses.

2. Applicants must furnish official transcripts of all previous collegiate work to the UW-Whitewater Cooperative Program Coordinator.
3. Applicants must submit either Miller Analogies Test or Graduate Record Exam scores to the UW-Whitewater Cooperative Program Coordinator.

4. Admission to the program will be based, in part, on one of the following:
   a. Undergraduate grade point average (UGPA) of 2.75 or higher.
   b. Graduate grade point average (GGPA) of 3.33 or higher on fifteen or more graduate credits.
   c. A score of 75th percentile or higher on the Miller Analogies Test and/or combined V and Q scores of 1000 points or higher on the General Aptitude Test of the Graduate Record Exam.

5. Recommendations from three persons who are qualified to pass on the academic and professional competence of the applicant, including names and addresses, must be submitted by the applicant.

6. Submission of a statement by the applicant indicating applicant's:
   a. Area of interest in administration
   b. Professional objectives
   c. Career goals

7. Applicants should contact the Cooperative Program Coordinator for application forms and an initial conference.

COOPERATIVE PROGRAM COURSE OFFERINGS:

**UW-WHITEWATER COURSES** (Maximum 15 credits)

- 423-681 Human Abilities and Learning 3 cr.
- 430-762 Curriculum in the Elementary School 3 cr.

OR

- 470-710 Curriculum in the Secondary School 3 cr.
- 433-769 Supervision of Instruction 3 cr.
- 433-772 Legal Aspects of Education 3 cr.
- 433-776 The School Principalship 3 cr.

**UW-MADISON COURSES ON UW-WHITEWATER CAMPUS**

- 305-702 Organization and Operation of the American Educational Enterprise 3 cr.
- 305-725 Research Methods and Procedures in Educational Administration 3 cr.

Additional two courses needed (6 credits).

THE MASTER OF SCIENCE IN EDUCATION — SCHOOL PSYCHOLOGY

**Requirements for Master's Degree:** A minimum of 30 credits, consisting primarily of course work appropriate for school psychologist certification; however, the exact courses will be determined in consultation with specified graduate advisers.

**Requirements for Provisional School Psychologist Certification:** A minimum of 48 graduate hours of psychology and professional education, including a minimum of 39 credits in psychology, with an average of at least 3.00 (4.00 scale) and a letter of recommendation of competence by the Director of the School Psychology Training Program in consultation with the members of the school psychology committee. Completion of the starred courses from the list of the school psychology program, and a minimum of 9 graduate hours of professional education courses, including courses from educational foundations and special education. The exact courses are to be determined in consultation with a specified graduate adviser to allow for the development of areas of emphases and specialization, e.g. Community-mental Health, Computer Applications, and Administration. Graduate students majoring in psychology may not repeat any course in the program. A comprehensive examination in the term in which the student is to graduate is required. Transfer of credits follows current graduate school and psychology department policies. A student must be involved in a minimum of 15 hours in a setting that meets the Wisconsin State Department of Public Instruction requirements for human relations experience as well as academic completion of a minorities course. See Human Relations requirement p. 15.

In addition to standard admission requirements, the department requires 12 hours of undergraduate credit in psychology (including 840215 Basic Statistical Methods; 840331 Psychology of
Childhood or 840332 Psychology of Adolescence; 840345 Behavior Disorders; 840444 Principles of Behavior Modification, an autobiographical letter; three letters of recommendation from persons familiar with the candidate’s academic and personal qualifications; and a personal interview with members of the school psychology committee.

**Requirements for School Psychologist Certification:** All of the above course work, plus 12 additional credits in areas relevant to school psychology, plus a year of satisfactory supervised experience, and letters of recommendation of competence from the Director of the School Psychology Training Program in consultation with the school psychology committee and the supervisor(s) of the student’s internship.

### The School Psychology Program

#### Area A - Psychological Foundations (A minimum of 6 graduate credits):

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisites</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>840-545</td>
<td>Behavior Disorders</td>
<td>840-304 or six credits in Psych.</td>
<td>3</td>
</tr>
<tr>
<td>840-615</td>
<td>Research Design*</td>
<td>840-215 or equivalent</td>
<td>3</td>
</tr>
<tr>
<td>840-624</td>
<td>Human Learning</td>
<td>840-303 or equivalent</td>
<td>3</td>
</tr>
<tr>
<td>840-630</td>
<td>Studies in Infancy and Early Child</td>
<td>840-331 or equivalent</td>
<td>3</td>
</tr>
<tr>
<td>840-635</td>
<td>Maturity and Old Age</td>
<td>None</td>
<td>3</td>
</tr>
<tr>
<td>840-640</td>
<td>Psychological Tests and Meas.*</td>
<td>840-215</td>
<td>3</td>
</tr>
<tr>
<td>840-731</td>
<td>Seminar in Child Psychology</td>
<td>840-215 and 840-331</td>
<td>3</td>
</tr>
<tr>
<td>840-746</td>
<td>Psychopathology of Childhood and Adolescence*</td>
<td>840-545 or equivalent</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Area B - Educational Foundations (A minimum of 6 graduate credits):

**Regular education methods or curriculum courses:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisites</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>430-762</td>
<td>Curriculum in the Elementary School</td>
<td>None</td>
<td>3</td>
</tr>
<tr>
<td>430-764</td>
<td>Developmental Reading, or</td>
<td>None</td>
<td>3</td>
</tr>
<tr>
<td>470-665</td>
<td>Developmental Reading in the Secondary Schools</td>
<td>None</td>
<td>3</td>
</tr>
<tr>
<td>432-766</td>
<td>Reading Disabilities, or</td>
<td>None</td>
<td>3</td>
</tr>
<tr>
<td>470-710</td>
<td>Curriculum in the Secondary School</td>
<td>None</td>
<td>3</td>
</tr>
</tbody>
</table>

**Special Education methods course:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisites</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>480-621</td>
<td>Habilitation of Young Handicapped Children I, or</td>
<td>None</td>
<td>3</td>
</tr>
<tr>
<td>480-622</td>
<td>Habilitation of Young Handicapped Children II, or</td>
<td>None</td>
<td>3</td>
</tr>
<tr>
<td>480-625</td>
<td>Studies in Creativity and Giftedness, or</td>
<td>None</td>
<td>3</td>
</tr>
<tr>
<td>480-721</td>
<td>The Exceptional Child, or</td>
<td>None</td>
<td>3</td>
</tr>
<tr>
<td>480-755</td>
<td>Techniques of Teaching the Emotionally Disturbed - Elementary, or</td>
<td>None</td>
<td>3</td>
</tr>
<tr>
<td>480-756</td>
<td>Techniques of Teaching the Emotionally Disturbed - Adolescent, or</td>
<td>None</td>
<td>3</td>
</tr>
<tr>
<td>480-772</td>
<td>Seminar: Curricular Developments in Facilitative Education</td>
<td>Consent of Instructor</td>
<td>3</td>
</tr>
</tbody>
</table>

**Supervision, administration, school law, or other educational foundations courses:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisites</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>420-445</td>
<td>History and Philosophy of Education, or</td>
<td>None</td>
<td>3</td>
</tr>
<tr>
<td>420-643</td>
<td>Education in Urban Society, or</td>
<td>None</td>
<td>3</td>
</tr>
<tr>
<td>420-702</td>
<td>Philosophical Foundations of Education, or</td>
<td>None</td>
<td>3</td>
</tr>
<tr>
<td>420-704</td>
<td>Sociological Foundations of Education, or</td>
<td>None</td>
<td>3</td>
</tr>
<tr>
<td>420-705</td>
<td>Educational Classics, or</td>
<td>None</td>
<td>3</td>
</tr>
</tbody>
</table>
**420-707 Significant Issues in Education, or**
None

**427-772 Legal Aspects of Education**
None

**Area C - Core Professional Training** *(A minimum of 33 graduate credits):*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>840-644</td>
<td>Principles of Behavior Modification</td>
<td>840-303 or 840-323 or consent of instr.</td>
</tr>
<tr>
<td>840-645</td>
<td>Clinical Applications of Behavior Therapy</td>
<td>840-644 or equiv. with consent of instr.</td>
</tr>
<tr>
<td>840-651</td>
<td>Interpersonal Relations and Social Interactions</td>
<td>None</td>
</tr>
<tr>
<td>840-686</td>
<td>Interview and Psychotherapy Techniques</td>
<td>840-304 or 840-345 or equivalent</td>
</tr>
<tr>
<td>840-735</td>
<td>Differential Diagnosis of Developmental Disabilities</td>
<td>15 hrs. of psychology and consent of instr.</td>
</tr>
<tr>
<td>840-745</td>
<td>Individual Intelligence Testing*</td>
<td>840-615 and 840-640, admission to school psychology program or consent of instr.</td>
</tr>
<tr>
<td>840-760</td>
<td>Comparative School Psychology and Supervised Overseas Field Work</td>
<td>Consent of instr.</td>
</tr>
<tr>
<td>480-774</td>
<td>Diagnosis of Learning Disabilities*</td>
<td>Consent of instr.</td>
</tr>
<tr>
<td>840-786</td>
<td>Interview and Psychotherapy Techniques - Child*</td>
<td>840-746 or concurrent enrollment in 840-746 or consent of instr.</td>
</tr>
<tr>
<td>840-787</td>
<td>Interview and Psychotherapy Techniques - Adolescent*</td>
<td>840-746 or concurrent enrollment in 840-746 or consent of instr.</td>
</tr>
<tr>
<td>840-793</td>
<td>Assessment of Personality*</td>
<td>840-745 or taken concurrently with 840-745, and admission into school psychology program</td>
</tr>
<tr>
<td>840-794</td>
<td>Theories of Personality</td>
<td>840-304 or equiv.</td>
</tr>
<tr>
<td>840-795</td>
<td>Theories of Psychotherapy</td>
<td>840-746 or 840-794 or consent of instr.</td>
</tr>
<tr>
<td>840-797</td>
<td>Supervised Clinical Practicum I*</td>
<td>840-745 and 840-793 and admission into school psychology program</td>
</tr>
<tr>
<td>840-798a</td>
<td>Supervised Clinical Practicum II*</td>
<td>840-797</td>
</tr>
</tbody>
</table>

**THERE IS A MAXIMUM OF 15 CREDITS IN 500 LEVEL COURSES DURING THE FIRST YEAR OF THE PROGRAM. UNDER NO CIRCUMSTANCES MAY 500 LEVEL COURSES BE TAKEN BY STUDENTS IN THE PROGRAM. SECOND YEAR STUDENTS MAY TAKE ONLY 700 LEVEL COURSES**
THE MASTER OF SCIENCE IN EDUCATION—SCHOOL BUSINESS MANAGEMENT

The program provides students an opportunity to pursue a course of study which will qualify them for certification as a school business manager. An undergraduate degree from an accredited institution with a major in the field of business or business education is desirable. However, the program has the flexibility to tailor programs to capitalize on the student's past education and work experience. Each student is required, on completion of the program, to have 9-12 graduate credits in school business management, 9-12 graduate (or undergraduate) credits in business administration, and 9-12 graduate (or undergraduate) credits in educational foundations areas.

Requirements for completion of the M.S.Ed. include:

(1) A minimum of 30 semester graduate credits, and
(2) A thesis or comprehensive examination
(3) A "36-credit" option for degree completion

Required Courses:

**School Business Management**
- 290-770 School Finance and Accounting 3
- 290-771 School Business Management Techniques 3
- 290-772 Legal Aspects of Education 3

The student must elect a minimum of three credits from the following courses:
- 290-773 School Plant Planning 3
- 290-776 School Personnel Administration 3
- 290-777 School Auxiliary Services 3
- 260-636 Purchasing and Materials Management 3

**Business Administration**
- 240-646 Insurance 3

The student must elect a minimum of six credits from the following courses:
- 210-542 Cost Accounting 3
- 210-701 Accounting Foundations 3
- 210-655 Government and Not-for-Profit Accounting 2
- 240-545 Investments 3
- 220-647 Data Processing for Business 3
- 230-756 Public Finance and Taxation 3
- 290-782 Collective Negotiations in Education 3

**Electives.** Graduate-level courses in the areas of accounting, business administration, business education, finance, management, economics, or educational foundations are determined in consultation with the student's adviser on the basis of the candidate's needs and interests. Students with fewer than six undergraduate credits in accounting are strongly urged to select additional accounting courses to improve their chances for employment. Noneducation students should consult with their adviser in regard to the Wisconsin Human Relations Requirement (see page 15).

**Required courses in this area may be waived if similar courses have been taken as an undergraduate. Course substitutions in the area must have prior departmental approval.**
THE MASTER OF EDUCATION—
PROFESSIONAL DEVELOPMENT (MEPD)

The MEPD degree is designed to provide experienced teachers a master’s degree program that can be tailored to meet their individual professional needs and goals. Each program must include (1) a research techniques course, (2) courses in the content area, (3) a course in educational theory (theory relevant to the specialty), and (4) a course in behavioral studies. Beyond these stipulations, there are no specific course requirements for the degree; however, each student, in consultation with his/her advisor, plans a program of studies structured to the individual’s needs.

Admission Requirement. For admission to the program, a baccalaureate degree is required, and the candidate must have completed at least two years of teaching experience. (A maximum of six credits taken prior to meeting the experience requirement may count toward the degree, provided they are considered by the advisor and the MEPD Committee to be appropriate to the student’s program.)

Procedure. Students must complete an application to the UW-Whitewater School of Graduate Studies. An additional application to the MEPD program is required. In planning an individual’s program, at least two-thirds of the specific courses must be listed. The remaining one-third may be selected at a later date, with the consent of the advisor, from offerings which are appropriate to the original plan. This program will be submitted to a standing MEPD Committee for approval or modification.

Degree Program Options. The student, in consultation with his/her advisor, will select one of the following options to fulfill the general degree requirements. With options 2 and 3, a minimum of 30 approved credits is required.

1. Completion of 36 credits of work with the addition of a capstone report. This culminating activity is defined as a narrative report, analytical in nature, in which the student applying for graduation indicates specifically how his/her program has assisted in the attainment of identified goals.

2. Comprehensive Examination Option. This option requires that there be an identifiable area of emphasis. Identification of an area of emphasis will be the decision of the student and the advisor, but the emphasis must encompass at least twelve credits of course work. This examination may be written and/or oral at the discretion of the advisor.

3. Thesis Option. Up to six graduate semester credits may be granted for the writing and defense of a thesis.

Limitations. The MEPD degree may not be used to prepare for certification in specialized areas in which there are already existing graduate degree programs at UW-Whitewater. These include Counseling and Guidance, Reading, School Business Management, School Psychology, and Special Education. Students enrolled in the MEPD program will be limited to those areas in which UW-Whitewater currently offers graduate courses.

All students admitted to the MEPD program must complete at least 75 per cent of the work after formal admission to the program. Credits accepted into the program at the time of application must have been earned within the last five years. Credits from courses completed during the previous 5-10 years may be accepted at half value; credits from courses completed more than 10 years previously will not be accepted. No more than 9 credits of workshops may be applied toward the completion of the degree.
THE MASTER OF BUSINESS ADMINISTRATION DEGREE

The MBA is a professional degree program that provides individuals with advanced academic work in the functional aspects of public and private organizations. The academic program provides the individual with general competencies for overall management and allows a degree of specialization in an area of particular interest to the candidate. Applicants to the MBA program must first meet the general admission requirements of the Graduate School (see page 9). The College of Business and Economics specifies additional requirements of all applicants as described below. The MBA program is accredited by the American Assembly of Collegiate Schools of Business.

Admission into the MBA program is limited to admission in Good Standing status using the criteria:
(a) Minimum of 1000 composite based on the formula GMAT + [200 X (overall undergraduate GPA)]. OR
(b) Minimum 1050 composite based on the formula GMAT + [200 X (upper division undergraduate GPA)].
(c) Foreign students must also have on record a TOEFL score of at least 550 or equivalent on another exam.

The GMAT is the Graduate Management Admission Test which is required of every applicant before being considered for admission.

An application file is not reviewed for admission consideration until official transcripts and the GMAT score are on file.

Individuals with baccalaureate degrees in the arts, humanities, sciences, engineering, education or business from accredited schools are encouraged to apply.

Due to increasing enrollments, admission may be limited despite fulfillment of the minimum entrance requirements indicated above.

Academic Program Policies

1. Students are subject to the policies, procedures, and requirements in effect at the time they are officially admitted to the MBA program.
2. In order to enroll in 700 level courses offered in the College of Business and Economics (except Business Education and School Business Management), a student must be admitted to the MBA or MS-Accounting program. MEPD students must have prior permission from the Coordinator of MEPD program.
3. A 3.00 GPA is required in Emphasis courses, in courses prescribed for the program, and in all graduate work undertaken. Grades earned outside the program cannot be used to adjust the program GPA.
4. Each candidate upon being admitted will be assigned an adviser. A candidate must obtain approval from his/her adviser before enrolling in courses. Courses taken without the approval of the adviser may not apply toward completion of the program. Prior to entering the program or during the first four weeks of the semester, each candidate shall prepare a program in consultation with his/her adviser. This program must then be submitted to the Associate Dean for approval. Any changes (including add/drop) to the program must have the written approval of the Associate Dean. All changes are initiated by the student through his/her adviser.
5. Individual Studies (XXX700) and/or Readings and Research (XXX790) may not be used as electives but may be used to satisfy up to 3 credits in the Emphasis. A copy of the proposal must be on file in the Associate Dean's Office prior to registration. The student should initiate these requests with the instructor.
6. Courses in the Common Body of Knowledge must be taken at the beginning of the MBA program. Program and course prerequisites will be rigidly enforced. Failure to comply will result in the student being dropped from the course.
7. Students who are dropped from the program for academic reasons or who fail to meet the admission requirements are not eligible to pursue further graduate business courses in the MBA or MS-Accounting programs in the College of Business and Economics.

8. The maximum course load is 12 graduate credits during fall and spring semesters and 6 credits during the summer term.

9. Students are allowed to repeat a maximum of two courses in their program. At most one of these may be an Emphasis course. No course may be repeated more than once.

10. A maximum of 9 credits may be transferred into a graduate business program. All transfer credit is subject to the approval of the Associate Dean of the College of Business and Economics. Any credits transferred in the Emphasis area must also be approved by the Chairperson of the Department of the emphasis.

11. Business related coursework taken in an applicant's undergraduate program, where the applicant has graduated more than five years prior to the date of admission to the Graduate School may not be considered as satisfactory in meeting Common Body of Knowledge requirements.

12. Candidates in the MBA or MS-Accounting programs who do not enroll in a graduate course at UW-Whitewater for two consecutive semesters are considered inactive. Upon being reactivated, the candidate must conform to any new requirements in the program.

13. Within the confines of the Graduate School Constitution, Bylaws, and policies and procedures adopted by the Graduate Council, the Graduate Studies Committee in the College of Business and Economics is the final governing authority on all policy and procedural matters in the graduate business program.

Degree Requirements

General requirements for the completion of the MBA include a minimum of 36 graduate credits which may include a thesis of up to 6 credits. All students are required to have adequate preparation in the Common Body of Knowledge as defined by the American Assembly of Collegiate Schools of Business (AACSB). Those individuals not having sufficient preparation will be required to take additional graduate courses. Normally a program of study for those not having prior business preparation would require two calendar years to complete.

I. Common Body of Knowledge
   (These courses must be completed at the beginning of the MBA Program)  
   (0-33 cr.)
   
   A. 210701 Accounting Foundations  
      210735 Profit Planning and Control, OR  
      210542 Cost Accounting  
      230703 Statistics Foundations  
      230704 Economics Foundations  
      250705 Computer Foundations  
      260702 Mathematics Foundations  
   
   B. 240718 Financial Management  
      240721 Legal Environment  
      250719 Operations Management  
      250720 Organization Theory and Policy  
      260716 Marketing  

II. Breadth Elective Area
   (These courses may be taken during the semester in which a student completes the Common Body of Knowledge requirements.)  
   (18-27 cr.)
   
   A. Choose one: 260731 Advanced Statistical Methods  
      260732 Operations Research  
   
   B. Choose one: 230736 Business Conditions Analysis  
      230737 Managerial Economics
C. 250741 Managerial and Organizational Behavior
D. *250791 Business Policy and Environment

E. Free electives
The remaining elective credits (6-15) are free electives and may be chosen from any 730 or above level courses offered in the Departments of Accounting, Business Education and Office Administration, Economics, Finance and Business Law, Management or Marketing. In consultation with the adviser these courses are chosen outside the student’s emphasis area for the purpose of broadening the student’s competence for overall management.

The following restrictions apply to the selection of the free electives:
1. At least 24 credits in the Breadth Elective Area and Area of Emphasis (described below) must be from courses numbered above 730 and beyond the Common Body of Knowledge. 250791 Business Policy and Environment is not counted in the 24 credits.
2. Not more than 6 credits may be selected from any one Emphasis area.
3. A department may require that certain courses be taken in the free elective area as requirements for their majors. These may not be in the student’s Emphasis area.
4. It is also possible to meet up to six credits of Breadth requirement using other graduate level courses offered by the University. These courses must clearly complement a student’s program. On the recommendation of the student’s adviser and with the approval of the Associate Dean, these courses may be incorporated into the student’s program. These six credits may be met as follows:
   600 level courses offered in the departments of Accounting, Business Education and Office Administration, Economics, Finance and Business Law, Management or Marketing
   Business Education and Office Administration Courses 220701, 220751, 220752, 220766, 220771, 220776, 290770, 290771, 290772, 290773, 290775, 290776.
   700 level courses offered outside the College of Business and Economics.

III. Area of Emphasis

<table>
<thead>
<tr>
<th>Accounting</th>
<th>Managerial Economics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Education</td>
<td>Management (General, Personnel, or Production)</td>
</tr>
<tr>
<td>Finance</td>
<td>Marketing</td>
</tr>
<tr>
<td>International Business</td>
<td></td>
</tr>
</tbody>
</table>

On the recommendation of the student’s adviser and with the approval of the Associate Dean a thesis of up to 6 credits may be included in the 9 credit emphasis.

OUTREACH PROGRAM. Courses leading to graduate degrees in business (MBA and MS-Accounting) are offered off campus in the evening at the UW Centers in Waukesha and Janesville, as well as at the Whitewater campus. Known as the Business Outreach program, it is designed to assist primarily the working adult or those unable to attend classes on a full-time basis during the day. Admission and degree requirements are the same as those in the full-time program although special counseling and mail registration services are utilized. For further information call or write the Associate Dean of the College of Business and Economics (Carlson Building, Room 4033, Telephone No. 414-472-1945).

* This course must be taken in the last semester (or in the last 12 credits for Outreach students) of the student’s program.
THE MASTER OF SCIENCE DEGREE

THE MS-ACCOUNTING PROGRAM

The Master of Science in Accounting degree program is designed primarily as a first professional degree for candidates with a non-business undergraduate background. Individuals with baccalaureate degrees in the arts, humanities, sciences, engineering, education or business from accredited schools are encouraged to apply. Candidates with an accounting major or equivalent undergraduate background may consider either the MBA program, or, if a greater degree of specialization is desired, the MS program. Programs for completion of the MS degree are designed to fit the individual needs of the student and satisfy the academic requirements to write the Certified Public Accountant examination.

All candidates for the MS degree are required to complete a minimum of 30 credits of graduate work, depending upon their undergraduate preparation. The MS-Accounting program is accredited with the American Assembly of Collegiate Schools of Business.

Admission Requirements and Academic Program Policies: Same as MBA Program

Degree Requirements

Individuals will be required to take the following Common Body of Knowledge courses if the respective functional courses were not included in their undergraduate preparation.

I. Common Body of Knowledge
   210701 Accounting Foundations
   230703 Statistics Foundations
   230704 Economics Foundations
   250705 Computer Foundations
   260702 Mathematics Foundations
   240718 Financial Management
   (0-33 cr.)
   240341 Business and Commercial Law
   240342 Advanced Business and Commercial Law
   250719 Operations Management
   250720 Organization Theory and Policy
   260716 Marketing

II. Accounting Course Requirements
   210541 Intermediate Accounting I
   210542 Cost Accounting
   210543 Intermediate Accounting II
   210581 Income Tax Accounting
   210582 Advanced Accounting I
   210751 Financial Accounting
   (25 cr.)
   210755 Managerial Accounting and Controllership
   210761 Accounting and Information Systems
   210765 Advanced Auditing

III. Three of the following five courses:
   210781 Advanced Accounting Theory I
   210782 Advanced Accounting Theory II
   *250791 Business Policy and Environment
   260731 Advanced Statistical Methods
   260732 Operations Research
   (9 cr.)

Students who have taken any of these courses before entering the MS-Accounting program may select electives to constitute a 30-credit program. 210652 Advanced Income Tax Accounting, 210655 Governmental and Not-For-Profit Accounting, 210657 CPA Problems, 210735 Profit Planning and Control, 210662 Ethics and Standards of the Accounting Profession, 210664 Analysis of Financial Reports, 210775 Income Determination are recommended.

A candidate must have a minimum of 16 credits of course work above the 730 level. 250791 Business Policy and Environment is not counted in the 16 credits. An MS-Accounting candidate is permitted to graduate if he (she) has no more than two (2) accounting courses with a grade of C, and a total of no more than three (3) courses with a grade of C in his/her total program. The candidate must have a 3.00 cumulative GPA in order to graduate.

* This course must be taken in the last semester (or in the last 12 credits for Outreach students) of the student's program. This course is required if the candidate has not had a business policy course at the undergraduate level.
THE MASTER OF SCIENCE IN COMMUNICATION

Emphases:
Communicative Disorders
Mass Communication (Journalism)
Speech Communication

All three emphases provide graduate study for (1) persons not certified to teach with professional goals in business or private and/or clinical practice, or the mass media, or other non-educational areas; (2) persons certified to teach who want more background in their specialty; and (3) persons with a liberal arts degree desiring certification to teach.

COMMUNICATIVE DISORDERS EMPHASIS

The graduate program in Communicative Disorders is designed to provide graduate education to those with an undergraduate major in Communicative Disorders. Entering students who have not received a baccalaureate degree in Communicative Disorders are required to supplement their academic preparation until it is comparable to an undergraduate major in Communicative Disorders prior to admission to the graduate program.

Master of Science Degree candidates must meet all academic and practicum requirements for certification by the American Speech-Language-Hearing Association, the Wisconsin Department of Public Instruction (when applicable) and all requirements of the University of Wisconsin-Whitewater.

To ensure that students meet the program requirements, they must select an adviser from the faculty in Communicative Disorders to plan their course of study.

Minimum Requirements

PLAN A

Candidates entering the program with a Bachelor of Science in Education or a Bachelor of Science/Arts in Liberal Arts, who do not need or do not desire public school certification, are required to complete a minimum of 36 graduate credit hours: 27 credits in Communicative Disorders coursework plus 6 credits in Practicum: Communicative Disorders, and 3 additional credits in an elective field-related course. Candidates will also complete either: 1) A thesis and its oral defense for 1-6 graduate credits that can be included in the 36 credit degree program OR 2) A written comprehensive examination during the semester of anticipated graduation.

** 662582 Audiometry 3
** 662584 Aural Rehabilitation 3
** 662585 Fluency Disorders 3
** 662670 Diagnostic Methods in Communicative Disorders: Children 2
** 662680 Speech and Lang. Develop. in the Child 3
** 662681 Language Assessment and intervention 3
** 662686 Disorders of Voice 3
** 662688 Aphasia and Apraxia in Adults 3
** 662689 Cerebral Palsy, Apraxia, Congenital Aphasia in Children 3
* 662709 Seminar: Fluency Disorders 3
* 662710 Speech and Lang. in the Clinical Environment 3
* 662711 The Dysarthrias 3
* 662713 Seminar in Normal and Dis. Lang. 3
* 662764 Comm. Language Special Populations 3
* 662570 Practicum: Communicative Disorders 6-8
* 662712 Research Methods in Communicative Disorders or equivalent research course 3
  (i.e. 424740)
* 662770 Diagnostic Methods in Communicative Disorders: Adults 2

*Required at the graduate level.
*Required at the graduate level unless taken as undergraduate.
PLAN B

Candidates entering the program with a Bachelor of Science/Arts in Liberal Arts, who wish to receive public school certification, are required to complete a minimum of 48 credit hours: 27 credits in Communicative Disorders plus 6 credits in Practicum; and 15 credits, specified below, to meet the requirements of the Department of Public Instruction. In addition, candidates will successfully complete either:

1) A thesis and its oral defense in which 1-6 graduate credits can be included in the 48 credit degree program OR 2) A written comprehensive examination during the semester of anticipated graduation.

** 662582 Audiology
** 662584 Aural Rehabilitation
** 662585 Fluency Disorders
** 662670 Diagnostic Methods in Communicative Disorders: Children
** 662680 Speech and Lang. Develop. in the Child
** 662681 Language Assessment and Intervention
** 662686 Disorders of Voice
** 662688 Aphasia and Apraxia in Adults
** 662689 Cerebral Palsy, Apraxia, Congenital Aphasia in Children
* 662709 Seminar: Fluency Disorders
* 682710 Speech and Lang. in the Clinical Environment
* 682711 The Dysarthrias
* 682713 Seminar in Normal and Dis. Language
* 682764 Comm. Lang. Special Populations
* 682570 Practicum: Communicative Disorders
* 662712 Research Methods in Communicative Disorders or equivalent research course (i.e. 424740) 3-6
* 662770 Diagnostic Methods in Communicative Disorders: Adults
** 470665 Developmental Reading in the Secondary School or
** 430764 Developmental Reading or approved reading course
** 423681 Human Ability and Learning or
** 840624 Human Relations course in learning
** Human Relations requirement. (See page 15 Wisconsin Department of Public Instruction)

*** 479411 Student Teaching
*** 470470 Student Teaching Seminar
*** 470450 Methods: Communicative Disorders

* Required at the graduate level.
** Required at the graduate level unless taken as undergraduate.
*** Required course but no graduate credit given.

MASS COMMUNICATION (JOURNALISM) EMPHASIS

Persons with at least 15 credits in the area of emphasis (journalism and/or radio-television-film) are eligible for regular admission to the program. The transcripts and relevant experience of other persons will be individually evaluated to determine whether the person has an acceptable background or whether he/she must take additional coursework.

MINIMUM REQUIREMENTS

PLAN A

Individuals with a liberal arts degree who plan on using their training in professional print or broadcast journalism, or mass communication related fields, or individuals who are already certified teachers and wish to concentrate on adding to their knowledge in mass communication should follow this plan.
The completion of the degree under Plan A requires a minimum of 30 credits and successful completion of one of the following options: (1) an approved professional project (2-3 graduate credits); (2) a thesis (2-3 graduate credits); (3) a written comprehensive exam in communication (mass communication emphasis). Furthermore, each of the options requires successful oral defense of the written work. Credit for the thesis or professional project may be applied toward the 30 credits required for the degree.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>666622</td>
<td>Communication Theories or its undergraduate equivalent</td>
<td>0-3</td>
</tr>
<tr>
<td></td>
<td>A 600 or 700 level seminar in mass communication</td>
<td>3</td>
</tr>
<tr>
<td>666620</td>
<td>Listening Behavior or</td>
<td></td>
</tr>
<tr>
<td>666624</td>
<td>Cross Cultural Communication or</td>
<td></td>
</tr>
<tr>
<td>666753</td>
<td>Oral Communication for the Professions</td>
<td>3</td>
</tr>
<tr>
<td>424740</td>
<td>Techniques of Education Research or</td>
<td></td>
</tr>
</tbody>
</table>

Electives in mass communication prefixed by 664 (Journalism) and/or radio-television-film courses prefixed by 666 (Speech Communication) chosen with the consent of the graduate adviser. 9-18

| Electives related to area of emphasis chosen with consent of graduate adviser | 0-9   |

MINIMUM REQUIREMENTS

PLAN B

Certified Teachers who want to blend additional training in mass communication and professional education should follow this plan.

The completion of the degree under Plan B requires a minimum of 30 credits and successful completion of one of the following options: (1) an approved professional project (2-3 graduate credits); (2) a thesis (2-3 graduate credits); (3) a written comprehensive exam in communication (mass communication emphasis). Furthermore, each of the options requires successful oral defense of the written work. Credit for the thesis or professional project may be applied toward the 30 credits required for the degree.

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<td>3</td>
</tr>
<tr>
<td>424740</td>
<td>Techniques of Education Research or</td>
<td></td>
</tr>
</tbody>
</table>

Electives in mass communication prefixed by 664 (Journalism) and/or radio-television-film courses prefixed by 666 (Speech Communication) chosen with the consent of the graduate adviser. 9-18

MINIMUM REQUIREMENTS

PLAN C

Persons who have a liberal arts degree and who want to become certified teachers should follow this plan.

The completion of the degree under Plan C requires a minimum of 42 credits and successful completion of one of the following options: (1) an approved professional project (2-3 graduate credits); (2) a thesis (2-3 graduate credits); (3) a written comprehensive exam in communication (mass communication emphasis). Furthermore, each of the options requires successful oral defense of the written work. Credit for the thesis or professional project may be applied toward the 42 credits required for the degree.

<table>
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<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>666622</td>
<td>Communication Theories or its undergraduate equivalent</td>
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666620  Listening Behavior or  
666624  Cross Cultural Communications or  
666753  Oral Communication for the Professions......................................................... 3  
Electives in mass communication prefixed by 664 (Journalism and/or radio-tele-
vision-film courses prefixed by 666 (Speech Communication) chosen with the 
consent of graduate adviser............................................................................. 9-12  
424740  Techniques of Education Research ............................................................... 3  
470665  Developmental Reading in the Secondary School ........................................... 3  
Elective in educational psychology..................................................................... 3  
479411  Directed Teaching-Secondary........................................................................ 10  
470470  Post Student Teaching Seminar..................................................................... 2  
(Human Relations requirement, see page 15 in current graduate bulletin.)

SPEECH COMMUNICATION EMPHASIS

Since individuals in this degree program may use their education in diverse ways, they must 
work with their faculty adviser to develop a graduate program tailored to their particular needs.

In addition to the general Graduate School requirements, students should have completed an 
undergraduate program in Speech Communication or Speech Communication and Theatre 
which totals at least 20 semester hours and is appropriate to their plans for future academic 
study.

MINIMUM REQUIREMENTS

PLAN A

Individuals with a liberal arts degree who plan on using their training in business or other non-
educational fields or individuals who are teachers who wish to concentrate on strengthening 
their knowledge in Speech Communication should follow this plan.

The completion of the degree under Plan A requires a minimum of 30 credits and successful 
completion of one of the following options: (1) an approved thesis (1-3 graduate credits); (2) a 
written comprehensive exam in Speech Communication or Speech Communication and Theatre; 
(3) after successful completion of 15 graduate credits in Speech Communication and/or Theatre, 
the student may, on an individual basis, petition the graduate faculty of the Department of Com-
munication for permission to complete the degree with a minimum of 36 credits. Furthermore, 
option 1 and 2 require successful oral defense of the written work. Thesis credit may count 
toward the 30 credits required for the degree.

666622  Communication Theories or undergraduate equivalent............................... 0-3  
666657  Classical Rhetoric or undergraduate equivalent............................................. 0-3  
666701  Introduction to Graduate Study in Speech.................................................... 3  
Electives in Speech Communication................................................................... 9-21  
424740  Techniques of Education Research or ......................................................... 3  
660790  Bibliography.................................................................................................... 3  
Electives chosen with consent of graduate adviser or 
A 9 credit concentration in Theatre................................................................... 3-9

MINIMUM REQUIREMENTS

PLAN B

Certified teachers who want to blend additional training in Speech Communication and profes-
sional education should follow this plan.

The completion of the degree under Plan B requires a minimum of 30 credits and successful 
completion of one of the following options: (1) an approved thesis (1-3 graduate credits); (2) a 
written comprehensive exam in Speech Communication or Speech Communication and Theatre; 
(3) after successful completion of 15 graduate credits in Speech Communication and/or Theatre, 
the student may, on an individual basis, petition to the graduate faculty of the Department of Com-
munication for permission to complete the degree with a minimum of 36 credits. Further-
more, option 1 and 2 require a successful oral defense of the written work. Thesis credit may
count toward the 30 credits required for the degree.

666622 Communication Theories or undergraduate equivalent ........................................... 0-3
666657 Classical Rhetoric or undergraduate equivalent ....................................................... 0-3
666701 Introduction to Graduate Study in Speech ................................................................. 3
Electives in Speech Communication ................................................................................... 9-21
424740 Techniques of Education Research ........................................................................... 3
Electives in professional education ..................................................................................... 3-6
Electives in Liberal Arts courses outside the emphasis area of specialization chosen
with consent of graduate adviser or a 9 credit concentration in Theatre ......................... 3-9

MINIMUM REQUIREMENTS

PLAN C

Individuals who have a liberal arts degree and who want to become certified teachers should
follow this plan.

The completion of the degree under Plan C requires a minimum of 42 credits and successful
completion of one of the following options: (1) an approved thesis (1-3 graduate credits); (2) a
written comprehensive exam in Speech Communication or Speech Communication and Theatre;
(3) after successful completion of 15 graduate credits in Speech Communication and/or Theatre,
the student may, on an individual basis, petition the graduate faculty of the Department of Com-
munication for permission to complete the degree with a minimum of 48 credits. Furthermore,
options 1 and 2 require a successful oral defense of the written work. Thesis credit may count
toward the 42 credits required for the degree.

666622 Communication Theories or undergraduate equivalent ........................................... 0-3
666657 Classical Rhetoric or undergraduate equivalent ....................................................... 0-3
666701 Introduction to Graduate Study in Speech ................................................................. 3
Electives in Speech Communication which may include a maximum of 9 credits in Theatre
........................................................................................................................................... 9-15
424740 Techniques of Education Research ........................................................................... 3
470631 The Teaching of Speech in the Secondary School or
470634 The Teaching of Theatre in the Secondary School .................................................. 3
470665 Developmental Reading in the Secondary School .................................................... 3
Electives in professional Education ..................................................................................... 3
479411 Directed Teaching-Secondary .................................................................................. 10
470470 Post Student Seminar ............................................................................................... 2

(Human Relations requirement, see page 15 of the current graduate bulletin.)

THE MASTER OF SCIENCE IN COUNSELING AND GUIDANCE

The program in counselor education provides graduate level training for students interested in
preparing themselves for counseling in a variety of educational and community settings. Program
emphasizes are available for school counseling, higher education, and vocational/general.
Students within school counseling must elect a specialization in elementary or secondary. Stu-
dents within vocational/general must elect a specialization in vocational, marriage and family,
human services, or alcohol and other drugs.

Program Admission Requirements:

1. Admission in good standing: Undergraduate G.P.A. of 2.75 or above (on a 4 pt. scale).
2. Admission on program probation: If undergraduate G.P.A. is 2.40 or above, but below 2.75,
   student may be admitted to the Counselor Education Program on probation. Student must
   accomplish grades of B or better in a minimum of two required 3-credit counselor educa-
tion courses or a B or better in all counselor education courses during the first term of
study. Student failing to achieve B or better, as stated above, will be ineligible to take fur-
ther course work in the Counselor Education Program.
If undergraduate G.P.A. is below 2.40, student must complete the Graduate Record Exam or Miller Analogies Test with scores at the 40th percentile or above. Upon successful completion of the GRE or MAT, student may be admitted to the Counselor Education Program on probation.

3. Submission of a 2-3 page typed, personal essay pertaining to career goals and plans.
4. Submission of a personal résumé including names, addresses and telephone numbers of three references.
5. Personal interview with potential advisor. (To be scheduled after all other requirements are met.)

Academic Program Policies:

1. Students must have within their undergraduate preparation 6 credits in psychology and/or sociology, and 3 credits in statistics or measurement. Students who do not have these courses must complete them as undergraduate or graduate courses which will not be part of the degree program. These will be scheduled with the advisor and must be completed before enrolling in advanced courses.
2. The program of study is a 42 credit program. Students may elect to write a thesis for 6 credits.
3. When a student receives a grade lower than a B in any required course, that course must be repeated and a grade of B or better earned. Required courses may be repeated only once.
4. All changes made in student’s initial program of study must have prior approval of advisor. Any changes made without prior advisor approval may result in student being dropped from the program or other action at the discretion of the counselor education staff.
5. No more than three one-credit courses and/or workshops may be counted toward elective credits in the program.
6. A one-year (fall-spring) practicum, beginning in the fall term, is part of the preparation required. Practicum policy statements may be obtained from the department office.
7. Students wishing to practice in the public schools should check state requirements for counselor certification.
8. Individuals interested in associate or clinical membership in the American Association of Marriage and Family Therapy or Wisconsin certification as an alcohol and/or drug counselor may be required to do course work and clinical supervision beyond degree and emphasis requirements to meet the academic preparation and professional standards.

Basic Required Courses

All students are required to take:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>421718</td>
<td>Principles of Counseling</td>
<td>3</td>
</tr>
<tr>
<td>421719</td>
<td>Appraisal Procedures in Counseling</td>
<td>3</td>
</tr>
<tr>
<td>421721</td>
<td>Group Procedures in Counseling</td>
<td>3</td>
</tr>
<tr>
<td>421722</td>
<td>Theories of Counseling</td>
<td>3</td>
</tr>
<tr>
<td>424740</td>
<td>Seminar in Techniques of Educational Research-OR</td>
<td>3</td>
</tr>
<tr>
<td>421727</td>
<td>Program Development, Research &amp; Evaluation for School Counselors</td>
<td>3</td>
</tr>
<tr>
<td>429790</td>
<td>Supervised Practicum in Counseling</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>(2 semesters beginning in the fall)</td>
<td></td>
</tr>
</tbody>
</table>

Total 27

421718 serves as a prerequisite for all other courses.

Additional Required Courses

In addition to the above required courses, program emphases have additional requirements as follows:

School Counseling Emphasis:

Elementary Specialization (9 credits required & 6 elective credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>421720</td>
<td>Vocational Development &amp; Information Services</td>
<td>3</td>
</tr>
<tr>
<td>421723</td>
<td>Counseling in Elem. &amp; Jr. High Schools</td>
<td>3</td>
</tr>
</tbody>
</table>
421738 Perspectives in School Counseling 3
Secondary Specialization (9 credits required & 6 elective credits)
421720 Vocational Development & Information Services 3
421724 Vocational Counseling of Adolescent & Adult 3
421738 Perspectives in School Counseling 3

Vocational/General Emphasis:

Vocational Specialization (6 credits required & 9 elective credits)
421720 Vocational Development & Information Services 3
421724 Vocational Counseling of Adolescent & Adult 3

Marriage and Family Specialization (12 credits required & 3 elective credits)
421731 Intro. to Marriage & Family Counseling 3
421737 Counseling & Human Services in the Community 3
421746 Counseling & the Chemical Dependency Process 3
421732 Practices of Marriage and Family Counseling 3

OR
421733 Theory & Techniques of Marriage & Family Counseling 3

Human Services Specialization (9 credits required & 6 elective credits)
421731 Intro. to Marriage and Family Counseling 3
421737 Counseling & Human Services in the Community 3
421746 Counseling & the Chemical Dependency Process 3

Alcohol and Other Drugs Specialization (12 credits required & 3 elective credits)
421737 Counseling & Human Services in the Community 3
421731 Intro. to Marriage & Family Counseling 3
421746 Counseling & the Chemical Dependency Process 3
421749 Chemical Dependency-Treatment & Rehabilitation 3

Higher Education Emphasis: (12 credits required & 3 elective credits)
421720 Vocational Development & Information Services 3
421729 Student Services in Higher Education 3
421747 Consultation Models and Outreach Applications in Student Services 3
421748 Administration in College Student Personnel 3

Elective Courses
The balance of a student’s program is completed from a wide variety of graduate elective courses offered by the University. The selection of elective courses applicable to a particular student’s plan of study and career goals must be approved by the student’s adviser prior to enrollment in the particular course.

Review of Progress
A formal review of progress procedure by the counselor education faculty is completed after the student completes the first six hours of required counselor education courses (including 421718). This must be completed before additional courses may be taken within the program. This review will be continued as students progress through the course sequence.

THE MASTER OF SCIENCE IN SAFETY (MSS)
The MSS is designed to provide graduate level experiences in three different areas of safety. The program enables students to pursue specific preparation in occupational, traffic, or school safety. Additionally, each preparation has elective courses that can be chosen to meet the student’s individual goals.

A. OCCUPATIONAL SAFETY EMPHASIS
Prerequisites
1. Industrial Accident Prevention

<table>
<thead>
<tr>
<th>Level</th>
<th>Crs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>462-380</td>
<td>3</td>
</tr>
</tbody>
</table>
2. Chemistry (or equivalent) 640-101 5
3. Probability and Statistics (or equivalent) 760-231 3

Requirements

1. Seminar in Techniques of Educational Research (or equivalent) 424-740 3
2. 18 credits completed at the 700 level.
3. Program options:
   a. Thirty-six (36) credits with thesis and comprehensive examination. Credit for the thesis (1-6 credits) is included in the 36 credits.
   b. Thirty-six (36) credits including six (6) credits of applied research plus comprehensive examination.
   c. Thirty-six (36) credits plus comprehensive examination.

Course Selection

<table>
<thead>
<tr>
<th>Level</th>
<th>Crs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Choose any four (4) of the following courses:</td>
<td></td>
</tr>
<tr>
<td>1. System Safety Analysis 460-787 3</td>
<td></td>
</tr>
<tr>
<td>2. Advanced Human Factors Engineering in Safety 460-788 3</td>
<td></td>
</tr>
<tr>
<td>3. Industrial Safety Management 462-683 3</td>
<td></td>
</tr>
<tr>
<td>4. Industrial Hygiene 462-684 3</td>
<td></td>
</tr>
<tr>
<td>5. Fire Protection/Prevention 462-685 3</td>
<td></td>
</tr>
<tr>
<td>6. Legal Aspects in Occupational Safety 462-753 3</td>
<td></td>
</tr>
<tr>
<td>7. Corporate Safety Management 462-783 3</td>
<td></td>
</tr>
<tr>
<td>8. Practicum (in Occupational Safety) 469-790 1-6</td>
<td></td>
</tr>
</tbody>
</table>

2. Choose any three (3) courses from the following list or from 1. above:

<table>
<thead>
<tr>
<th>Level</th>
<th>Crs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Motor Fleet Safety 460-581 3</td>
<td></td>
</tr>
<tr>
<td>2. Human Factors Engineering 460-688 3</td>
<td></td>
</tr>
<tr>
<td>3. Safety Communications 460-752 3</td>
<td></td>
</tr>
<tr>
<td>4. Safety in the Construction Industry 462-582 3</td>
<td></td>
</tr>
<tr>
<td>5. Introduction to Security 462-583 3</td>
<td></td>
</tr>
<tr>
<td>6. Computer Applications in Occupational Epidemiology 462-687 3</td>
<td></td>
</tr>
<tr>
<td>7. Safe Handling of Materials 462-686 3</td>
<td></td>
</tr>
<tr>
<td>8. Product Safety 462-687 3</td>
<td></td>
</tr>
<tr>
<td>9. Environmental Radiation Protection 630-556 3</td>
<td></td>
</tr>
<tr>
<td>10. Occupational Hearing 662-696 3</td>
<td></td>
</tr>
</tbody>
</table>

3. Choose two (2) courses from the following list or from 2. above:

<table>
<thead>
<tr>
<th>Level</th>
<th>Crs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Behavioral Aspects of Accident Prevention 460-650 3</td>
<td></td>
</tr>
<tr>
<td>2. Alcohol and Other Drugs 460-655 3</td>
<td></td>
</tr>
<tr>
<td>3. Special Studies 460-696 3</td>
<td></td>
</tr>
<tr>
<td>4. Individual Studies 460-700 1-3</td>
<td></td>
</tr>
<tr>
<td>5. Institute 480-797-1 3-6</td>
<td></td>
</tr>
<tr>
<td>6. Workshops in Safety 460-798 Var.</td>
<td></td>
</tr>
<tr>
<td>7. Chemical Safety 482-689 3</td>
<td></td>
</tr>
<tr>
<td>8. *Chemistry 840-XXX 3-6</td>
<td></td>
</tr>
<tr>
<td>9. *Psychology 840-XXX 3-6</td>
<td></td>
</tr>
<tr>
<td>10. *Business XXX-XXX 3-6</td>
<td></td>
</tr>
</tbody>
</table>

* Graduate courses in these areas may be selected with advisor approval.
** Practicum is required for all students who have not had occupational work experience.
B. TRAFFIC SAFETY EMPHASIS

Prerequisites
1. Introduction to Safety 460-251 3
2. Basic Traffic Safety 460-260 3
3. Techniques of Laboratory Instruction (or equivalent) 460-464 1-5

Requirements
1. Seminar in Techniques of Educational Research (or equivalent) 424-740 3
2. 15 credits completed at the 700 level
3. Program options:
   a. Thirty (30) credits and a comprehensive examination.
   b. Thirty (30) credits with a thesis. Credit for the thesis (1-6 credits) is included in the 30 credits.
   c. Thirty-six (36) credits including "Readings and Research in Safety" 460-791 (3 credits) and a research paper. No comprehensive examination.

Course Selection

<table>
<thead>
<tr>
<th>Level</th>
<th>Crs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required courses:</td>
<td></td>
</tr>
<tr>
<td>1. Behavioral Aspects of Accident Prevention 460-650</td>
<td>3</td>
</tr>
<tr>
<td>2. Alcohol and Other Drugs 460-655</td>
<td>3</td>
</tr>
<tr>
<td>3. Safety Communications 460-752</td>
<td>3</td>
</tr>
<tr>
<td>4. Readings and Research in Safety 460-791</td>
<td>3</td>
</tr>
<tr>
<td>(Required only of students selecting Option C)</td>
<td></td>
</tr>
<tr>
<td>2. Electives (for both Traffic and School Safety Emphasis)</td>
<td></td>
</tr>
<tr>
<td>1. Motor Fleet Safety 460-581</td>
<td>3</td>
</tr>
<tr>
<td>2. Workshop in Safety Education 460-690</td>
<td>1-6</td>
</tr>
<tr>
<td>3. Special Studies 460-696</td>
<td>1-3</td>
</tr>
<tr>
<td>4. Individual Studies 460-700</td>
<td>1-3</td>
</tr>
<tr>
<td>5. System Safety Analysis 460-787</td>
<td>3</td>
</tr>
<tr>
<td>6. Advanced Human Factors Engineering in Safety 460-788</td>
<td>3</td>
</tr>
<tr>
<td>7. Institute 460-797-I</td>
<td>Var.</td>
</tr>
<tr>
<td>8. Workshop in Safety 460-798</td>
<td>Var.</td>
</tr>
<tr>
<td>10. Problems and Materials of Driver Education 461-661</td>
<td>3</td>
</tr>
<tr>
<td>11. Advanced Driving Techniques 461-665</td>
<td>3</td>
</tr>
<tr>
<td>13. Highway Traffic Administration 461-765</td>
<td>3</td>
</tr>
<tr>
<td>14. Traffic Engineering 461-767</td>
<td>3</td>
</tr>
<tr>
<td>15. Safety in the Construction Industry 462-582</td>
<td>3</td>
</tr>
<tr>
<td>16. Introduction to Security 462-583</td>
<td>3</td>
</tr>
<tr>
<td>17. Industrial Safety Management 462-683</td>
<td>3</td>
</tr>
<tr>
<td>18. Industrial Hygiene 462-684</td>
<td>3</td>
</tr>
<tr>
<td>19. Product Safety 462-687</td>
<td>3</td>
</tr>
<tr>
<td>20. Chemical Safety 462-689</td>
<td>3</td>
</tr>
<tr>
<td>21. Legal Aspects in Occupational Safety 462-753</td>
<td>3</td>
</tr>
<tr>
<td>22. Corporate Safety Management 462-783</td>
<td>3</td>
</tr>
</tbody>
</table>
23. Organization and Administration of School Safety  463-679  3  
24. Fire Protection/Prevention  463-685  3  
25. Practicum  489-790  1-6  
26. Environmental Radiation Protection  630-556  3  
27. Occupational Hearing  662-696  3  
28. *Chemistry  840-XXX  3-6  
29. *Psychology  840-XXX  3-6  
30. *Business  XXX-XXX  3-6  

* Graduate courses in these areas may be selected with advisor approval.

C. SCHOOL SAFETY EMPHASIS

<table>
<thead>
<tr>
<th>Prerequisites</th>
<th>Level</th>
<th>Crs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Introduction to Safety</td>
<td>460-251</td>
<td>3</td>
</tr>
<tr>
<td>2. Industrial Accident Prevention</td>
<td>460-380</td>
<td>3</td>
</tr>
</tbody>
</table>

Requirements

1. Seminar in Techniques of Educational Research (or equivalent)  424-740  3  
2. Fifteen (15) credits completed at the 700 level.  
3. Program options:  
   a. Thirty (30) credits and a comprehensive examination  
   b. Thirty (30) credits with a thesis. Credit for the thesis (1-6 credits) is included in the 30 credits.  
   c. Thirty-Six (36) credits including “Readings and Research in Safety” 460-791 (3 credits) and a research paper. No comprehensive examination.

Course Selection

1. Required courses:  
   1. Behavioral Aspects of Accident Prevention  460-650  3  
   2. Alcohol and Other Drugs  460-655  3  
   3. Safety Communications  460-752  3  
   4. Readings and Research in Safety  460-791  3  
   5. Organization and Administration of School Safety  463-672  3  
2. Electives (Same as Traffic Electives)
MPSA
Master of Science in Education
SWAP-CON
Master of Science-School Administration
MST/MAT
Whitewater, Parkside, Platteville, Oshkosh, Madison

Interinstitutional Cooperative Programs
SECTION III

UW-WHITEWATER INTERINSTITUTIONAL COOPERATIVE GRADUATE PROGRAMS

Master of Science in Teaching (M.S.T.)
Master of Arts in Teaching (M.A.T.)

SWAP-CON (Southern Wisconsin Allied Programs Consortium): SWAP-CON operates as an informal collection of cooperating academic departments of UW-Whitewater and UW-Platteville that offer graduate work under the M.S.T./M.A.T. degree programs entitlement. Deans of the graduate schools of the two universities provide continued liaison and coordinating function to the cooperative project. Students interested in these cooperative M.S.T./M.A.T. degree programs should check with the department of emphasis relative to the details of these programs.

In these cooperative M.S.T./M.A.T. degree programs, cooperating academic departments at UW-Platteville and UW-Whitewater are as follows: Biology, business education, communication (M.S.), elementary education (M.S.E.), English, geography, history, mathematics, and music. Finally, those interested should check with the graduate offices of their respective universities concerning details of these graduate programs.

(Whitewater degree awarded)

Master of Science in Education - Special Education
(Emotional Disturbance or Learning Disabilities emphases)

UW-Platteville and UW-Whitewater

Through a cooperative arrangement with UW-Whitewater and UW-Platteville, graduate students may begin graduate work required for certification in learning disabilities or emotional disturbance on the Platteville campus. The program must be completed at Whitewater.

Objectives. The program provides prospective and experienced teachers with an opportunity to utilize the University's graduate faculty and physical facilities to upgrade their preparation for teaching in the area of Special Education - L.D. and E.D. (For program details, see pp. 37, 38 of this catalog.)

(Whitewater degree awarded)

Master of Public Administration (MPA)

UW-Oshkosh and UW-Whitewater

The Master of Public Administration (MPA) is a graduate degree program of the University of Wisconsin-Oshkosh specifically designed for public service employees who want to enhance their administrative knowledge and skills. The program is a blend of academic and field-related training for professionals who are able to enroll in a degree program as part-time students and who may not be able to come to the campus on a regular basis.

The Cooperative Program. In order to provide more course opportunities for MPA students, the University of Wisconsin-Oshkosh and the University of Wisconsin-Whitewater have established a cooperative program that enables students in southeastern Wisconsin to take up to fifteen credits toward the MPA degree at the University of Wisconsin-Whitewater. Normally, students will take up to twelve credits to fulfill the professional emphasis requirement. With joint approval and supervision, students also may enroll for their field projects at UW-Whitewater.

The University of Wisconsin-Whitewater offers a broad range of courses that fulfill MPA requirements at its main campus and at the UW-Waukesha County and UW-Rock County Centers. Most of the courses are offered in the evening. In addition, participating students will be assigned advisers to assist them in selecting appropriate UW-Whitewater courses. Overall program advising is the responsibility of UW-Oshkosh.

(Oshkosh degree awarded)
FOR FURTHER INFORMATION CONTACT:

Stephen Hintz, Director  
MPA Program  
University of Wisconsin-Oshkosh  
Oshkosh, WI 54901 (414) 424-3230  
or  
John F. Kozlowicz, MPA Program Representative  
Department of Political Science  
University of Wisconsin-Whitewater  
Whitewater, WI 53190 (414) 472-1120

**Master of Science in Education - Reading**  
**UW-Parkside and UW-Whitewater**

The Consortial Program in Reading between the UW-Whitewater and UW-Parkside was initiated in January, 1983. The consortial program provides an opportunity for educators located in the Racine-Kenosha areas of Wisconsin to obtain a Master of Science Degree in Reading, and/or certification as a Reading Teacher (316) in Wisconsin. It also offers an opportunity for educators to enroll in courses in the teaching of reading at the graduate level. All course work is offered on the UW-Parkside campus and is taught by professors from both institutions. The degree is conferred by UW-Whitewater.

**Master of Science - School Administration**  
**UW-Madison and UW-Whitewater**

The Department of Elementary Education, University of Wisconsin-Whitewater in cooperation with the University of Wisconsin-Madison, offers a joint program leading to the Master of Science Degree in Educational Administration. The program combines the unique resources of the two institutions to assist qualified persons to add dimension to their education through: (1) intensive study in the theory and practice educational administration; (2) refinement of skills and attitudes essential to educational leaders; and (3) further study in related educational fields such as curriculum and guidance. The program is designed to prepare persons for leadership positions at all levels of education, both public and private.

Provisions for Cooperative Program are as follows:

1. Students wishing to pursue this degree must be admitted to UW-Madison Graduate Schools and UW-Whitewater Department of Elementary of Education.

2. The degree will be granted by UW-Madison and the recommendation for administrative certification will be made by the UW-Madison Department of Educational Administration.

3. Students may take a majority of their coursework on the UW-Whitewater campus offered by both UW-Whitewater and UW-Madison faculty, however, they must take a minimum of six semester hours on the UW-Madison campus.

Students interested in this degree should contact either Dr. Paul Yvarra (1-414-472-4891 or 472-1122) in the Department of Elementary Education or the Dean of Graduate Studies at UW-Whitewater (1-414-472-1006) for information about specific requirements for the degree and for other information.

**UW-Madison degree awarded**

Courses offered by both universities relative to this program are listed here:

**List of Approved Program Courses**

**University of Wisconsin-Whitewater courses - 15 credits of the following:**

- 433-769 Supervision of Instruction  
- 423-681 Human Abilities and Learning  
- 430-762 Curriculum in the Elementary School  
- 433-772 Legal Aspects of Education  
- 433-776 The School Principalship  
- 439-790 Practicum - School Administration

**University of Wisconsin-Madison courses - 15 credits of the following:**

- 305-702 Organization and Operation of the American Educational Enterprise  
- 305-820 Business Administration of School Systems  
- 305-725 Research Methods and Procedures in Educational Administration  
- Electives 2 courses
Courses
SECTION IV

GRADUATE COURSE OFFERINGS

The departmental code numbers are in parenthesis following each department name.

Accounting (210)
Art (110, 115)
Biology (630)
Business Education and Office Administration (220)
Chemistry (640)
Chicano Studies (615)
Coaching (410, 411, 412, 413, 419)
Communication (662, 664, 666)
Economics (230)
Educational Foundations and Counselor Education (420, 421, 422, 423, 424, 426, 427, 428, 429)
Elementary Education (430, 431, 432, 434, 436, 439)
English (680)
Finance and Business Law (240)
Foreign Languages (702, 704, 706, 708)
Geography (722)
Geology (616)
Health, Physical Education and Recreation (440, 442, 444, 446, 449)
History (740)
Management (250)
Marketing (260)
Mathematics (760) and Computer Science (765)
Music (150)
Philosophy (782)
Physics (800) Astronomy (805)
Political Science (820)
Psychology (840)
Religious Studies (786)
Safety Studies (460, 461, 462, 463, 469)
School Business Management (290)
Secondary Education (470, 479)
Sociology (880) Anthropology (613)
Social Welfare (660)
Special Education (480, 489)
Theatre and Dance (131, 133)
Women's Studies (619)

COURSE NUMBERS

500 Series — Junior-Graduate Courses

600 Series — Senior-Graduate Courses. Not more than half of the credits earned either in the student's entire program or in the major field or emphasis may be in courses in the 500 and 600 series, except by the permission of an individual academic department to waive this requirement and with the permission of the Dean of the Graduate School.

700 Series — Courses open only to graduate students. Credits in courses numbered under 500 cannot be applied toward the completion of an advanced degree. Courses numbered 500 and above may be used to apply only to master's degree programs and cannot be used to apply to bachelor's degree programs. Furthermore, courses numbered under 500 may not be used to satisfy master's degree program credit requirements.

Course Deletion Policy (adopted by the Graduate Faculty on December 3, 1975.) Courses which have not been taught within a five-year period of time should be deleted from the Graduate Bulletin. The individual departments should determine exceptions to this rule and carry the responsibility for enforcing the policy.

Abbreviations: Prereq.—Prerequisite
## LIBERAL ARTS FOUNDATION COURSES

<table>
<thead>
<tr>
<th>Art</th>
<th>115-701</th>
<th>Art and the Artist in Contemporary Culture</th>
<th>See Page</th>
<th>3 cr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology</td>
<td>630-701</td>
<td>Man in Nature*</td>
<td>(131)</td>
<td>2-3 cr.</td>
</tr>
<tr>
<td>Biology</td>
<td>630-702</td>
<td>Integrated Biological Principles*</td>
<td>(131)</td>
<td>3 cr.</td>
</tr>
<tr>
<td>Biology</td>
<td>630-703</td>
<td>Environment and Man</td>
<td>(131)</td>
<td>3 cr.</td>
</tr>
<tr>
<td>Bus. Ed. &amp; Office Adm.</td>
<td>220-701</td>
<td>Consumers in Contemporary Society*</td>
<td>(81)</td>
<td>1-3 cr.</td>
</tr>
<tr>
<td>Chemistry</td>
<td>640-702</td>
<td>Physical Science</td>
<td>(136)</td>
<td>3 cr.</td>
</tr>
<tr>
<td>Economics</td>
<td>230-701</td>
<td>Current Economic Problems*</td>
<td>(85)</td>
<td>3 cr.</td>
</tr>
<tr>
<td>English</td>
<td>680-701</td>
<td>Language in Society</td>
<td>(142)</td>
<td>3 cr.</td>
</tr>
<tr>
<td>Geography</td>
<td>722-702</td>
<td>World Populations and Resources</td>
<td>(146)</td>
<td>3 cr.</td>
</tr>
<tr>
<td>Geology</td>
<td>616-701</td>
<td>Basic Concepts in Geology</td>
<td>(146)</td>
<td>3 cr.</td>
</tr>
<tr>
<td>History</td>
<td>740-702</td>
<td>Great Issues in Western History*</td>
<td>(148)</td>
<td>3 cr.</td>
</tr>
<tr>
<td>Mathematics</td>
<td>750-703</td>
<td>Fundamental Concepts of Mathematics*</td>
<td>(151)</td>
<td>3 cr.</td>
</tr>
<tr>
<td>Music</td>
<td>150-701</td>
<td>Music in Contemporary Culture*</td>
<td>(73)</td>
<td>3 cr.</td>
</tr>
<tr>
<td>Philosophy</td>
<td>782-701</td>
<td>Great Issues in Western Philosophy</td>
<td>(156)</td>
<td>3 cr.</td>
</tr>
<tr>
<td>Physics</td>
<td>800-702</td>
<td>Physical Science</td>
<td>(157)</td>
<td>3 cr.</td>
</tr>
<tr>
<td>Political Science</td>
<td>820-701</td>
<td>Foundations of Politics</td>
<td>(159)</td>
<td>3 cr.</td>
</tr>
<tr>
<td>Psychology</td>
<td>840-741</td>
<td>Individual Differences*</td>
<td>(163)</td>
<td>3 cr.</td>
</tr>
<tr>
<td>Religious Studies</td>
<td>788-711</td>
<td>World Religions</td>
<td>(167)</td>
<td>3 cr.</td>
</tr>
<tr>
<td>Sociology</td>
<td>880-711</td>
<td>American Social Institutions*</td>
<td>(169)</td>
<td>3 cr.</td>
</tr>
<tr>
<td>Theatre/Dance</td>
<td>133-704</td>
<td>Foundations of Dramatic Art*</td>
<td>(77)</td>
<td>3 cr.</td>
</tr>
<tr>
<td>Women's Studies</td>
<td>619-501</td>
<td>Marriage, Family and Alternatives for Women</td>
<td>(172)</td>
<td>3 cr.</td>
</tr>
<tr>
<td>Women's Studies</td>
<td>619-503</td>
<td>Women in Biography and Autobiography</td>
<td>(172)</td>
<td>3 cr.</td>
</tr>
</tbody>
</table>

*Not to be enrolled in by students in the particular emphasis or who have a major in the academic area. This is a generalized foundation informational and background course for nonmajors.
COLLEGE OF THE ARTS

ART (11-) (110) Studio (115) History

LIBERAL ARTS FOUNDATION COURSE

115701  Art and the Artist in Contemporary Culture  3 credits
A slide lecture and discussion course to acquaint students with theories concerning art
today as it is affected by the society in which they live, its thought pattern, as well as the
social, political, economic and religious setting.

ART (110) Studio

110524  Watercolor  3 credits
A studio course where exercises and experimentation lead to individual techniques that
will be combined with art principles to form aesthetic judgments in watercolor.

110606  Drawing VI  3 credits
Advanced studio experience in drawing. Prereq: 9 credits in drawing.

110607  Drawing VII: Research  3 credits
A highly specialized course offering directed research in a specific problem related to
drawing. Prereq: 9 credits in drawing.

110624  Painting IV  3 credits
Advanced studio experience in painting. Prereq: 9 credits in painting.

110625  Painting V: Research  3 credits
A highly specialized course offering directed studio research in a specific problem rel-
ated to painting. Prereq: 9 credits in painting.

110636  Printmaking IV  3 credits
Advanced studio experience in printmaking. Prereq: 9 credits in printmaking.

110637  Printmaking V: Research  3 credits
A highly specialized course offering directed research in a specific area related to
printmaking. Prereq: 9 credits in printmaking.

110644  Sculpture IV  3 credits
Advanced studio experience in sculpture. Prereq: 9 credits in sculpture.

110645  Sculpture V: Research  3 credits
A highly specialized course offering directed studio research in a specific created prob-
lem related to sculpture. Prereq: 9 credits in sculpture.

110654  Ceramics IV  3 credits
Advanced studio experience in ceramics. Prereq: 9 credits in ceramics.

110655  Ceramics V: Research  3 credits
A highly specialized studio course offering directed studio research in a specific cre-
deated problem related to ceramics. Prereq: 9 credits in ceramics.

110656  Technical Study in Ceramics  3 credits
Exploration of technical concerns within ceramics. Emphasis is on clay composition and
analysis, glaze calculation and formulation, study of ceramic minerals, kiln design, con-
struction and operation. Prereq: 110352.
110674 Metal and Jewelry IV
An advanced course oriented towards the design and creation of art objects relegated to the body and its close proximity. Specifically aimed at the serious metals student. Prereq: 110373.

110675 Metal and Jewelry V: Research
This course is designed to supply the student with information necessary to function as a professional artist/craftsman as well as further develop his personal work. Prereq: 110474.

110684 Communication Graphics IV
Emphasis on conceptual and visual graphic design problem solving. Students analyze, define objectives and present graphic design solutions in a comprehensive format. Prereq: 110363.

110685 Communication Graphics V: Research
With consultation and guidance from the instructor, the student defines objectives and realizes graphic design solutions for a self-promotional "resume" and an area of defined graphic special interest. The final presentation encompasses an imaginatively coordinated portfolio of accumulated communication graphics projects reflecting individual interests, capabilities and potential. Prereq: 110684

110690 Art Workshop
A short term studio workshop offering concentrated study of art media or technique. Prereq: Permission of the Workshop Director.

110696 Special Studies
Designed to enable the Art Department to offer special studies, such as study abroad or independent research of a highly specified area. Prereq: Consent of the instructor.

110700 Individual Studies
An opportunity for a student to explore in more detail a specific field of study. Student and adviser will decide the study, with the consent of the professor in charge of the study. The student may take 1-3 credits of work per term. However, not more than 4 credits may be counted within the total number of credits required for a master’s degree program. The study should be planned for completion by the end of a term. A grade of "incomplete" is given if the study is not completed. Following completion of the study, a regular letter grade shall be given. Completion should occur within a year after the end of that term.

110710 Graduate Studio I
A course designed to provide advanced level studio experience for the graduate art student in a free, informally structured situation with a consulting professor. Prereq: At least three courses in the chosen area or consent of the instructor.

110711 Graduate Studio II
A course designed to provide advanced level studio experience for the graduate art student in a free, informally structured situation with a consulting professor. Prereq: At least three courses in the chosen area or consent of the instructor.

110721 Trends in Art Education
A course designed to acquaint the teacher with recent trends in the teaching of art. The sources of contemporary knowledge of the function and structure of art education, the child and his growth in art expression, the development of skills and building the art curriculum will be considered during lecture-discussion sessions. A variety of materials and techniques will be explored in the art workshop.
110740 Research in Studio Art  
3 credits  
An individualized course designed to explore research techniques applicable to the artist-teacher in a designated area of specialization. Restricted to graduate students selecting the thesis exhibition degree requirement.

110798 Workshop  
1-6 credits  
Workshops are established in various areas as the need is determined by the department. Announcements of specific workshops being offered are made as the workshops are developed. See page 24 pertaining to credit limitations of workshops.

110799 Thesis Research  
1-6 credits  
Guided investigation of an approved thesis topic. Student may receive credit for research activities planned in conjunction with his/her adviser and leading to the completion of a master's degree.

ART (115)  
Art History and Appreciation  
(500 Level courses open to all graduate students)

115503 Survey of American Art  
3 credits  
An historical survey of American art from Colonial to Contemporary periods. The emphasis is on specific American qualities in comparison with similar European developments and how these qualities were motivated by unique characteristics in American social and cultural developments.

115504 Survey of African and Oceanic Art  
3 credits  
The course is designed to survey the art of two distinct cultural areas which have similar motivations for their visual expression. Emphasis is placed on equatorial Africa, Melanesia, Polynesia and Micronesia.

115505 History of Women in Art  
3 credits  
A study of the contribution of women artists to the fields of architecture, painting, sculpture, printmaking and fibre from the middle ages to the present.

115511 History of Greek and Roman Art  
3 credits  
This course is designed to cover in depth the development of the classical "ideal" form and to cover the manifestations of this form in Greek, Etruscan and Roman arts. The student will study the development of classical architecture, sculpture, painting and pottery.

115512 History of Medieval Art  
3 credits  
An investigation in depth of western art from the early Christian period through the Gothic period. Equal stress will be placed on the architecture, sculpture, painting and the minor arts of the period.

115513 History of Italian Renaissance Art  
3 credits  
A course designed to trace the development of architecture, painting and sculpture from the early fifteenth century through the sixteenth century in Italy. Emphasis is on the revival of interest in classical traditions and the combination of classic ideals and forms with contemporary artistic themes.

115514 History of Northern Renaissance Art  
3 credits  
This course is designed to study in depth the unique development of Renaissance art outside Italy, specifically in the Lowlands, France, Germany and Spain during the fifteenth and sixteenth centuries.
115515 History of Baroque Art 3 credits
An art lecture course covering the leading work in painting, sculpture and architecture in Italy, France, Spain, Germany and The Netherlands, from the Mannerist period to 1800. Slide illustrated.

115516 History of Nineteenth Century Art 3 credits
A slide illustrated lecture course examining major social, scientific and technical factors affecting stylistic progressions in painting, photography, architecture and sculpture during the nineteenth century. European art movements will be the principal concern of the course.

115517 History of Modern Architecture 3 credits
The major emphasis of this course is the development of the experimental nature of contemporary architectural forms. The student will study this trend from the early engineering solutions of mid-nineteenth century to the complex social and technological solutions of today.

115518 History of 20th Century Art to 1945 3 credits
An investigation of the complex visual imagery generated by the social milieu from 1900 to 1945. Emphasis will be on origins, stylistic progressions, and experimental approaches with the implications for today's movements. Offered fall semester only.

115519 Concepts in Art Since 1945 3 credits
A course designed to study the complex developments in art since 1945. Emphasis will be placed on experimental concepts, their evolution, and their manifestation in today's society. Offered spring semester only.

115696 Special Studies 1-3 credits
This course is designed to enable the Art Department of offer special study in the fields of Art History and Art Theory. The specific area will be announced at the time the course is offered.

MUSIC (150)

LIBERAL ARTS FOUNDATION COURSE

The liberal arts foundation course listed below is not to be enrolled in by those in the music emphasis.

150701 Music in Contemporary Culture 3 credits
A study of selected masterpieces representing the various cultures which are part of our musical heritage. The work will include studies toward the aesthetics and criticisms of the music, the history and background of its composer and the relationship of his music to contemporary thought.

SPECIALIZED COURSES

APPLIED MUSIC

150756 Advanced Conducting 2 credits
Advanced study and analysis of conducting techniques. Score reading and interpretation of masterpieces from standard instrumental and choral repertoire.

150767 Advanced Instrumental Techniques (Strings) 2 credits
An advanced course in string techniques. Prereq: 150367 or equivalent.
150768 Advanced Instrumental Techniques (Woodwind, Bass, Percussion) 1 credit
An advanced course in the theory and practice of playing the woodwind, brass and percussion. Prereq: 150267, 150268 or 150368 or the equivalent. May be repeated one semester for credit.

150777 Advanced Voice Class 1 credit
Group instruction in singing techniques with emphasis on posture, breathing, diction and tone production for students whose major performance is not voice. May be repeated one semester for credit.

150780 Graduate Applied Music 1-2 credits

15087 Advanced Piano Class 1 credit
Group instruction in piano technique, sight-reading and accompaniment for students whose major performance is not piano. May be repeated once for credit. Prereq: 150280 or equivalent.

MUSIC LITERATURE AND HISTORY

150645 Medieval and Renaissance Music 2 credits
A study of western music from chant to the advent of opera. Analysis of representative works.

150646 Music of the Baroque Period 2 credits
Detailed analysis of representative works by such composers as Monteverdi, Schutz, Corelli, D. Scarlatti, Bach and Handel. Study of performance practices in vocal and instrumental forms. Formerly 150741.

150647 The Music of the Rococo and Classical Periods 2 credits
Musical trends from C 1720-1827, the development of musical style from Style Galant and Empfindsam Stil to Haydn, Mozart and Beethoven. Analysis of representative works. Formerly 150742.

150648 Music of the Romantic Period 2 credits
A study of the styles and trends of the nineteenth century through study and analysis of representative works. Formerly 150743.

150649 Music of the Twentieth Century 2 credits
A study of the styles and trends of the twentieth century through study and analysis of representative works. Formerly 150744.

150694 Seminar in Music History 3 credits
Investigation and discussion of specialized problems in music literature and history. Topics selected on basis of needs and interests of participants in such areas as studies of individual composers, musical styles, and performance practices.

MUSIC THEORY

150651 Sixteenth Century Counterpoint 2 credits
A study of the sixteenth century style of contrapuntal writing, especially the works of Lassus and Palestrina. Emphasis on developing a technique for writing polyphonic music in the style of these composers. Prereq: 150252 or consent of instructor.

150655 Form and Analysis 2 credits
A study of the basic structural components as they are applied to the binary, ternary, rondo, theme and variations, sonata-allegro, and concerto forms. Analysis of selected samples are taken from music literature of all historical periods. Prereq: 150252.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>150656</td>
<td>Twentieth Century Theory</td>
<td>2</td>
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<tr>
<td></td>
<td>A study of the melodic, rhythmic, and harmonic</td>
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<td></td>
<td>elements of twentieth century music. Students</td>
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<td></td>
<td>will work with readings, scores, and recordings</td>
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<td>and will study the compositional aspects and</td>
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<td>sight singing skills involved in twentieth</td>
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<td>century music.</td>
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<td>150658</td>
<td>Improvisation: Jazz</td>
<td>1</td>
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<tr>
<td></td>
<td>A study of the nomenclature and theoretical</td>
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<td></td>
<td>principles of jazz from a performance and</td>
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<td></td>
<td>analytical view using scalar and choral</td>
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<td></td>
<td>sources in present practice. Prereq: Students</td>
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<td></td>
<td>should have a technical command of their</td>
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<td></td>
<td>instruments, voice, or be a member of the Jazz</td>
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<td></td>
<td>Laboratory Band, or be a director of a school</td>
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<tr>
<td></td>
<td>jazz ensemble.</td>
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<tr>
<td>150659</td>
<td>Jazz Arranging and Composition</td>
<td>2</td>
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<tr>
<td></td>
<td>A study and analysis of basic jazz and</td>
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<td></td>
<td>popular music theory, arranging techniques and</td>
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<td></td>
<td>compositional devices with emphasis on learning</td>
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<td></td>
<td>scoring practices for ensembles of varied</td>
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<td></td>
<td>size and instrumentation, including vocal</td>
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<td></td>
<td>scoring and writing instrumental</td>
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<td></td>
<td>accompaniments to vocal solos. Prereq: Graduate</td>
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<td></td>
<td>student, or have completed basic theory</td>
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<td></td>
<td>sequence if undergraduate student.</td>
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<tr>
<td>150753</td>
<td>Advanced Arranging</td>
<td>2-3</td>
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<tr>
<td></td>
<td>Techniques in scoring both small and large</td>
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<td></td>
<td>vocal and instrumental ensembles. Students</td>
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<td></td>
<td>enrolling for three credits are required to</td>
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<td></td>
<td>complete an additional special project in</td>
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<td></td>
<td>arranging, or to present a written report of</td>
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<td></td>
<td>research in the area of instrumentation</td>
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<td></td>
<td>approved in advance by the instructor. Prereq:</td>
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<td></td>
<td>150443 or equivalent.</td>
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<tr>
<td>150755</td>
<td>Composition</td>
<td>2-3</td>
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<tr>
<td></td>
<td>Original work in various forms and idioms.</td>
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<td>Students enrolling for three credits are</td>
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<td></td>
<td>required to submit a composition in one of the</td>
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<td></td>
<td>more extended forms. Prereq: 150252, 150452 and</td>
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<td></td>
<td>the consent of the instructor.</td>
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<tr>
<td>150792</td>
<td>Seminar in Music Theory</td>
<td>3</td>
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<tr>
<td></td>
<td>Investigation and discussion of significant</td>
<td></td>
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<td></td>
<td>problems in music theory. Topics are selected</td>
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<td>on basis of needs and desire of participants in</td>
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<td>such areas as twentieth century practices,</td>
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<td></td>
<td>theory pedagogy, harmonic and melodic</td>
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<td>styles.</td>
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</table>

**MUSIC EDUCATION**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>150625</td>
<td>Music Education for the Exceptional Child*</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>A course in music education of children and</td>
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<td>adolescents with specific physical, mental,</td>
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<td></td>
<td>learning, and emotional handicaps. Emphasis on</td>
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<td></td>
<td>assessment of handicaps as related to music,</td>
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<td>construction of individual education programs</td>
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<td></td>
<td>and mainstreaming techniques. Prerequisites: 480205,</td>
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<td></td>
<td>430160, 430234 or 432238 or consent of instructor.</td>
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<tr>
<td>150667</td>
<td>Jazz Ensemble Techniques</td>
<td>1</td>
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<tr>
<td></td>
<td>A study of the techniques needed to direct a</td>
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<td></td>
<td>school jazz ensemble such as the functions of</td>
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<td></td>
<td>the instruments, individually and in sections,</td>
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<td></td>
<td>the various articulations necessary to perform</td>
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<td></td>
<td>the various styles of jazz, and basic theoretical</td>
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<td></td>
<td>knowledge for understanding jazz ensemble scores</td>
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<td></td>
<td>and teaching basic improvisational techniques.</td>
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<tr>
<td>150668</td>
<td>Marching Band Techniques</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>A study of the techniques in producing a</td>
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<td></td>
<td>marching band performance including marching</td>
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<td></td>
<td>fundamentals, show planning, music selection,</td>
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<td>auxiliary groups and rehearsal techniques.</td>
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<tr>
<td>150736</td>
<td>Problems in Teaching and Supervising General</td>
<td>2-3</td>
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<tr>
<td></td>
<td>Music</td>
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<td></td>
<td>A detailed study of the problems involved in</td>
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<td></td>
<td>teaching and supervising the general music</td>
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<td>program in the elementary, junior high and</td>
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<td>senior high school. Special attention is given</td>
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<td>to problems of objective, organization,</td>
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<td></td>
<td>operation, materials and procedures.</td>
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</tbody>
</table>

*A 15 credit add-on certification in music for the exceptional child is available. Contact the Music Department Office for details.*
150737 Problems in Teaching Instrumental Music  2-3 credits
A detailed study of the problems involved in teaching instrumental music in the elementary, junior high and senior high schools. Special attention is given to problems of organization, operation, materials and procedures encountered in the program.

150738 Problems in Teaching Choral Music  2-3 credits
A detailed study of the problems involved in teaching choral music in the elementary, junior high and senior high schools. Special attention is given to problems of organization, operation, procedure and materials.

150740 Seminar in Music Education Research Techniques  3 credits
A basic course for graduate music education students in research methodology in music and music education. Topics covered: Bibliographic techniques in music and music education, basic research design, basic statistical analysis, basic tests and measurement in music education, and the writing of research papers in music education. Prereq: Graduate standing with undergraduate music education major.

150762 Folk Music in the Curriculum  3 credits
An introduction to folk music analysis, with emphasis upon the traditional folk music literature of the multi-cultural entities of the United States.

150764 Foundations of Music Education  3 credits
An examination of the historical, philosophical, and psychological bases for current approaches to music education. Evaluation of present practices with respect to goals, techniques employed, and evidence of effectiveness.

150791 Seminar in Music Education  3 credits
Investigation and discussion of contemporary, significant problems in music education. Topics are selected on basis of needs and desire of participants in such areas as music curriculum, tests and measurement in music, music research techniques and criticism, history and philosophy of music education.

KODALY EMPHASIS:

150759 Beginning Training in Kodaly Music Skills  3 credits
Practical application and practice in the use of hand signals, sight singing (solmization), ear training, dictation, and analysis, through the sub-pentatonic and pentatonic modes, as applied through the Kodaly approach to music education. Prereq: Evidence of participation in undergraduate or graduate workshops in Kodaly, using basic skills and Kodaly pedagogy, or comparable basic knowledge satisfactory to the instructor.

150760 Advanced Training in Kodaly Music Skills  3 credits
Intermediate practical application and practice in the use of hand signals, sight-singing (solmization), ear-training, dictation, analysis, and creativity, through the hexatonic and diatonic modes, as well as whole-tone and chromatic scales and harmonics, as applied through the Kodaly approach to music education. Prereq: Successful completion of 150759 or successful achievement of a test-out exam of 150759 requirements or permission of the instructor

150763 Principles of Kodaly for Choral Directors  3 credits
Kodaly principles applied to choral rehearsal and performance. Prereq: Evidence of knowledge of basic Kodaly techniques in elementary vocal/classroom music instruction, or completion of 150760.

150765 Methodology in the Kodaly Curriculum  3 credits
Collating Kodaly's philosophy, contemporary learning theory folk song materials and pedagogy, into building a music curriculum compatible with the Kodaly approach. Prereq: Completion of 150764.
MUSIC MISCELLANEOUS

150690 Workshop variable credit
Workshops are established in various areas as the need is determined by the department. Announcements of specific workshops being offered are made as the workshops are developed.

150696 Special Studies variable credit

150700 Individual Studies 1-3 credits
See page 71 for Individual Studies course description.

150798 Workshop variable credit
See page 72 for Workshop course description.

150799 Thesis Research 1-6 credits
See page 72 for Thesis course description.

THEATRE (133) and DANCE (131)

Graduate students may elect theatre courses in proper balance in the speech communication emphasis when appropriate to their degree program (M.S. in Communication). Also, when making degree plans, graduate students may elect theatre courses under the MEPD program instead of election in the M.S. in Communication program.

LIBERAL ARTS FOUNDATION COURSE

The liberal arts foundation course listed below is not to be enrolled in by students who are theatre majors.

133704 Foundations of Dramatic Art 3 credits
An intensive study of the theatre as an art and as a cultural force. The approach is an aesthetic and historical consideration of dramatic literature and the interpretative arts of stage, motion pictures, radio and television.

SPECIALIZED COURSES

133507 Theatre Management and Promotion 3 credits
A study of theory and practice in theatre management, including ticket office procedures, house management, publicity and promotion and the special problems in educational, community, and professional theatre.

133517 Creative Drama 3 credits
A study of the techniques useful for the integration of drama into the educational process. Includes lectures, demonstrations and group participation.

133543 Theatrical Costuming 3 credits
The basic principles and procedures involved in costuming for the theatre. The process of costuming a play, the fundamentals of patternmaking, costume construction and costume crafts are studied. Graduate students will have differentiated assignments.

133546 Survey of Modern Drama 3 credits
Analysis of trends and developments in the modern theatre from Ibsen's realistic plays to off-Broadway drama with emphasis on literary history and staging problems. Selected courses will be presented in the classroom. Team taught by Theatre and English faculty. Prereq: 133270 or consent of instructor.
133633 **Directing II**  
3 credits  
Study and application of contemporary directing theories and an exploration of approaches to production styles. Prereq: 133332 or consent of instructor.

133643 **Costume Design**  
3 credits  
A study of the history of costume and the basic principles and techniques of costume design. Student will design costumes for selected plays. Graduate students will have differentiated assignments.

133661 **Contemporary Drama**  
3 credits  
The function of the theatre as a social force in the twentieth century. Emphasis on form and content of the drama in the modern theatre with consideration of motion pictures and television. Prereq: 133270 or consent of the instructor.

133671 **History of the Theatre Through 1550 AD**  
3 credits  
Traces the development of the theatre from its origins until 1550 A.D. It considers theatre and drama in ancient Greece, Rome, the Middle Ages, the Italian Renaissance and the Orient. For each period it examines the theories and practices of such theatrical elements as playwriting, acting, directing, scenery, costuming, and the like. It seeks to discover how outside forces may have affected the development of the theatre at various times during this era and how theatrical trends established during this era may have affected subsequent developments in the theatre. Prereq: 133270 or consent of instructor.

133672 **Theatre History and Drama: 1550-1800**  
3 credits  
Analysis of trends and developments in the theatre from 1550 to 1800, including Neo-classicism, Restoration comedy, and theatre/drama in such countries as Germany, Italy, and Spain. Selected scenes to be presented in the classroom.

133675 **Theatre History and Drama: 1800 to 1900**  
3 credits  
Analysis of trends and developments in the theatre and drama in the 19th century, including America, Russia, and the Scandinavian countries. Emphasis on the plays of Ibsen and Shaw. Selected scenes to be presented in the classroom.

133690 **Workshop**  
1-6 credits  
A study group of less formal organization that the usual college course in which students share in the identification of problems and issues to be studied, principles to be discussed or methods and resources to be used. Summer theatre is offered every summer. Other workshops offered on demand.

133696 **Special Studies**  
1-3 credits  
A course which is not regularly included in the curriculum but which is offered from time to time on topics in theatre selected on the basis of need, interest or timeliness.

133699 **Production Project**  
3 credits  
Directing, designing or writing a full-length play, or the planning and presentation of a full-length acting recital or theatrical promotion campaign. The project will be conducted under the supervision of the Theatre/Dance Department faculty, and will be presented for the university and community. Prereq: 25 credits in theatre and submission and approval of proposal by the Theatre Department.

133700 **Individual Studies**  
1-3 credits  
See page 71 for Individual Studies course description.

133798 **Workshop**  
1-6 credits  
See page 72 for Workshop course description.
ACCOUNTING (210)

210541 Intermediate Accounting I  
Interpretation and application of accounting principles involving current assets and liabilities, investments and non-current liabilities along with internal and external reporting of operations in these areas. Prereq: 210244 or 210701. It is suggested that 210542 be taken concurrently.

210542 Cost Accounting  
A study of how manufacturers determine and control product costs (job-order and process costing, actual and standard cost systems, absorption and direct costing). Variance analysis and reporting, and responsibility accounting are included in the discussion of cost control. The relevancy of accounting information in decision making and the allocation of service department and other joint costs are also probed. Prereq: 210244 or 210701.

210543 Intermediate Accounting II  
Interpretation and application of accounting principles involving stockholders' equity, intangibles, plant and equipment, funds flow, financial statement analysis, and price-level adjusted statements. Prereq: 210541.

210651 Income Tax Accounting  
A study of United States and Wisconsin income tax laws with emphasis on the individual taxpayer. The study includes a review of current proposals, discussion of practical problems in tax planning and practice in the preparation of tax returns. Prereq: 210244 and 210701.

210652 Advanced Income Tax Accounting  
A study of United States and Wisconsin income tax laws with special emphasis on the treatment of corporations and partnerships. Additional topics may include installment sales, accounting for inventories, income averaging, income taxation of estates and trusts, or tax administration. Prereq: 210651.

210655 Governmental and Not-For-Profit Accounting  
A study of accounting and report preparation for governmental units at the city, county, and state level. Also a study of the accounting procedures of the federal government, public schools, college and universities, and hospitals. Prereq: 210543.

210657 CPA Problems  
A review of accounting problems covered in recent CPA examinations and a study of approaches to problem solution. Major emphasis is on the practice section of the CPA examination; however, the theory, auditing and law sections are treated indirectly in connection with the review for the practice section. Prereq: 210543, 210661, 210751, 240342 and the consent of the instructor.

210661 Advanced Accounting I  

210662 Ethics and Standards of the Accounting Profession  
A specialized study of the ethical standards of the accounting profession. The course covers professional competence, independence, attitudes, compliance with accounting
and auditing standards, S.E.C. Rules and Opinions as they affect the public auditor, and ethical responsibilities involved in the accountant's relations with the legal profession and his/her civic responsibilities as a professional. Prereq: 20 credits of accounting.

210664 Analysis of Financial Reports 3 credits
Analysis and interpretation of accounting statements with emphasis on structure, terminology, ratio analysis, and preparation of interpretive reports. Prereq: 210541.

210690 Workshop variable credit
Workshops are established in various areas as the need is determined by the department. Announcements of specific workshops being offered are made as the workshops are developed. Prereq: Consent of instructor.

210696 Special Studies 1-3 credits
A course designed to give students an opportunity to pursue special topics in accounting according to the individual interests and career objectives of the student. A limit of three credits can be applied toward the accounting major and a limit of six credits toward a degree.

210700 Individual Studies 1-3 credits
See page 71 for Individual Studies course description. May be repeated one time.

210701 Accounting Foundations 3 credits
The course is an accelerated coverage of the equivalent of Accounting Concepts and Managerial Accounting at the undergraduate level. The content includes a study of the accounting cycle, financial statement preparation and interpretation, major cost accounting systems and cost analysis for business decision making.

210735 Profit Planning and Control 3 credits
An in-depth look at the concepts and techniques of creating a firm's financial plan. Emphasis is on analysis of past costs so as to predict the future patterns, forecasting of sales, production, cash, and other components, while stressing the need for the commitment, involvement and coordination of management. Prereq: 210701.

210751 Financial Accounting 3 credits
Advanced study of the theory underlying the principles and concepts of accounting for partnerships, joint ventures, consignments, installment sales and estates and trusts. Application of actuarial science principles and procedures to business problems. A study of insolvency and receivership accounting, the principles of governmental (fund) accounting, and recent FASB Statements not covered in 210541, 210543 and 210661. Prereq: 210543.

210755 Managerial Accounting and Controllership 3 credits
Managerial requirements and uses of accounting information, flexible budgeting, capital budgeting and break-even analysis. Analysis of cost-profit-volume relationships, direct costing, historical costs, current costs and price level adjustments. Includes application of regression analysis, linear programming, discounted cash flow techniques, PERT, and EOQ. Prereq: 210542 or 210735, and 230703.

210761 Accounting and Management Information Systems 3 credits
A study of the theory and principles underlying the design and installation of accounting and management information systems; consideration of the integration and impact of the computer on the total information system. Prereq: 250705 and 210751.

210765 Advanced Auditing 3 credits
An extensive study of audit programs, standards, responsibilities and controls. A review of AICPA releases and publications. Consideration of the impact of the computer
and the use of statistical sampling techniques on auditing procedures and practice. Prereq: 210751.

210775 Income Determination 3 credits
A critical study of the principle concepts of income determination with detailed analysis of the historical cost, price-level adjusted, current replacement cost and current value methods of income measurement. The course also includes a review of other input and output value systems. Prereq: Consent of instructor.

210781 Advanced Accounting Theory I 3 credits
A study of accounting theory at the advanced level. An in-depth study of accounting principles and standards with particular reference to established theory. Prereq: 210751 or consent of instructor.

210782 Advanced Accounting Theory II 3 credits

210790 Readings and Research in Accounting 1-3 credits
Study of selected contemporary areas in accounting through readings in current research and literature. Prereq: Consent of instructor.

210798 Workshop variable credit
See page 72 for Workshop course description.

BUSINESS EDUCATION AND OFFICE ADMINISTRATION (220)

All candidates for the Master of Science in Teaching degree with an emphasis in business education must complete a minimum of 15 hours in their field of specialization. The following courses must be included within the program: 220762; 220751, 220752, 220754, or 220756; and 220765, 220660, or 220661. Under extraordinary circumstances, substitutions may be made by the student’s emphasis adviser in Business Education.

LIBERAL ARTS FOUNDATION COURSE

The liberal arts foundation course listed below is not to be enrolled in by those in the business education emphasis.

220701 Consumers in Contemporary Society 1-3 credits
The study of managing personal resources. Included are three independent modules: (Mod 1) Goals, financial analysis, and decision-making related to acquiring goods, services, and credit; (Mod 2) protections through health, life, property, and social insurance; and (Mod 3) enhancing financial position through savings alternatives, stocks, bonds, mutual funds, and tax shelters. One credit for each mod. Registration may be for one to three units.

SPECIALIZED COURSES

220545 Introduction to Word Processing 3 credits
An introductory course in word processing emphasizing the purpose of adopting word processing in business organizations. Focus is on word processing concepts, the way they are integrated into a total information processing network, and the handling of paperwork in today's organizations. Problems are analyzed for input to stand-alone magnetic keyboards. Special emphasis will be placed on word originator training. Prereq: 220255 or consent of instructor.

220643 Administrative Office Management 3 credits
The solution of office problems from the point of view of the supervisor, including principles of management and office organization with consideration to physical facilities, the
general nature of office work, personnel relations, and managerial control of office output.

220645 Records Management 3 credits
The development of the principles of records administration including creation, use, maintenance and destruction. A discussion of storage facilities, records classification, forms and reports control, protection of vital records and micro-image systems.

220647 Data Processing for Business Teachers 3 credits
A study of the concepts, methods and equipment used in business in a systems approach to data processing. An introduction to program development with BASIC programming through microcomputer and mainframe experience. An understanding of how data processing can be integrated throughout the business education curriculum.

220660 Principles of Vocational Education 2 credits
The history and development of vocational education both in the United States and Wisconsin are explored. In addition the administrative structure of vocational education at the local, state, and national levels is outlined. The various vocational program areas are discussed with emphasis given to issues, trends, and problems in vocational education. The role of the vocational education occupational preparation program teacher/coordinator is introduced. This offering meets the Department of Public Instruction’s course requirement for vocational certification. The course also fulfills one of the certification requirements of the Wisconsin Board of Vocational, Technical and Adult Education.

220661 Organization and Administration of Vocational Programs 3 credits
A study of vocational occupational preparation programs which utilize the project/simulation method or the cooperative method of instruction. Included in the course are the knowledges and procedures necessary to implement the quality components of a vocational educational preparation program. Current issues facing vocational education will also be discussed such as understanding the challenges which are facing vocational education in the emerging world of work. The cooperative method, procedures, and techniques are stressed. This course satisfies the Department of Public Instruction’s program approval requirement for teachers in funded cooperative education programs. Prereq: 220460 or 220660 or equivalent.

220662 Coordination Techniques 1 credit
This course covers techniques of how a vocational education teacher can successfully coordinate a vocational program using the cooperative method. Students will have the opportunity to demonstrate their skill in coordination techniques through field experience and role playing. Specific topical areas covered are: how to locate job training sites, how to convince the employer to participate in the program, and how to articulate the classroom curriculum with the part-time job experience. Prereq: 220460/660 Principles of Vocational Education or equivalent.

220690 Workshop variable credit
See page 77 for Workshop course description.

220696 Special Studies variable credit

220700 Individual Studies 1-3 credits
See page 71 for Individual Studies course description.

220738 Seminar in Business Communication 3 credits
A study of the principles upon which effective business communication is based. Levels of language, organizational techniques, the development of ideas, and clarity of presentation are given major emphasis. Frequent writing exercises and extensive analyses of actual business communication.
220751 Improvement of Instruction in Skill Subjects 3 credits
A study of current trends in the teaching of skill subjects. Current literature and research will be utilized in discussing objectives, instructional materials and equipment, teaching procedures and evaluation techniques.

220752 Improvement of Instruction in Accounting and Basic Business Education 3 credits
Study of the teaching-learning system for accounting and courses involved with education about business as related to objectives, materials techniques, incorporating economic education and data processing through current literature and research.

220754 Improvement of Instruction in Business Communication 3 credits
A course designed to provide help in the designing of creative teaching materials for the improvement of instruction in business communication. Materials developed will provide new approaches to the teaching of business communication, and in interaction and exchange sessions participants will explore a variety of situational problems which will provide insight into individual problems in the teaching of business communication.

220755 Teaching Data Processing 3 credits
Content, materials and techniques in teaching data processing in secondary schools. Includes development, present status and trends in data processing. Special emphasis on physical facilities and equipment. Prereq: 220447/647.

220756 Improvement of Instruction in Marketing and Distributive Education 2 credits
A study of the issues, trends, and problems that are unique to marketing and distributive education. Included as topics of study in the course would be curriculum development updates and updates on the three major support methods that are used with the related in-class instruction. Additional topics will focus on current or changing business practices in marketing occupations that could have a direct impact on the marketing and distributive education curriculum.

220758 Trends in Business Teaching—Secretarial 2 credits
Designed to improve classroom instruction in the office occupations area through an evaluation of research and current literature.

220759 Trends in Business Teaching—Basic Business and Accounting 2 credits
Designed to improve instruction through analysis of current objectives, new materials, revised methods and accepted evaluation techniques. Includes a review of research and current literature.

220762 Current Problems in Business Education 1-3 credits
A study of the problems currently confronting the supervisor, teacher, and student of business education on both secondary and post-secondary level. Includes a study of curriculum development and objectives of business education.

220763 Programming Business Data 3 credits
Programming business data builds on the background and experience of the teachers enrolled. Students may program in BASIC, COBOL, and/or FORTRAN. Students will program in the language of the computer or computer services available at their school and in the language best suited to meeting the needs of the students in their classes. Prereq: 220447/647, 250211 or equivalent, or consent of instructor.

220764 Administration and Supervision of Business Education 3 credits
Administration and supervisory problems of business education programs in secondary and post-secondary schools. Topics include local, state and federal programs; financial support; physical layout, equipment and furniture; training, selection, assignment and evaluation of teachers; curriculum development; public relations and publicity.
220765 Occupational Information and Vocational Guidance  
3 credits  
A study of guidance and career selection procedures particularly appropriate for use with students enrolled in a secondary or postsecondary vocational education program. A specific study of classroom activities performed by vocational instructors; such as the disseminating of occupational information, and the conducting of activities related to career exploration, job analysis, interviewing techniques, employment and training opportunities for those persons entering or returning to vocational occupations or retraining for a new vocational career.

220766 Word Processing and Management  
3 credits  
A panoramic view of word processing equipment to be used in business offices. An opportunity for business teachers to use effectively equipment found in word processing systems through discussion and hands-on experience.

220767 Office Communications, Systems and Procedures  
3 credits  
The modern office as the center of communications for the business enterprise. Exploration of worker competencies necessary for employment in the office of today. Designed for business teachers in secondary and post-secondary schools who are concerned with preparing students for office occupations.

220768 Accounting Systems and Procedures  
3 credits  
A study of the significant developments in accounting procedures on organizational patterns and business practices and their effect on the clerical labor force; techniques and procedures by which information is gathered and made available for processing in accounting; and data processing in accounting procedures. This course is primarily for the high school bookkeeping teacher.

220769 Basic Business Concepts  
3 credits  
Study of the organization and operation of business including the functional and supportive dimensions, relation of economic and social issues, and world interdependence.

220771 Administrative Support Information Processing  
2 credits  
As an introduction to office information support systems this course will provide theory and application of equipment used in the automated office. "Hands-on" experience will be provided. Prereq: Equivalent of Intermediate Typewriting or ability to type straight copy at 40 words per minute.

220776 School Personnel Administration  
3 credits  
Designed to provide knowledge of the theory and function of school personnel administration and the manner in which it may serve to secure, develop and retain people with skills, attitudes, and knowledge essential for the accomplishment of the school's objectives.

220792 Occupational Experience  
3-6 credits  
Designed to be undertaken by qualified business teachers and prospective teachers through participation in a coordinated work-study program in certain business offices or retail establishments. This course correlates classroom training and experience with office or distributive experience and standards. Prereq: Advance approval of instructor.

220796 Special Studies in Business Education  
1-6 credits  
A study of special topics in business education that are not regularly included in the curriculum.

220798 Workshop  
See page 72 for Workshop course description.
Thesis

If a student elects a thesis, a total of not more than 6 credits may be given for work on a thesis throughout the sessions in which the thesis is being written. The number of credits allowed for the thesis is arranged with emphasis professor and paper adviser.

ECONOMICS (230)

LIBERAL ARTS FOUNDATION COURSE

The liberal arts foundation course listed below is not to be enrolled in by those who have majored in economics. It is limited to candidates in degree programs requiring liberal arts foundation courses.

230701 Current Economic Problems

An examination of the basic economic issues and goals, including economic growth, environmental and energy resources, international economic policy, problems of competition and monopoly, and the role of the government as producer and regulator. 3 credits

SPECIALIZED COURSES

230545 Business Statistics II

Development and application of statistical methods to problems of estimation, testing, prediction, and decision making under uncertainty. Topics covered include Chi-square, goodness-of-fit test and test of independence, regression and correlation analysis, analysis of variance, Bayesian decision making, and time series analysis and forecasting. The use of the computer in statistical analyses is emphasized and applications covered are oriented to problems in business and economics. Prereq: 230245. 3 credits

230604 History of Economic Thought

A study of the development of economic ideas, with emphasis on classical, neoclassical, socialist, Keynesian and Institutional schools of thought. Prereq: 230211, 230212. 3 credits

230611 Intermediate Microeconomic Analysis

Price and modern microeconomic theory, pricing of products and factors of production under different market structures; modern approaches to theories of consumption and production; general equilibrium theory. Prereq: 230212. 3 credits

230612 Intermediate Macroeconomic Analysis

Income and modern macroeconomic theory; general aggregative systems; national income determination theory; composition and measurement of the national income; analysis of income generation; government policy. Prereq: 230212. 3 credits

230636 Regional Economics

Theory of regional analysis, problems of regional research such as location of industry and regional resources. Prereq: 230212. 3 credits

230638 Urban Economics

Focusing on the important aspects of urban economics: the theory of housing, location, property values and race, slums and urban renewal, public policy and the urban environment. Practical aspects of proposed solutions. Prereq: 230211. 3 credits

230641 The Economics of Industrial Organization

Application of economic theory and analysis to case studies in industry in terms of market structure, market conduct, and industry performance. Extensive treatment of the related problems of establishing criteria, gathering and evaluating empirical evidence, and formulating and implementing various public policies concerned with industrial organization and market behavior. Prereq: 230212 or consent of instructor. 3 credits
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>230659</td>
<td>Comparative Economic Systems</td>
<td>3 credits</td>
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<tr>
<td></td>
<td>A study of different types of economic organizations: Capitalistic, socialist, communist; some of their numerous varieties. Special emphasis on Soviet type economics. Prereq: 230212.</td>
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<tr>
<td>230690</td>
<td>Workshop</td>
<td>1-3 credits</td>
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<tr>
<td>230696</td>
<td>Special Studies</td>
<td>1-3 credits</td>
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<tr>
<td>230700</td>
<td>Individual Studies</td>
<td>1-3 credits</td>
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<tr>
<td>230703</td>
<td>Statistics Foundations</td>
<td>3 credits</td>
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<td>Introduction to descriptive statistics and basic statistical methods as applied to scientific problem solving and decision making. Topics covered include: Descriptive statistics, elementary probability theory, theoretical distributions, sampling distributions, estimation, tests of hypothesis, simple linear regression and correlation analysis, and index numbers.</td>
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<tr>
<td>230704</td>
<td>Economic Foundations</td>
<td>3 credits</td>
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<td></td>
<td>A study of micro and macro economic tools of analysis. The functioning of a market economy in product and factor markets under alternative market structures. National income, fiscal policy and the role of the money supply.</td>
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<tr>
<td>230734</td>
<td>Economic Concepts for Teachers</td>
<td>3 credits</td>
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<td>This course is designed to introduce teachers to selected economic concepts and principles deemed fundamental to economic understanding, and to provide for the development of teaching related materials which will permit teachers to bring their newly acquired economic understanding to the student. Special attention will be given to the use of video and micro computer equipment.</td>
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<td>230736</td>
<td>Business Conditions Analysis</td>
<td>3 credits</td>
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<td>A study of the macroeconomic structure and operations of the economic system. Analysis of fluctuations in national income, output, employment, and prices and the implication of such changes on business decisions. Evaluation of the influence of monetary and fiscal policies on economic activity. Assessment of the various approaches and methodologies available for forecasting business conditions. Prereq: 230704.</td>
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<tr>
<td>230737</td>
<td>Managerial Economics</td>
<td>3 credits</td>
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<td></td>
<td>Applications of microeconomic theory to problems of formulating managerial decisions. Emphasis on economics as a science that facilitate decision making. Topics considered include optimization techniques, risk analysis and estimation of demand and costs of production, market structures and pricing practice, and anti-trust economics. Integrates theory and practice. Prereq: 230703, 230704, and 260702.</td>
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<tr>
<td>230751</td>
<td>Economics of Regulation</td>
<td>3 credits</td>
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<tr>
<td>230753</td>
<td>Labor Markets and Wage Theory</td>
<td>3 credits</td>
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<td>A study of the labor market behavior of employers, workers and unions; collective bargaining in the private and public sectors; wage determination; and the effects of government on employer-employee relations. Prereq: 230704.</td>
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<td>Course Code</td>
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<tr>
<td>230754</td>
<td>Monetary Theory and Policy</td>
<td>3</td>
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<tr>
<td>230756</td>
<td>Public Finance and Taxation</td>
<td>3</td>
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<tr>
<td>230758</td>
<td>Advanced International Economics</td>
<td>3</td>
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<tr>
<td>230761</td>
<td>Business and Economic Forecasting</td>
<td>3</td>
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<tr>
<td>230764</td>
<td>Quantitative Economics</td>
<td>3</td>
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<tr>
<td>230767</td>
<td>Advanced Managerial Economics</td>
<td>3</td>
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<tr>
<td>230790</td>
<td>Readings and Research in Economics</td>
<td>3</td>
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<tr>
<td>230798</td>
<td>Workshop</td>
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<tr>
<td>230799</td>
<td>Thesis</td>
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**FINANCE AND BUSINESS LAW (240)**

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Description</th>
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<tbody>
<tr>
<td>240641</td>
<td>Business Law Application</td>
<td>3</td>
<td>An analysis of the legal aspects of decision making in business organizations using the technique of problem solving through case study and utilizing the seminar research approach. A study of the adjudication of social issues and their effect on modern business. The course coverage includes the study of legislation relating to consumer protection, product liability, labor law, securities regulation, and antitrust legislation.</td>
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<tr>
<td>Course Code</td>
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<td>240642</td>
<td>Estates and Trusts</td>
<td>3</td>
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<td></td>
<td>A study of the materials necessary to the formulation, execution and disposition of properties in wills, estates and trusts; also includes real estate law and transactions. Prereq: 240342 or consent of instructor.</td>
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<td>240646</td>
<td>Insurance</td>
<td>3</td>
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<td>A study of the economic and social services of the institution of insurance. Prereq: 240344 or consent of instructor.</td>
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<td>240656</td>
<td>Security Analysis</td>
<td>3</td>
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<td>A detailed examination of the various classes of securities available for investors, and the development of techniques used to reach dependable conclusions as to the safety and attractiveness of a given security at the current market price or at some assumed price. Prereq: 240345.</td>
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<td>240660</td>
<td>Advanced Property and Casualty Insurance</td>
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<td>Consideration of advanced topics in property and casualty insurance. Among those items covered are direct and indirect property coverages, inland marine insurance, liability coverage, including its legal foundations, workmen's compensation, the general liability contract, crime coverages, surety and fidelity bonding and insurance regulations. Prereq: 240446 or consent of instructor.</td>
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<tr>
<td>240664</td>
<td>Advanced Life and Health Insurance and Pensions</td>
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<td>Consideration of advanced topics in life and health insurance. Among those topics covered are principles underlying life insurance, individual life insurance contracts, business uses of life insurance, fixed and variable annuities, individual health coverages, group insurance principles and uses, and pensions. Prereq: 240446 or consent of instructor.</td>
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<tr>
<td>240690</td>
<td>Workshop</td>
<td>1-3</td>
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<td>See page 77 for Workshop course description.</td>
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<tr>
<td>240696</td>
<td>Special Studies</td>
<td>1-3</td>
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<tr>
<td>240700</td>
<td>Individual Studies</td>
<td>1-3</td>
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<td>An opportunity for a student to explore in more detail a specific field of study. Student and advisor will develop a proposal, with the consent of the professor(s) in charge of the study. A student may satisfy up to 3 credits of the 9 credit emphasis by pursuing this course with one or more members of the graduate faculty. A copy of the proposal must be on file in the chairman's office prior to registration.</td>
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<tr>
<td>240718</td>
<td>Financial Management</td>
<td>3</td>
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<td>Consideration of the finance function as it relates to other organizational roles, the use of capital budgeting techniques, other quantitative methods, and model building in decision making. Prereq: Graduate standing, 240344, or 210701. Not open to those who have an undergraduate finance degree.</td>
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<tr>
<td>240721</td>
<td>The Legal Environment of Business</td>
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<td>Macro Law (the nature, formation, and application of law in general) stressed in the environmental approach as contrasted with the traditional micro approach (the detailed substantive rules in areas such as contracts, agency and business organizations). The course coverage includes the study of legislation relating to consumer protection, product liability, labor law, securities regulation, and antitrust legislation. In addition, an overview of the major areas of private law.</td>
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<tr>
<td>240731</td>
<td>Advanced Trusts and Estates</td>
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<td>This course will involve an advanced, in depth, study by graduate students of the law which relates to the field of probate, including the legal responsibilities of trustees,</td>
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guardians, personal representatives, conservators and other fiduciaries. The insurance, real estate, stock sale and banking industry all require career-oriented persons who have a working knowledge of this field of law. These persons are generally in managerial positions and are called upon to act in the fiduciary capacity. Prereq: 240721 or 240341. Credit for Estates and Trusts: 240442/240642 and 240731 will not be given.

240750 Real Estate Finance and Investment  3 credits
Consideration of the institutional environment affecting the financing and ownership of real estate. Detailed evaluation of both the nature of and the risks associated with lender and investor yields from real estate investment. Special attention will be given the extent to which financial leverage and tax considerations affect risk and return. Prereq: 240718 or consent of instructor.

240755 Multinational Business Finance  3 credits
Multinational Business Finance is an advanced course of international financial principles concerning the investment and financing decisions of transnational firms and investors. It covers an area of major macro-economic factors affecting international corporate decisions. A special emphasis is given to foreign exchange transactions, hedging strategies, international elements of capital structure decisions and capital budgeting. The course also includes a detailed analysis of international financial markets and taxation of transnational corporations. Prereq: 240344/240718 or equivalent.

240760 Financial Markets  3 credits
Structure and operation of the markets for corporate debt and equity securities, municipal obligations and mortgages. Detailed examination of stock markets and their use by investors. Prereq: 240344 and 240345 or 240718.

240770 Capital Budgeting  3 credits
Financial planning for working capital management and long range investment projects. Emphasis on capital budgeting problem solving. Readings on capital budgeting and related topics; cost of capital structure, and dividend policy. Prereq: 240718 or concurrent enrollment.

240780 Portfolio Theory and Practice  3 credits
Formulation of objectives and the development of portfolios to meet these objectives for individuals and institutions. Special attention will be focused on statistical and analytical techniques for portfolio selection and management. Prereq: 240718 and 250731 or consent of instructor.

240790 Readings and Research in Finance  3 credits
Selected readings in current periodicals and publications chosen to deal with contemporary problems and issues in investments, banking institutions and financial management.

230798 Workshop  1-6 credits

230799 Thesis Research  1-6 credits
Original research supervised by an adviser. A committee of three, including the adviser, will evaluate the acceptability of the thesis and number of credits allowable. Adviser and other committee members will be appointed by department chairperson after consultation with student. A total of 1-6 credits is authorized. Prereq: Graduate standing and 28 credits in undergraduate and graduate economics courses. Some of these may be taken concurrently with approval of adviser.
MANAGEMENT (250)

Students should check with the Associate Dean, College of Business and Economics, to find out when courses will be offered and the current prerequisites. All courses are 3 credits, except as noted.

250700 Individual Studies 1-3 credits
An opportunity for a student to explore in more detail a specific field of study. Student and adviser will develop a proposal, with the consent of the professor(s) in charge of the study and the approval of the College Graduate Studies Committee. A student may satisfy up to 3 credits of the 9 credit Emphasis by pursuing this course with one or more members of the graduate faculty. A copy of the proposal must be on file in the Associate Dean's Office prior to registration.

250705 Computer Foundations 3 credits
The course explores the role of the computer system in business operations, control and decision making. The course coverage includes a description and analysis of management information systems in the current business environment. The student learns to program and to design systems. Emphasis is placed on the analysis of the business environment as the starting point for systems design. The course will include special topics on the use of existing software.

250719 Operations Management 3 credits
A survey course focusing on the performance of managerial activities entailed in selecting, designing, operating, controlling, and updating productive systems. This life cycle approach will include treatment of non-manufacturing activities, and will draw heavily upon latest developments in the field. In the analysis of operating functions of the manager, a text is used along with problems or cases in key areas. An oral presentation and/or a written report covering a case study, research topic, or computer application are required. Prereq: M.B.A. Tool Foundation courses.

250720 Organization Theory and Policy 3 credits
An analysis of organization theory and research. The history of organization theory and the economic, political and social influences on its development. Major theories in scientific management, classical administrative organization, neo-classical management theory and modern organization theory, and policy formation are covered.

250741 Managerial and Organizational Behavior 3 credits

250742 Computerized Decision Support Systems 3 credits
Focuses on the manager's decision-making activities, and the use of computer-based technologies to support them, including teleprocessing, data bases, and statistical techniques. Applications are considered, such as financial control, inventory, and personnel. Prereq: 250705, Computer Foundations, or its equivalent.

250751 Management of Human Resources I 3 credits
An examination of the organization and administration of the personnel function in management. It is concerned with the employment, training, safety and health, employees services, and employee relations functions of personnel administration. Attention is focused on a limited number of topics drawn from these areas so more crucial concepts and methods involved may be dealt with in depth.

250752 Management of Human Resources II 3 credits
An examination of the organization and administration of varied compensation programs in profit as well as nonprofit organizations. It is concerned with a detailed study
of job structures, methods of job evaluation, performance appraisal, wage surveys, basic systems and plans of compensating employees, and fringe benefits. Attention is focused upon a limited number of topics drawn from these areas so that the more crucial concepts and methods involved therein may be dealt with in some depth. Prereq: 250751.

250758 Conflict Resolution in Labor Relations 3 credits
Primary concern is with the setting and the dynamics of contract negotiation and administration. Emphasis is on the development of insight and understanding of the forces affecting the decisions of the parties to a labor contract. A dynamic approach is taken to examine difficulties that arise in attempting to administer a collectively established relationship between employer and employees. Investigation of different means of conflict resolution including mediation, fact finding, and arbitration processes.

250761 Operations Planning and Control 3 credits
A case-study course focusing on major strategic operating decisions faced by production vice-presidents and their staffs. These decisions include production capacity, type of production system, vertical integration and timing of change. The requirement for operational performance which originates in the corporate planning process and the task of profit planning in various industries is considered via case studies of real world business situations. A research paper and presentation covering in depth an industry of interest to the student are required. Text and cases are used. Prereq: 250719.

250762 Inventory Systems 3 credits
This quantitative course is designed to expose the students to a thorough treatment of the many common and most useful inventory systems and their impact on materials management. The inventory systems covered will include purchase and production order quantity systems, fixed order size and interval systems under risk and uncertainty and single and multiproduct stochastic models. Further attention will be paid to such topics as forecasting, inventory system design characteristics, evaluation and control of inventory systems. A project involving design and implementation of a real world inventory situation of interest to the student is required. Text and reference material are used. Prereq: 250719 and 260731.

250768 Manufacturing Policy 3 credits
Focuses on the strategic implications of major manufacturing decisions facing the top manager, such as the manufacturing vice-president. Different industries are explored in depth relative to their evolving technologies, critical processes, cost structures, and competitive conditions. Industry-oriented case studies are used to encourage the critical analysis of individual firms within the industry; this includes evaluating the firm’s policies, competitive strategies, and the impact of major manufacturing decisions on corporate performance. Prereq: 250719.

250769 Manufacturing Seminar 3 credits
A quantitative course focusing on techniques that are primarily unique to the production/manufacturing area. Topics may include facility layout, line balancing, scheduling, sequencing, reliability, quality control, and others of use to the functional specialist in systems producing goods or services. A research paper and seminar presentation covering a topic of interest will be used. Prereq: 250719.

250770 Organization Design 3 credits
Examines organizational analysis implications and develops rationale for management practice. Examines effective organizational structures through analysis of relationships of organizational variables. Investigates firm-environment matches. Develops frameworks for organizational analysis, research and design. Provides analysis of the major overall considerations relevant to the effective design of organizations. Prereq: 250720 or equivalent.
250771 **Strategic Management & Planning** 3 credits
The course deals with practical methods and applications based upon sound theory, research, and practice of strategic management and planning, and management control and operational control systems. Comparative analysis of emerging strategic management frameworks will be examined with implications for management practice. Prereq: 250720 or equivalent.

250777 **International Management** 3 credits
The course deals with concepts, problems, and research in the managerial aspects of international business. Prereq: 250720 or equivalent.

250790 **Readings and Research in Management** 3 credits
Study of a selected area in management through readings and/or empirical research. Prereq: Permission of instructor and department chairperson.

250791 **Business Policy and Environment** 3 credits
Study of the legal, political, social, technological and economic environment in which business operates. The course integrates this environmental study with development of organization policy concerning planning and administration of the functional activities of the business. A coverage of corporate social responsibility and business ethics is also included in this course. Prereq: Last semester of program.

250798 **Workshop** variable credits
Workshops are established in various areas as the need is determined by the department. Announcement of specific workshops being offered are made as the workshops are developed.

250799 **Thesis Research** 1-6 credits
Guided investigation of an approved thesis topic. Student may receive credit for research activities planned in conjunction with his/her adviser and thesis committee and leading to the completion of a master's degree. Requires advance approval of the MBA Program Director.

**MARKETING (260)**

260610 **Quantitative Analysis for Marketing Decisions** 3 credits
Application of model-building approach and quantitative techniques to marketing decisions. Selected topics for in-depth study may include market segmentation and profiling, brand positioning, consumer brand choice, new product adoption, retail patronage, physical distribution, allocation of sales efforts, pricing, marketing audit and others. Advanced techniques for analyzing marketing data will also be discussed. Prerequisite: 260381 or consent of instructor.

260620 **Consumer Behavior** 3 credits
A survey of the theories of consumer behavior. Contributions from the social sciences and their applications to marketing. Prereq: 260311.

260636 **Purchasing and Materials Management** 3 credits
An integrated approach to the problems of inventory determination, purchasing, incoming traffic and industrial marketing from the viewpoint of the manager of materials. Cases studied. Prereq: 260311.

260642 **Physical Distribution Systems Analysis** 3 credits
Analysis of the problems encountered in the physical movement of goods from the end of production to the consumer. Emphasis is on analyzing an integrated physical distribution system for a business firm. Various techniques and methods for analyzing spatial arrangements of markets, plant and warehouse location, inventory systems, selection
of carrier alternatives and physical movement channels are surveyed. Prereq: 260311 and 230245.

260696 Special Studies  1-3 credits

260700 Individual Studies  1-3 credits
See page 71 for Individual Studies course description.

260702 Mathematics Foundations  3 credits
Development of analytical concepts of mathematics needed for management applications. The course is designed to prepare students in business administration to communicate in mathematical language and to help them improve their understanding of quantitative and statistical applications in business administration. Covered in the course are basic algebra, set theory, matrix algebra, linear equations, polynomials and their graphs, limits and the derivative, higher derivatives and partial derivatives, and integral calculus. Emphasis is placed on business decision making.

260716 Marketing  3 credits
Analysis of the institutional, behavioral, competitive, legal and intra-firm aspects of the marketing function in business and other organizations. Prereq: Graduate standing and Microeconomics.

260731 Advanced Statistical Methods  3 credits
Applications of probability theory and advanced statistical methods to managerial problems of prediction, inference, and decision making under uncertainty. Topics covered include probability theory, decision theory, sampling theory, analysis of variance and fundamentals of experimental designs, multiple correlation and regression, time series analysis and forecasting and selected nonparametric methods. Emphasis is placed on the application of these tools and techniques in different areas of business administration. Prereq: Graduate standing and demonstrated proficiency in mathematics and statistics or 260702 and 230703, or 760143, 760243 and 230245.

260732 Operations Research  3 credits
Application of scientific problem solving techniques to the business decision process. The essence of this management science approach is the model-building process which includes the following: linear programming, postoptimality analysis and duality theory, game theory, transportation model, assignment model, transshipment model, integer programming, dynamic programming, goal programming, network models, queueing theory and simulation. Prereq: Graduate standing and demonstrated proficiency in mathematics and statistics or 260702 and 230703 or 760143, 760243 and 230245.

260733 Seminar in Methodology of Business Research  3 credits
Designed to acquaint the graduate student with the research process, its tools and techniques, as well as the methods which form a basis for business planning, decision making, and problem solving. Covered in the course are scientific methodology, research design and strategy, data collection and measurement, model building, selected data analysis techniques, preparation for research proposals and reports and critical evaluation of research. Emphasis is given to the study and critique of published research and to the design, development and reporting of a research project. Prereq: 260731 or consent of instructor.

260735 Applied Multivariate Data Analysis  3 credits
An examination of selected multivariate statistical techniques and their applications in the analysis of business and marketing data. Techniques covered in this course include multiple regression, discriminant analysis, multivariate analysis of variance and covariance, canonical correlation analysis, factor analysis, cluster analysis, multidimensional scaling and conjoint analysis, and other multivariate procedures for categorical variables.
260751 Buyer Behavior  
3 credits
The study and explanation of the behavior of consumers, research methods and findings from the behavioral sciences. Prereq: 260716 or equivalent.

260750 Seminar in Marketing Theory  
3 credits
Marketing theory is probed and analyzed in terms of its historical development, foci and the current investigation for more systematic and rigorous conceptions of the marketing process. Prereq: 260716 or equivalent.

260761 International Business (Marketing)  
3 credits
Fundamental aspects of international business will be studied. Emphasis is placed on decision making in an international setting and appraisal of market opportunities worldwide. Cases will be used to illustrate operational problems of multinational organizations as well as international intermediaries. Prereq: 260716 or equivalent.

260764 Sales Planning and Market Analysis  
3 credits
Focus is directed toward the construction of an operational sales model for the individual firm by the sales/marketing department. Coverage includes application of quantitative techniques for determining sales and target market potential with emphasis on operational decisions. Topics covered will include marketing applications of regression models, smoothing techniques, sales trend analysis, effect of seasonality in predicting sales, marketing applications for the Box-Jenkins approach to time series analysis, measuring sales forecasting error, and marketing decision making under uncertainty. Prereq: 250705 Computer Foundations, 230761 Business and Economic Forecasting, 260716 Marketing or equivalent.

260770 Product and Price Management  
3 credits
An in-depth examination of the theoretical frameworks, practices, and empirical findings as they relate to product and pricing decisions in the firm. These decisions include designing and modifying an optimum product-market portfolio; determining the nature, number, and timing of new products to be offered, and to what markets. Marketing tasks of screening new product ideas, concept testing, early prediction of performance, and test marketing will be examined. The difficulties of making pricing decisions, current methods of setting prices, and the relevance of internal costs for pricing will also be discussed. Prereq: 260716 or equivalent, 230737 or consent of instructor.

260774 Corporate Marketing Planning  
3 credits
Analysis of the planning process in the marketing oriented enterprise culminating with the development of a marketing plan based on a current business problem. The supportive nature of staff functions is analyzed from the viewpoint of its contribution to total marketing planning and strategy. Prereq: 260716 or equivalent.

260780 Seminar in Current Marketing Topics  
3 credits
Intensive and critical examination focused on a specific substantive marketing problem area. Topics will vary. Prereq: 260716 or equivalent.

260790 Readings and Research in Marketing  
3 credits
Study of a selected area in marketing through readings and/or empirical research. Areas of study will be selected by the student in consultation with an adviser. Prereq: Consent of Instructor.

260798 Workshop  
1-6 credits
See page 72 for Workshop course description.

260799 Thesis Research  
1-6 credits
See page 72 for Thesis course description.
SCHOOL BUSINESS MANAGEMENT (290)

Courses marked by an asterisk (*) are designed specifically for School Business Management majors and will not apply toward the M.S.T., M.A.T., M.S. Accounting, or the M.B.A. degrees except by special permission of the major or emphasis department.

290700 Individual Studies
See page 71 for Individual Studies course description. 1-3 credits

290770 School Finance and Accounting*
For administrators and other educators who desire to learn the principles and concepts of school finance, of school business and fiscal affairs, of school budgeting and of school accounting practices and procedures. 3 credits

290771 School Business Management Techniques*
Designed specifically for prospective school business managers and other school administrators who desire to become acquainted with various management concepts and techniques in school business operations and with applications that can utilize machine systems for efficient operations. Prereq: 290770 or administrative experience. 3 credits

290772 Legal Aspects of Education
427772 Seeks to present in nontechnical language to educational practitioners legal information on all facets of school operation, including the liability of school districts and employees, school fund and indebtedness, administration, pupil governance, retirement benefits, and employment relations. 3 credits

290773 School Plant Planning*
A study of school plant needs of the local district: School building survey, site selection, estimating enrollments, economy, modernization of old school buildings and functional planning of various areas of the school building. 3 credits

290775 Administration and Organization of the Public Schools
427775 A survey of the foundation, organization and administration of the American public school system. Designed for teachers, administrators and school business managers. 3 credits

290776 School Personnel Administration
220776 Designed to provide knowledge of the theory and function of school personnel administration and the manner in which it may serve to secure, develop and retain people with the skills, attitudes and knowledge essential for the accomplishment of the school's objectives. 3 credits

290777 School Auxiliary Services Management
This course is designed for students seeking background knowledge and training in the management of school auxiliary services. The course emphasizes the processes and procedures necessary in the management of food services operations, school transportation operations and plant/maintenance operations. 3 credits

290778 Internship in School Business Management
The internship is a clinical experience which provides the prospective school business manager with many varied opportunities to learn in an actual school setting. The internship is normally a salaried 9 or 18 week assignment in a local school system. Applications for the internship must be made one semester in advance of the desired internship period. Prereq: 290770, or two of the following: 290771, 290776, or 290772. 1-6 credits

290779 Workshop for School Business Officials
Specifically designed programs for those responsible for school business affairs whatever their office title. The workshop will deal with new concepts and problems as applied to school business operations. 1 credit
290782 **Collective Negotiation in Education**  
3 credits  
Designed for school administrators and other educators who desire to learn the principles and concepts, and acquire the skills needed in collective negotiations and contract management in the public schools. Prereq: 290772 or consent of instructor.

290784 **Educational Politics and Policy**  
3 credits  
427784 Designed for individuals who will administer or create educational policy in the public schools and who desire to explore the political nature of educational policy formulation and decision making at the local and state levels.

433784

290788 **The Law and Athletic Administration**  
3 credits  
411788 The course is designed to examine case law, State and Federal laws, State and Federal regulations and association regulations pertaining to the administration of school sports program.

290798 **Workshop**  
See page 72 for Workshop course description.

290799 **Thesis**  
1-6 credits  
If a student elects a thesis in lieu of a comprehensive examination, a total of not more than six credits may be given for work on the thesis throughout the sessions in which the thesis is being written. The number of credits allowed for the thesis is arranged with major professor and paper adviser.
COACHING (41-)

411660 Organization and Administration of Athletics 3 credits
This course is designed for those individuals who wish to become athletic coaches and/or administrators. The place of athletics in education and the organization and administration of an athletic program will be covered. A research paper dealing with an appropriate topic will be required.

411661 Prevention and Care of Athletic Injuries 3 credits
Principles governing the prevention and treatment of common athletic injuries. A research paper dealing with a mutually agreed upon topic will be required.

411663 Rehabilitation of the Injured Athlete 3 credits
This course will provide for the participating student practical experience and knowledge in the application of various methods of treatment and rehabilitation of athletic injuries.

411788 The Law and Athletic Administration 2 credits
290788 The course is designed to examine case law, state and federal laws, state and federal regulations and association regulations pertaining to the administration of a school sports program.

413690 Workshop in Intercollegiate or Interscholastic Athletics 1-6 credits
Workshops will be designed to meet the needs of men and women working in the field of interscholastic or intercollegiate athletics. Workshops will vary in purpose and content depending on current needs of prospective students and the latest trends of the various sports and related areas. A research paper will be required dealing with a mutually agreed upon topic between the student and instructor.

413696 Special Studies 1-4 credits
A course designed to enable the Coaching Department to offer studies of a highly specialized nature in areas not available through other means. Not regularly included in the curriculum, the course will be offered from time to time on topics in athletics on the basis of need, interest and timeliness.

413700 Individual Studies 1-3 credits
Individual study and investigation of a problem arrived at by the student and a sponsoring instructor with a minimum of external guidance. The graduate student may select 1-3 credits of work per semester.

413798 Workshop in Athletics 1-4 credits
Workshops will be designed to meet the needs of men and women working in the field of interscholastic or intercollegiate athletics. Workshops will vary in purpose and content depending on current needs of prospective students and the latest trends of the various sports and related areas.

EDUCATIONAL FOUNDATIONS AND COUNSELOR EDUCATION (420-429)

FOUNDATIONS (420)

420643 Education in Urban Society 3 credits
Designed for students who plan to teach disadvantaged students in urban schools. Attention will be directed to major problems confronting urban education, the social and psychological experiences of disadvantaged students and an analysis of the role of the teacher in urban society.
420645  History and Philosophy of Education  3 credits
The development of contemporary public education from its historical backgrounds with emphasis on the evolution of education philosophy as it relates to present-day needs and practices of teachers.

420702  Philosophical Foundations of Education  3 credits
Identification of problems, ideas and values that western man has found to be of continuing concern as each generation has sought to educate its children.

420704  Sociological Foundations of Education  3 credits
Designed to relate the discipline of sociology to the field of education; to provide a meaningful background to social experiences; to acquaint the student with relevant research in the field of educational sociology.

420705  Educational Classics  3 credits
Selected writings which have been of significance to education will be explored in depth. For each work, the social and cultural context in which it was written will be examined, and the author’s thesis and purposes will be analyzed. Expert opinion as to its educational value will be reviewed.

420706  John Dewey’s Educational Philosophy  3 credits
The philosophical and psychological bases of the pragmatic-experimentalist impulse in education will be explored. Several of Dewey’s major works which are of particular significance for education will be analyzed in detail.

420707  Significant Issues in Education  3 credits
An examination of significant issues in education and their ideological and social bases. Open to elementary and secondary school teachers and to others interested in the topic.

420708  History of Education in the American Culture  3 credits
This course is designed to give the student the historical base necessary to the recognition and solution of current and future problems in American education. It will deal with American education as it developed within the changing cultural setting from colonial times to the present.

420760  Comparative Education and Supervised Overseas Fieldwork  1-5 credits
This course is designed to provide experienced overseas teachers with the opportunity to study comparative education through placement in an overseas school. This is an individualized program, including the opportunities to travel, meet, live, and work with professional educators in English-speaking countries around the world. The course is offered during the summer only.

COUNSELING (421)

421650  Introduction to Guidance  3 credits
This is a survey course intended to introduce the student to the field of counseling and guidance. The emphasis will be on basic aspects of counseling and guidance (theory bases, program building, communication techniques, use of information and measurement in all settings (schools, colleges, and universities, community agencies). Through the use of lectures, readings, discussions and experiential activities the student will develop an awareness of the present status of the profession.

421652  Career Education: Theory and Practice  3 credits
Designed to assist individuals in the implementation of guidance-oriented career-planning activities. Emphasis is placed on the career education concepts and methods and techniques of implementing career education in both educational and non-educational settings. Prereq: Consent of the instructor.
421677 Counseling Women and Girls 3 credits
Practicing and graduate counselors and undergraduates who have had experience in working with women or counseling will analyze traditional and current theories and practices of counseling women. Alternative programs and strategies will be developed and practiced. Prereq: 840486/686, or 860492, or 421718, or written consent of instructor.

421718 Principles of Counseling 3 credits
Principles of relationship building, conducting interviews and the counseling process are discussed and practiced in a laboratory setting. Role-playing and video taping are used to provide feedback and experience. Prereq: Admission to the counselor education program or consent of instructor.

421719 Appraisal Procedures in Counseling 3 credits
Methods of appraising individual differences will be considered. Emphasis will be placed on the utilization of measurement procedures in the counseling setting. Discussions and laboratory experiences will center on the use and interpretation of standardized and non-standardized measures of appraisal with individuals and groups. Prereq: 421718 or consent of instructor; concurrent enrollment permitted.

421720 Vocational Development and Information Services 3 credits
The course focuses upon the major theories of career development and sources of occupational and educational information. The course will also cover other areas such as career-development exploration techniques, approaches to career decision-making processes and the relationship between career choice and lifestyle. Students will be given opportunities to explore and become involved with career information and theories of career development. Prereq: 421718, or consent of instructor; concurrent enrollment permitted.

421721 Group Procedures in Counseling 3 credits
A discussion and laboratory course designed to assist students to learn concepts and skills related to working with small interaction growth groups. Principles of group development and group dynamics are investigated through didactic assignments and participation in an experiential laboratory group. Consideration is given to the application of small group procedures in specific counseling settings. Prereq: 421718, and 421722 or concurrently.

421722 Theories of Counseling 3 credits
Each participant will develop his/her personal theory of counseling which will serve as guideline to beginning practice. Discussion of relationships among philosophy/theory/practice, elements of theory, and examination of psychoanalytic, behavioral, and humanist/existential counseling approaches, trends and issues in theory and application. Prereq: Successful completion of or concurrent enrollment in 421718.

421723 Counseling in Elementary and Junior High Schools 3 credits
Designed primarily for students planning to become elementary or junior high school counselors. Discussions include consideration of counseling approaches with children; consulting with teachers, parents and other pupil service specialists; various procedures and activities which facilitate the counseling of the child. Prereq: 421718, or consent of instructor.

421724 Vocational Counseling of the Adolescent and Adult 3 credits
Principles of counseling with adolescents and adults in employment, vocational education and rehabilitation agencies or institutions are considered. Emphasis is placed on current trends, organizational patterns of programs and the personal concerns of clients in these settings. Attention is given to procedures for counseling with persons of varying cultural, social and educational experiences. Prereq: 421718, or consent of instructor.
421725 Counseling in Secondary Schools 3 credits
Designed for students planning to become junior or senior high school counselors. Discussions include: the role of the secondary school counselor; the school counselor in perspective (historical and organizational perspectives); individual and group counseling approaches with adolescents; and issues, trends and innovations in secondary school counseling. Prereq: 421718, 421722.

421726 Seminar in Counseling 3 credits
Current trends, issues and practices pertaining to a variety of counseling settings are identified and explored. Emphasis is placed on contemporary topics of interest to counselors of all levels of education and experience. Prereq: 421718 or consent of instructor; concurrent enrollment permitted.

421727 Program Development, Research and Evaluation for School Counselors 3 credits
The course focuses upon program development, implementation, and management competencies for the school counselor or guidance director. It involves development of program planning skills—formulating objectives and goals, needs assessment, and rationale. Evaluation and research competencies for school counselors will be emphasized.

421728 Clinical Studies in Counseling 3 credits
Principles and methods concerning study of the individual in terms of human development, learning and adjustment as these relate to counseling functions. Emphasis will be on critical analysis of the literature and procedures in conducting case studies. Prereq: 421718, or consent of instructor.

421729 Student Services in Higher Education 3 credits
An introductory course designed to familiarize students with basic student services, historical philosophical foundations and theories of student development. In addition some attention will be given to campus ecology and special needs of certain student subgroups. Prereq: 421718, or consent of instructor.

421730 Consulting Skills for Counselors 3 credits
An elective course for students in counseling and guidance designed to provide specific skills in methods of consultation. Students will be introduced to a number of alternative approaches to consultation and will have the opportunity of practicing their newly learned skills through role playing and video-taping experiences.

421731 Introduction to Marriage and Family Counseling 3 credits
An introductory course which provides counselors with information and skills relevant to conducting marital and family counseling services. Emphasis will be placed on the dynamics of family interaction, and the initial skills in assessment and treatment of dysfunctional marital and family relationships. Prereq: Admission to counselor education program or consent of instructor.

421732 Practices of Marriage and Family Counseling 3 credits
An advanced course in counseling which focuses on various issues related to marriage and family counseling; divorce counseling and adjustment; abusive families; alcohol and the family; parenting; permarital counseling. Emphasis will be placed on advanced assessment and the development techniques of marital and family intervention. Prereq: Successful completion of an introductory course or training in marriage and family counseling or comparable experience or written consent of instructor.

421733 Theory and Techniques of Marriage and Family Counseling 3 credits
A professional course designed for individuals who are interested in marriage and family counseling as a profession. The course will be divided into two halves. The first half focus will be on the major theoretical orientations of family process. The second half will explore a framework for the selection of use of experiential techniques and an op-