

2018–2019

**UNDERGRADUATE
COURSE CATALOG**



**AMERICAN
INTERNATIONAL
COLLEGE**

American International College

1000 State Street
Springfield, Massachusetts 01109

www.aic.edu
1-800-242-3142

At a Glance

American International College is located in Springfield, Massachusetts – a city of 150,000 people in the Connecticut River Valley. Areas of study at the undergraduate level include: accounting, biochemistry, biology, business administration, chemistry, communications, criminal justice, finance and economics, English, history, human biology, human services, interdepartmental sciences, international business, liberal studies, management, marketing, nursing, occupational therapy, physical therapy, political science, psychology, public health, sociology and sports and recreation management.

Graduate degrees are available in accounting and taxation, business administration, clinical psychology, counseling, education, forensic psychology, general psychology, leadership, nursing, occupational therapy, education, educational leadership and supervision, educational psychology, individual and institutional development, teaching and learning, physical therapy, professional counseling and supervision and psychology.

AIC's flexible scheduling allows for courses to be held during the day, evenings and on weekends in the fall and spring terms and during intersession (January), summer sessions and online. Courses are offered in three-week, six-week, eight-week and fifteen-week sessions.

The student body consists of 1500 undergraduate students from 30 states and 20 countries and over 2500 graduate students.

Wireless internet access is available throughout the campus.

Notice to Reader

The reader should take notice that every effort is made to ensure the accuracy of the information provided herein. American International College, however, reserves the right to make changes at any time without prior notice. The College provides the information herein solely for the convenience of the reader and, to the extent permissible by law, expressly disclaims any liability that may otherwise be incurred.

The College reserves the right to alter any of the rules and regulations outlined in this catalog and also in the Academic Regulations. All such changes are effective at such times as the proper authorities determine and may apply not only to prospective students, but also to those already enrolled in the College. This catalog should not be construed as constituting a contract between the College and any other person.

NOTE: For updated information, please visit our website at: www.aic.edu. Additional sources of information regarding college policies can be found in the Undergraduate Academic Regulations, Graduate Academic Regulations and the Student Handbook. Students are responsible for the information contained in each of these.

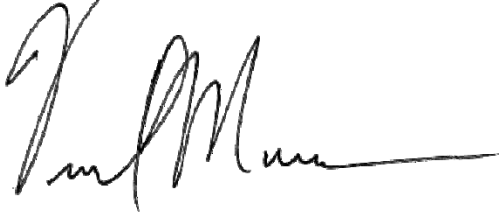
The President's Message

Please accept my invitation to explore this catalog and investigate for yourself the full breadth and scope of the degree programs at American International College (AIC). We have consistently worked to build and evolve our curriculum to keep pace with the ever-changing needs of new students and emerging trends and technologies in both higher education and in the workforce. This has been AIC's goal for over 130 years, and it is more important now than during any previous juncture in our history.

In addition to a wealth of quality educational offerings and dedicated faculty, American International College's size and commitment to our students are other factors contributing to the uniqueness of our institution. We are an engaged learning community—a family full of ideas and diversity—to which you will be a welcome addition.

If you are looking for a school that is a good fit for you, I urge you to seriously consider American International College. And if you are a returning student, you know all of this already, and we are happy to welcome you back.

Wishing you the greatest success in your personal and academic endeavors,

A handwritten signature in black ink, appearing to read 'V. Maniaci', with a long horizontal flourish extending to the right.

Vincent M. Maniaci
President

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Mission

The mission of American International College is to prepare students for personal fulfillment, professional achievement and civic engagement through educational experiences that transform lives.

Academic programs founded on the knowledge, skills and values of the liberal arts engage students in theory and emphasize applied learning, while preparing them for the challenges and opportunities presented in the global environment.

Committed to the intrinsic worth of each individual, AIC prepares students for life!

The Educational Philosophy

Building on its mission, the College believes that its primary function is to engage students in the enterprise of learning. The curriculum has been designed to serve this function; all other activities, including co-curricular and athletic programs, are consistent with this primary function.

The College is dedicated to the belief that the liberal arts provide the best foundation for lifelong intellectual growth and informed career and professional education. The institutional mission centers on the intellectual, social and professional preparation of each student. The college community is committed to nurturing in each individual an awareness of intrinsic worth, a concern for other individuals, an international perspective and a dedication and sense of responsibility to the private and public sectors of our society.

An important element of this commitment is communicating—by means of a core of required courses—an understanding of the American cultural heritage and an awareness of the social and ethical issues of our times. The expected outcomes of the general education program are to think logically, compute accurately, communicate effectively and act creatively. In addition, the curriculum of each of the College's schools incorporates coursework as well as practica or internships designed to cultivate depth of understanding in a particular discipline. Thus, our students achieve the competencies necessary both for admission to and successful performance in graduate and professional schools, or immediate entry into a career or professional field of their choice.

In pursuing its goals, the College attempts, through efficient management and wise use of resources, to deliver these services affordably and in an atmosphere that reflects a sense of community, identity and purpose among faculty, staff and students.

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A Brief History

American International College was founded on July 18, 1885 by the Reverend Mr. Calvin E. Amaron, who persuaded other enlightened clergy to assist in the establishment of a college that would provide the youth of his own French Canadian ethnic group with access to higher education. The founders understood that a college education was an effective means of gaining economic and social success in American society. They wanted to provide access to higher education to all who wanted to broaden their horizons and improve their futures.

The first president of the new College and chairman of the board of trustees, the Reverend John Morton Greene, was fully committed to AIC's founding mission. He led the effort to get the College chartered by the Commonwealth of Massachusetts, an honor granted to the College on September 18, 1885.

Always at the forefront of providing access to all who wanted it, it was not long until the College was breaking new barriers. Its second president and visionary founder, Reverend Amaron, asserted that women should be given the same opportunity as men to pursue higher education. The board of trustees discussed the question and agreed. Women were admitted to the College for the first time in 1892. President Amaron is honored for his leadership with his name on the central academic building on campus—Amaron Hall.

The College continued in its mission of educating newcomers to the United States for both citizenship and success. In this way, it was both American and international. Students learned English, American history, mathematics and science in an effort to become effective citizens and community leaders. The student body before World War I comprised people from 42 nations, reflecting a rich diversity from Europe, Asia, Africa and North, Central and South America.

With the onset of World War I and the subsequent adoption by the United States of immigration quota laws, there came an inevitable decrease in enrollment. During the mid-1920s, the chief goal of the College shifted, from the education of international and immigrant students to providing quality education to a diverse body of United States citizens. With its new direction, the College survived the economic depression of the 1930s and the world war of the early 1940s.

The growth of the College since the end of World War II has been notable. The establishment of the evening college and the summer school provided a springboard for rapidly escalating enrollment beginning in 1946. Returning veterans swelled classes and the College added many new faculty and staff members.

In the following two decades, the progressive development of the curriculum required enlarged physical facilities that the campus continues to enjoy. The College, with fully developed curricula in the liberal arts and sciences, business administration and teacher education, offered the intimacy of a small college and the curriculum of a university.

The early 1950s witnessed educational innovation with the creation of a training program for a group of skilled artisans from Marshall Aid countries in Europe. Part of the special curriculum

included a period for the trainees to work in local industries to learn American production methods. More than 100 persons representing 11 nations were involved in the program.

In 1953, after conferring with business executives in the area, the College began an evening offering known as the Executive Development Program. This graduate study program was for people with executive responsibility and for those who anticipated taking positions in management. Accepted candidates were able to earn the master of business administration degree entirely through evening classes. This program was a first of its kind in the region.

The Schools of Arts and Sciences and Business Administration were established in 1960 and the School of Psychology and Education in 1970.

During the 1960s, American International College experienced substantial growth; 11 new buildings were erected. The 1970s witnessed the addition of the Curtis Blake Child Development Center, improvements to existing facilities and the acquisition and beautification of a substantial amount of property on the immediate periphery of the main campus. The James J. Shea, Sr. Memorial Library was completed in 1980 and The Karen Sprague Cultural Arts Center and the Esther B. Griswold Theatre for the Performing Arts followed in 1984. An addition to the existing Schwartz Campus Center was opened in September 1992. The Sokolowski Tower portion of the building, which houses the clock tower and carillons, was formally dedicated on April 22, 1994 and named in honor of Joseph and Anna Sokolowski by their daughter Sylvia Falconer Lissa '29. The addition of the Harry J. and Annette R. Courniotes Hall that houses the Divisions of Physical Therapy, Occupational Therapy and Nursing was the last physical addition to the College in the 20th century. A unique feature of the complex is an anatomical laboratory.

Notable during the period from 1975 through the mid-1990s was the development of several programs. The Curtis Blake Child Development Center exerted leadership in the field of learning disabilities. The College has attained a national leadership position because of work within the Center, including provision for college study by learning-disabled students and the initiation of a doctoral program in educational psychology with a specialty in learning disabilities.

Also during this period, the Division of Nursing was established and programs in criminal justice and special education, the day division program for graduate studies in business, the graduate programs in clinical psychology, school psychology, public administration and human resource development and the undergraduate programs in computer science, international business and communications were developed. A significant new major in undergraduate physical therapy was introduced in February 1993, augmenting the College's already strong programs in the sciences and in nursing. The graduate professional program in physical therapy, leading to a master of physical therapy degree, began in September 1996 and the doctorate in physical therapy program began in September 2005. A baccalaureate degree program in occupational therapy was begun in September 1995 and the master of occupational therapy program was begun in September 2000. A master of science in nursing was launched in 2005.

The College Today

In the early 21st century, American International College remains attractive to current students, alumni, the greater Springfield community and the world for many reasons. Situated in the heart

of the medium-sized New England city of Springfield, Massachusetts, the College is an active and vibrant institution that has educational programs throughout the year during the daytime, evening and on weekends. The College is a community of learners nurtured by faculty members who are dedicated to the mission of the College and energized by a student body that strives toward academic excellence. Our students are drawn principally from the northeast region of the United States, but students from many other states and nations choose to study with us. The College enjoys the reputation of being student-centered, with a 14-to-1 student-faculty ratio for undergraduate programs and an 8-to-1 student-faculty ratio for graduate programs. Academic programs include the traditional major offerings in the liberal arts, various specialties in business administration and teacher education, as well as such professional programs as nursing, occupational therapy, physical therapy and criminal justice studies.

The College has comprehensive programs of social and cultural significance that are largely student-operated and supported by an active student government. A wide variety of intercollegiate and intramural sports programs serve both men and women.

Enrollment

American International College consists of a student body of approximately 1,500 undergraduate students from 30 states and 20 countries. Over 1,960 graduate students study on the flagship Springfield campus as well as several extended campus sites in Massachusetts and a learning center in Cairo, Egypt.

College Finances

A copy of the College's most recent audited financial statement is available upon request from the Office of the Vice President for Finance. Copies of previous tax returns (Form 990) are posted on www.guidestar.com.

The Campus

Location

The American International College campus is located in the geographic center of the City of Springfield, Massachusetts.

Springfield is a medium-sized American city of 150,000 people currently in the midst of transforming itself from a manufacturing to a service center with a global outreach. It is the hub of a metropolitan area of over 468,000 people. Springfield is easily reached by automobile via Interstate 91 and the Massachusetts Turnpike; by rail via major north-south and east-west lines; and by airplane from Bradley International Airport (Hartford/Springfield) 30 minutes to the south, Logan International Airport (Boston) 90 miles to the east and John F. Kennedy International Airport (NYC) 110 miles to the south. A modern bus terminal, the headquarters of the Peter Pan Bus Company, provides regional and national connections.

To the west, the campus is less than two miles from Springfield's tourist and entertainment center, including the Naismith Memorial Basketball Hall of Fame. To the east, the campus is less than three miles from the city's largest shopping mall. All locations are accessible by an efficient and timely public transportation system operated by the Pioneer Valley Transit Authority. The city is proud of its professional theater, the symphony orchestra and its art, history and natural science museums. The MassMutual Center complex offers a venue for concerts, shows and sporting events.

The main campus is designed for student learning and living and features proportional scale, Georgian architecture and a traditional New England college quadrangle ("quad") with exceptionally fine landscaping. Facilities include the James J. Shea, Sr. Memorial Library; Amaron Hall, D.A.R. and Breck Halls; the Dining Commons; the Schwartz Campus Center; the Karen Sprague Cultural Arts Center and the Esther B. Griswold Theatre for the Performing Arts; the Cournotes Health Science Complex; and three residence halls.

The Edgewood Gardens Campus is reached through the College Mall Gate on State Street. It is the site of three residence halls, the Henry A. Butova Memorial Gymnasium/Falconer Fitness Center, the Harry G. Metcalf Gymnasium, the Ronald J. Abdow Field, the Richard F. Bedard Field, the Judy Groff Field, the John G. Hoyt Track, the MassMutual Soccer Field, tennis courts and athletic, intramural and recreational fields.

Information Services Department

The Information Services Department is located in the Shea Library with labs in Amaron Hall, Cournotes Hall and the library. The college network and the Internet are accessible wirelessly throughout the campus. There are printers and scanners in each lab.

Computer labs are available to the general student population as posted during the semester.

The James J. Shea, Sr. Memorial Library

The graceful lines of the James J. Shea, Sr. Memorial Library building project a classical image. Originally constructed in 1948, a west wing was added in 1980. In addition to the library, the

building also houses the Office of Information Technology, the Oral History Collection, the College Archives and the Futures Education Center for Academic Success, which includes the Writing Center, the ACE program, the Tutoring Center and the Title III program.

The James J. Shea Sr., Memorial Library serves the College as an active learning environment to support undergraduate instruction, graduate research and independent study. The circulating collection of more than 54,600 works supplements general classroom instruction and includes concentrations in the subject areas of health sciences, education (especially learning disabilities), psychology, business, literature and criminal justice.

The Shea Library subscribes to 1,380 current print and electronic periodicals in general and special subject areas. In addition, the library puts a strong emphasis on acquiring e-books with a current total of approximately 184,990.

Fifty computer terminals in the library provide patrons with access to the Internet, as well as 54 databases and the online catalog. Most of the databases include full-text from serial publications. For those patrons who have access to the Internet from their homes or dorm rooms, our databases and online catalog are also available from their own computers. Through the availability of a wireless network, some areas of the library allow patron access to the Internet using a laptop with appropriate hardware.

Among academic libraries, networking has made it possible to provide patrons with almost unlimited access to information resources. Shea Library is a charter member of Central and Western Massachusetts Automated Resource Sharing (C/W MARS), a network that provides the online catalog and links AIC with over 150 public, academic and special libraries. In addition, it is affiliated with Cooperating Libraries of Greater Springfield (CLGS), Western Massachusetts Health Information Consortia (WMHIC) and one medical online network for interlibrary loans entitled DOCLINE.

All students, faculty and staff of American International College must have either an activated library card or student identification number before accessing Shea Memorial Library databases. For further information please inquire at the circulation desk.

Joseph H. and Hilda Schwartz Campus Center

The Schwartz Campus Center, so named in recognition of the generosity of Joseph and Hilda Schwartz, is the focus of student life. It is a building dedicated to the co-curricular activities of the student body. The offices of the student government and Model Congress are all located in the Schwartz Campus Center. The offices of the dean of students and the residence life staff are on the second floor. The center for student engagement and leadership development, campus recreation and diversity and community engagement are located on the lower level. Service and programming space found in the Campus Center includes the Kevin Saremi and Deborah Krewski Saremi Center for Career Development, the Frank and Norma Colaccino student lounge, the Hive snack bar, Starbucks, student mailroom, Follett bookstore, recreation rooms and an auditorium.

The Karen Sprague Cultural Arts Center and the Esther B. Griswold Theatre for the Performing Arts

The Karen Sprague Cultural Arts Center and the Esther B. Griswold Theatre for the Performing Arts, located at the northeast corner of the campus, presents its beautiful facade to passersby on State Street. The West Wing is devoted to the visual and literary arts, with studios and galleries, as well as classroom, conference and seminar facilities. The 500-seat Esther B. Griswold Theatre for the Performing Arts has a proscenium stage with flying space and quality acoustics to enable the presentation of professional musical and dramatic productions.

Residence Life

AIC's residence life program is all about community. First-year students live together in traditional residence halls on the Main Campus (Hines, Pouch and Magna Halls), while upperclassmen have the option of moving to the Edgewood Gardens Campus (Edgewood Complex and Acorn Heights - close to our athletic fields).

All student rooms have Wi-Fi Internet access and cable TV. Each sleeping area is outfitted with a bed, dresser, desk, desk chair and closet per resident. Each residence hall has free washers and dryers, game rooms and study areas. Parking is available by paid permit. All residence halls are secured by a 24-hour access system at the main entrance, which is also monitored by cameras. Campus Police are on duty 24/7.

Main Campus Residences

Hines Hall

Named in honor of Admiral John F. Hines who served the college as president from 1953-1969, Hines is an eight-story building that houses over 200 first-year students and is co-ed by floor. The Campus Police office is located in Hines and is staffed 24/7. Hines Hall is the place for first-year students with lots of activity and interaction.

Pouch Hall

Named in honor of Helena Pouch, a long-time member of the board of trustees and friend of the College, Pouch Hall is a four-story building that houses 120 female residents. Pouch is a mix of all class years, but houses many female first-year students.

Magna Hall

Named in honor of Edith Scott Magna who served the college as acting president in 1946 and as a College trustee for over 30 years; Magna Hall is a four-story building that houses 140 primarily sophomore residents. Magna is co-ed by floor.

Edgewood Gardens Residences

Edgewood Complex (Street and Broadhurst Wings)

Sophomores and most juniors may be eligible to live on our Edgewood Gardens Campus in the Broadhurst and Street Hall wings of the Edgewood Complex (E-Wood). Street Hall features traditional double rooms similar to the Main Campus. Broadhurst offers two-bedroom suites with a furnished common living area and bathroom for three or four residents.

Edgewood Complex (Edgewood Wing)

Residents with senior standing may apply to live in apartments in the Edgewood wing of the Edgewood Complex. The Edgewood wing features two-bedroom apartments that house four residents with a common living area, kitchen sink with cabinets and bathroom.

Acorn Heights

Our newest residence facility, Acorn Heights is designed for juniors and above with both proven academic success and maturity. Each unit houses six residents in three-bedroom townhouses and features a full kitchen (appliances included), two bathrooms and a furnished living room.

Each unit has a deck for socializing as well as central air conditioning. Acorn townhouses can be co-ed/gender neutral. Students must apply for Acorn Heights in a separate application process prior to April housing selection day.

Accreditations and Affiliations

American International College is accredited by the New England Commission of Higher Education (formerly the Commission on Institutions of Higher Education of the New England Association of Schools and Colleges, Inc.). Inquiries regarding the accreditation status by the Commission should be directed to the administrative staff of the institution. Individuals may also contact:

New England Commission of Higher Education
3 Burlington Woods Drive, Suite 100, Burlington, MA 01803-4514
(781) 425 7785
E-Mail: info@neche.org

Health sciences programs have additional accreditation by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), the Commission on Accreditation in Physical Therapy Education (CAPTE) of the American Physical Therapy Association and the Commission on Collegiate Nursing Education (CCNE).

The education preparation programs are approved by the Massachusetts Department of Elementary and Secondary Education for state licensure eligibility.

American International College has received specialized accreditation for its business programs through the International Assembly for Collegiate Business Education (IACBE) located at 11374 Strang Line Road in Lenexa, Kansas, USA. The business programs in the following degrees are accredited by the IACBE: Master of Business Administration; Master of Science in Accounting and Taxation; Bachelor of Science in Business Administration with majors in accounting, economics/finance, general business, healthcare management, international business, management, marketing, sports and recreation management.

The United States Veterans Administration approves American International College programs for veterans.

American International College holds membership in the American Association of Independent Colleges, the American Council of Education, the International Assembly for Collegiate Business Education, the National Association of State Directors of Teacher Education and Certification and the University Continuing Education Association.

American International College is recognized by the American Association of University Women.

Academic Calendars

Traditional

Fall	2018	2019
New student check-in/move-in	August 25	August 24
Returning student move-in	August 26	August 25
Classes begin	August 27	August 26
Labor Day (no classes)	September 3	September 2
Convocation	TBA	
Last day to drop/add	September 7	September 6
Last day to apply for Leave of Absence (fall)	September 7	September 6
Last day to change major for current semester	September 14	September 13
Fall break begins, no classes (residence halls open)	October 8	October 14
Classes resume	October 10	October 16
Mid-term grades due	October 19	October 18
Last day to declare P/F option	October 19	October 18
Last day to withdraw	October 26	October 28
Interession and spring registration begins	October 29	October 28
Residence halls close	November 20	November 26
Thanksgiving break begins (residence halls close)	November 21	November 27
Residence halls open	November 25	December 1
Classes resume	November 26	December 2
Last day of classes	December 10	December 9
Reading Day	December 11	December 10
Final exams begin	December 12	December 11
Last day of final exams	December 17	December 16
Last day to apply for Withdraw Excused for fall	December 17	December 16
Residence halls close	December 18	December 17
Final grades due	December 19	December 18
Fall diploma date	December 31	December 31

Interession	2019	2020
Classes begin	January 2	January 2
Last day to drop/add	January 2	January 2
Last day to withdraw from classes	January 9	January 7
Last day to declare P/F option	January 9	January 7
Last day of classes/exams	January 18	January 17
Grades due	January 20	January 19

Spring	2019	2020
Residence halls open	January 20	January 19

Martin Luther King, Jr. Day, classes begin for 3:50 and 6:30 classes ONLY	January 21	January 20
Classes begin for all other courses	January 22	January 21
Last day to drop/add	January 25	January 31
Last day to apply for Leave of Absence (spring)	January 25	January 31
Last day to change major for current semester	February 1	February 7
President's Day (College closed)	February 18	February 17
Residence halls close	March 15	March 13
Spring Break begins, no classes	March 18-22	March 16-20
Residence halls open	March 25	March 22
Mid-term grades due	March 19	March 13
Last day to declare P/F option	March 19	March 13
Last day to withdraw	March 22	March 31
Summer registration begins	March 25	March 23
Fall registration begins	March 25	March 23
Last day of classes	April 30	April 28
Reading Day	May 1	April 29
Final exams begin	May 2	April 30
Last day of final exams	May 7	May 4
Last day to apply for Withdraw Excused for spring	May 7	May 4
Residence halls close to non-graduating students	May 7	May 4
Final grades due	May 9	May 6
Graduation	May 11	May 9
Residence halls close to graduating students	May 11	May 9

Summer (6 week sessions)

	2019	2020
Classes begin (Summer I and all others)	May 13	May 11
Last day to drop/add	May 20	May 18
Last day to apply for Leave of Absence (Summer I)	May 20	May 18
Memorial Day holiday, no classes	May 27	May 25
Last day to declare P/F option (Summer I)	May 31	June 1
Last day to withdraw Summer I	June 14	June 5
Classes end Summer I	June 21	June 19
Last day to apply for Withdraw Excused (Summer I)	June 21	June 19
Grades due Summer I	June 23	June 21
Classes begin Summer II	June 24	June 22
Last day to drop/add Summer II	July 2	June 29
Last day to apply Leave of Absence (Summer II)	July 2	June 29
Holiday break, no classes	July 4	July 3
Last day to declare P/F option (Summer II)	July 12	July 13
Last day to withdraw Summer II	July 19	July 17
Last day to apply for Withdraw Excused (Summer II)	August 2	July 31

Classes end Summer II
Grades due Summer II
August diploma date

August 2	July 31
August 4	August 2
August 30	August 31

7 Week RN-BSN, MSN, MBA

Fall	2018	2019
Mod 1 classes begin	August 27	August 26
Labor Day	September 3	September 2
Convocation	TBA	TBA
Mod 1 last day to drop/add	September 7	September 6
Last day to apply for Leave of Absence (N1)	September 7	September 6
Mod 1 last day to withdraw	September 28	September 27
Fall Break begins, no classes (residence halls open)	October 8	October 14
Classes resume	October 10	October 16
Last day to apply for Withdraw Excused (N1)	October 12	October 11
Mod 1 classes end	October 12	October 11
Mod 1 grades due	October 14	October 13
Mod 2 begins	October 15	October 14
Mod 2 last day to drop/add	October 23	October 22
Last day to apply for Leave of Absence (N2)	October 23	October 22
Intersession and Spring registration begins	October 29	October 28
Mod 2 last day to withdraw	November 19	November 18
Thanksgiving Break begins (residence halls close)	November 21	November 28
Classes resume	November 26	December 2
Last day to apply for Withdraw Excused (N2)	December 7	December 6
Last day of semester	December 7	December 6
Mod 2 grades due	December 9	December 8
Fall diploma date	December 31	December 31

Spring	2019	2020
Martin Luther King, Jr. Day, classes begin for 3:50 and 6:30 classes ONLY	January 21	January 20
Classes begin for all other courses	January 22	January 21
Last day to apply for Leave of Absence (N3)	January 25	January 31
Last day to drop/add	January 25	January 31
Mod 3 Last day to withdraw	February 15	February 14
President's Day (College closed)	February 18	February 17
Last day to apply for Withdraw Excused (N3)	March 8	March 6
Mod 3 classes end	March 8	March 6
Mod 3 grades due	March 10	March 8
Spring Break begins, no classes	March 18-22	March 16-20
Mod 4 begins	March 11	March 23
Summer registration begins	March 25	March 23
Fall registration begins	March 25	March 23
Mod 4 last day drop/add	March 25	March 31
Last day to apply for Leave of Absence (N4)	March 25	March 31
Mod 4 last day to withdraw	April 18	April 17

Last day to apply for Withdraw Excused (N4)	May 3	May 8
Last day of semester	May 3	May 8
Mod 4 grades due	May 5	May 10
Graduation	May 11	May 9

Summer (7 Week Sessions)

	2019	2020
Classes begin (summer I and all others)	May 13	May 11
Last day to drop/add	May 20	May 18
Last day to apply for Leave of Absence (N5)	May 20	May 18
Memorial Day holiday, no classes	May 27	May 25
Last day to withdraw Summer I	June 14	June 12
Classes end Summer I	June 28	June 26
Last day to apply for Withdraw Excused (N5)	June 28	June 26
Grades due Summer I	June 30	June 28
Classes begin Summer II	July 1	June 29
Holiday break, no classes	July 4	July 4
Last day to drop/add Summer II	July 10	July 9
Last day to apply for Leave of Absence (N6)	July 10	July 9
Last day to withdraw Summer II	August 2	August 1
Classes end Summer II	August 16	August 14
Last day to apply for Withdraw Excused (N6)	August 16	August 14
Grades due Summer II	August 18	August 16
August diploma date	August 31	August 31

Academic Support Services

Futures Education Center for Academic Success

The Center for Academic Success seeks to identify student needs, support the development of programs and services to address those needs, and partners with existing programs to build a supportive and caring environment that fosters learning, success, responsibility, and commitment. Services are free to all AIC students.

The following services are available through the Center:

ACE Program

The American International College Core Education (ACE) Program is a federally funded Student Support Services TRIO program designed to assist with the personal growth and professional development of qualified students. The ACE staff works closely with students to help them adjust to college life, explore educational opportunities, develop study skills, get involved in campus activities, clarify career goals, and prepare for life after graduation. Services include a first year experience course, academic advising, advocacy, career development and financial aid counseling, mentoring, and cultural activities

Academic Resource Center

The Academic Resource Center (ARC) is committed to helping students develop the skills they need to become independent learners, skills that will help them to succeed at American International College and, ultimately, in the workplace. Staff members are available to work one-on-one with students on strategies for time management, studying, test taking, and managing test anxiety. The Academic Resource Center also services as a general liaison to other campus resources.

Advising Center

AIC is committed to assisting students plan an approach to their coursework that supports their personal career goals and the essential academic and professional skills required for their majors. The staff of the Advising Center works closely with freshmen, sophomores, and newly admitted transfers to ensure that they have a clear plan for a path to graduation. Working with faculty in the majors and with Career Services, the Advising Center also helps students to identify the essential skills required for their majors and related careers. As rising juniors, students transition to faculty advisors who continue to support their academic journeys, help identify appropriate internship/practicum experiences, and assist with the exploration of career and graduate school opportunities after graduation.

Collegiate Disability Services

The mission of Collegiate Disability Services is to create an accessible, inclusive, sustainable learning environment where disabilities are recognized as an aspect of diversity that is integral to the campus community and to society.

Collegiate Disability Services collaborates with all members of the institution's diverse community to ensure that all aspects of campus life - learning, working and living - are universally accessible. The department provides resources, training and direct services to ensure people with disabilities may have a greater opportunity to achieve their goals.

Any student with a disability who wishes to request an accommodation is encouraged to contact the Disability Services Coordinator, located in the lower level of the Dining Commons 413-205-3810.

Developmental Education

To help students maximize their academic potential at AIC, the Office of Developmental Education works to develop courses and programs that assist students in developing the skills needed to be successful in their academic courses. The writing of first-year students is assessed during orientation sessions, and students are placed in English courses appropriate to their skill levels including a Developmental Writing course. The department also offers a course in remedial statistics for those students who need to build their confidence in math (advisor directed) and an academic study hall for freshman student-athletes. Another program that Developmental Education offers includes a one-credit service-learning course that welcomes all majors and engages students to be able to participate as mentors with local community high school students.

Tutoring Program

The Tutoring Program at American International College is an academic support system designed to assist students in developing skills and strategies necessary to achieve their academic goals. Our mission seeks to facilitate independent learning and critical thinking skills using highly qualified, trained peer tutors. The tutor training program has proudly earned the College Reading & Learning Association (CRLA) International Tutor Training Certification.

Noonan Writing Center

The Noonan Writing Center provides support to students who wish to improve their writing skills within the content areas. Certified peer tutors and paraprofessionals work with students at all stages of the writing process, from initial brainstorming to final revisions, with the goal of teaching students how to prepare, write and revise quality compositions. In addition, the Writing Center staff develops workshops for presentation in courses that are writing intensive and research oriented.

The following services for students are independent of the Center for Academic Success.

Kevin Saremi and Deborah Krewski Saremi Center for Career Development

The Saremi Center is committed to supporting our students' career goals throughout the odyssey of the undergraduate experience and beyond as alumni further pursuing their advanced professional goals. Our mission is to provide the greater AIC community with outstanding career advisement, career planning, technical support and skill building around resumes, cover letters, job searching and interviewing. From job search assistance and the facilitation of work study positions, internships and graduate assistantships, the emphasis is on incorporating a work-ready focus and professional comportment to distinguish our graduates in the labor market.

Supportive Learning Services Program

The College has been a pioneer in ensuring full participation and equal educational opportunity for students with learning disabilities. The Supportive Learning Services (SLS) program has been an integral part of the American International College campus since 1977. Our staff values

individual strengths and recognizes that everyone learns differently. SLS is committed to serving the unique needs of each student by providing customized approaches and plans specific to individual learning styles.

This comprehensive, fee-based program provides one-on-one professional tutoring and academic coaching; it supports students in developing strategies for understanding concepts and demonstrating knowledge. In addition, group study sessions facilitated by professional educators and skill-based workshops are also available. SLS tutors work closely with college faculty and staff using a proactive advising model to assist students in developing and practicing self-advocacy skills.

We truly believe students can achieve their dreams if given the right tools. Students interested in learning more about this program should contact the Supportive Learning Services department at 413-205-3426.

Honor Societies

Alpha Chi National College Honor Society

The purpose of the Alpha Chi National College Honor Society is to encourage sound scholarship and devotion to truth, not only among its members, but also among all students on chapter campuses. The Massachusetts Alpha chapter was begun at AIC in 1949 and has remained focused on the objective to promote “the stimulation, development and recognition of scholarship and those elements of character that make scholarship effective for good.” Membership is restricted to the top 10 percent (by GPA) of members of the junior and senior classes with at least 30 credit hours taken at AIC.

Alpha Kappa Delta Honor Society

Alpha Kappa Delta is an International Honor Society of Sociology dedicated to encouraging and stimulating scholarship while promoting the scientific study and advancement of sociology to improve society. Alpha Kappa Delta was founded in 1920 at the University of Southern California by Dr. Emory S. Bogardus. Alpha Kappa Delta has grown to over 120,000 members and more than 660 chapters established around the world. Membership is open to undergraduate students, graduate students, and faculty members from active chapters. Candidates for membership must have declared a major or minor in sociology, be at least a junior, have accumulated an overall grade point average of 3.0, have maintained the equivalent of a 3.3 grade point average in the department, and have completed at least six courses in the department prior to initiation. Membership in Alpha Kappa Delta spans a lifetime. Members receive a one-year subscription to the *Social Inquiry*, the scientific journal of the Alpha Kappa Delta. Membership also provides an opportunity to connect and network with other AKD members and professionals in the sociology field by offering symposiums, workshops and conferences.

Alpha Phi Sigma Honor Society

The purpose of the Alpha Phi Sigma National Criminal Justice Honor Society is to recognize and promote high scholarship among students actively engaged in collegiate preparation for professional services; to keep abreast of the advances in scientific research; to elevate the ethical standards of the criminal justice professions; and to establish in the public mind the benefit and necessity of education. All students must have completed one-third of the credit hours required for graduation by a college or university accredited by the appropriate regional accrediting organization and must be recommended by a local chapter advisor or faculty member. Undergraduates must maintain 3.0 cumulative GPA and a 3.2 GPA in the criminal justice field and graduate students are required to have a 3.4 GPA in all graduate courses. Students must rank in the top 35 percent of their class.

Alpha Sigma Lambda Honor Society

Alpha Sigma Lambda is a national honor society for undergraduate students in continuing education programs at regionally accredited colleges in the United States. Omicron Chapter was established at AIC in 1961. Candidates for membership must be within 18 hours of program completion and have successfully completed at least 15 credit hours within the academic year preceding induction in The School of Graduate and Adult Education and must have attained a cumulative grade point average of at least 3.3. Qualified candidates are inducted into the honor society in the spring.

Chi Alpha Sigma National College Athlete Honor Society (Athletics)

The purpose of the Chi Alpha Sigma National College Athlete Honor Society is to encourage, stimulate and maintain scholarship of the student-athletes in all fields. For active student membership, the student must be enrolled in an accredited college or university and must excel in both the classroom and in athletic competition. Chi Alpha Sigma recognizes college students who receive a varsity letter in their sport while maintaining a 3.4 or higher cumulative GPA throughout their junior and/or senior years. Qualified candidates are inducted into the honor society in the spring.

Sigma Theta Tau International Honor Society of Nursing

In May 2006, the AIC Honor Society became part of the Beta Zeta At-Large Chapter of Sigma Theta Tau International Honor Society of Nursing. This at-large chapter includes University of Massachusetts Amherst and Elm's College. Induction into the honor society is by invitation only. Candidates for membership must have completed at least one-half of the required nursing component of the baccalaureate curriculum, have a GPA of at least 3.0 on a four point scale, and rank in the top 35% of the nursing class. An annual induction ceremony is held for seniors each December. Students may seek information about Beta Zeta at Large through the AIC counselor.

Pi Sigma Alpha

Pi Sigma Alpha is the national honor society for students of political science. Founded in 1920, the organization now has over 500 chapters on colleges and universities across the United States. AIC began its chapter, Alpha Epsilon Sigma, in 2008 and has inducted 24 students since then. For its undergraduate members, the organization hosts conferences, provides a newsletter, and a videotaped series of lectures. It also publishes a journal to which members can submit articles for review. Members also may apply for graduate scholarships and internships in Washington, D.C. The College recognizes students in this prestigious organization via a formal induction, where they are presented with a certificate of lifetime membership and an honor cord to be worn at graduation. To be eligible for membership, students must have ten or more credits in political science and have achieved academic excellence, not only in those courses, but in their overall cumulative average.

Psi Chi National Honor Society in Psychology

The purpose of the Psi Chi National Honor Society is to encourage, stimulate and maintain scholarship of the individual members in all fields, particularly in psychology and to advance the science of psychology. For active student membership, the student must be enrolled in an accredited college or university and must have completed nine semester hours or 14 quarter hours of psychology and at least three semesters or five quarters of the college course. He or she must be registered for major or minor standing in psychology, or for a program psychological in nature that is equivalent to such standing. Undergraduate students must rank not lower than the highest 35 percent of their class in general scholarship and have a minimum overall GPA and psychology GPA (3.0); graduate students must have an average grade of B (3.0) in all graduate courses.

Academic Societies

American Marketing Association Collegiate Chapter

This affiliation provides students the opportunity to network with professionals in the business field and continue in education beyond the classroom.

The chapter will:

- Foster scientific study and research in marketing;
- Improve student methods and techniques in marketing research; and
- Discuss and study the changes in business particularly in marketing

Membership is open to all students majoring in a business field, as well as, communication majors. Some of the activities scheduled are speakers, research projects, company trips and assignments.

Reserve Officers' Training Corps (ROTC)

Any student at American International College who desires to earn a military commission may do so through the ROTC programs offered through a cooperating agreement with Western New England University in Springfield. Interested students may participate in a two or four-year program offered by the United States Army or the United States Air Force.

Four-year program students must accumulate 90 contact hours of military science academic courses and leadership and skill training during their freshman and sophomore years. During the junior and senior years, they must take a three-credit military science academic course and leadership laboratory each semester.

Two-year program students (sophomores or students who have two academic years remaining) attend a six-week basic summer camp in lieu of the first two years of the program.

Veterans or members of the National Guard or Reserves may receive up to three years of credit. Two years of credit may be awarded for previous ROTC training in either high school or college.

In addition to classroom instruction, students participate in a leadership practicum, orientation visits to military bases, field trips and briefings. Students also attend a six-week summer advanced camp at the end of the junior year which permits application of theory presented in the classroom.

Cadets may compete for scholarships, which include tuition, a monthly stipend and a book allowance.

Upon completion of degree and ROTC requirements, cadets are commissioned as Second Lieutenants and serve on active duty, or with a Reserve or National Guard unit. Interested students can register for ROTC academic courses at Western New England University as special students, or through the Cooperating Colleges of Greater Springfield.

Student Occupational Therapy Associations (S.O.T.A)

The Student Occupational Therapy Associations (S.O.T.A.) are local occupational therapy student groups on campuses throughout the nation. The S.O.T.A. at AIC is active in promoting intercollegiate relations among students interested in better understanding the discipline of occupational therapy. As a social organization, S.O.T.A. promotes communication among occupational therapy students, serving as an advocate for student concerns. It also assists its members to advance their knowledge about the profession by sponsoring AIC students for the National American Occupational Therapy Association (AOTA) Annual Conference and encouraging students to attend the MAOT State Conference. S.O.T.A. also recognizes its responsibility to the society through its commitment to sponsoring community events such as The Annual Walk for Breast Cancer and the Blood Drive for the American Red Cross, as well as participating in Habitat for Humanity projects.

Student Nurses Association

The Student Nurses Association of the Division of Nursing provides students with opportunities for public service and for student socialization. The purposes of the association are to contribute to nursing education, provide programs of professional interest and concern and to aid in the development of the student nurse in his or her responsibility for providing health care. Members of the organization are involved in public service functions related to health care and social issues on the AIC campus and in the greater community and participate in the National Student Nurses Association Organization. All nursing students are encouraged to become members of the local and national organizations.

Honors Program

The AIC Honors Program provides outstanding students from all majors with an intellectually enhanced learning experience. Students in the program take a variety of special classes that fulfill requirements under AIC's general education curriculum. In particular, they participate in several honors seminars. During their senior year, they write an honors thesis on a subject of their choice. Upon successful completion of the program, students receive the distinction "Honors Scholar" on their diploma and permanent academic record.

One of the Honors Program's goals is to foster a community of dedicated student learners and scholars. It sponsors special activities for participants like social events and field trips. It also tries to promote cultural and academic life for the entire campus, for example, by bringing in guest speakers.

There are several ways that students can become part of the Honors Program. Qualified incoming freshmen will be asked to participate in HON1104 and then formally invited to join the program itself at the start of their second semester. Current AIC students who have earned a 3.3 GPA or better and who have not yet started their junior year may be nominated by a faculty member and admitted with the Honors Programs Director's approval. Finally, transfer students who have earned a 3.5 GPA or better at their previous institution may apply to the Director for admission. Students must maintain a 3.3 GPA at AIC each semester (dean's list) to remain in the program.

Honors Program Curriculum

ENG1601	Advanced First-Year Composition
ENG1602	Advanced First-Year Composition and Literature
ENG (see below)	ENG Honors Literature
HON1104	First Semester Honors Seminar
HON2210	Honors Seminar in the Field of "Cultural Awareness"
HON2220	Honors Seminar in the Field of "Social Awareness"
HON4601	Honors Thesis Preparation
HON4899	Honors Thesis

HON2210 and HON2220 normally are taken during the sophomore or junior years. The topic for each will alternate from semester to semester. Students in the program may take additional Honors Seminars as free electives.

ENG Honors Literature

This course may be taken after completion of ENG1601 and ENG1602. ENG Honors Literature courses currently include ENG3400 (Major American Authors), ENG3450 (Environmental Literature) and ENG3800 (Shakespeare).

HON4601 Honors Thesis Preparation

This course normally is taken in the fall semester of senior year. Undergraduate occupational therapy and physical therapy students will take this course in the fall semester of junior year.

HON4899 Honors Thesis

This course normally is taken in the spring semester of senior year. Undergraduate occupational therapy and physical therapy students will take this course in the spring semester of junior year.

All of the courses in the Honors Program curriculum meet AIC's general education requirements except for HON4601 and HON4899. Students in the program must fulfill their remaining non-honors general education requirements in order to graduate.

With the permission of their department chair(s) and the Honors Program Director, students may combine HON4601 and HON4899 with the senior capstone projects or thesis within their majors.

Undergraduate Degrees At A Glance

Subject	Major	Minor	Degree	School	Notes
Accounting	X	X	BSBA	Business, Arts and Sciences	May be completed part-time, evening
Advocacy for Social Change		X		Business, Arts and Sciences	
African American Studies		X		Business, Arts and Sciences	
American Studies	X	X	BA	Business, Arts and Sciences	
Biochemistry	X	X	BS	Business, Arts and Sciences	
Biology	X	X	BS	Business, Arts and Sciences	
Chemistry	X	X	BS	Business, Arts and Sciences	
Communication	X	X	BA	Business, Arts and Sciences	
Criminal Justice	X	X	BS	Business, Arts and Sciences	
Economics/Finance	X	X	BSBA	Business, Arts and Sciences	
Education • Early Childhood • Elementary • Middle/Secondary • Moderate Disabilities		X X X X X		Education	Content major in desired academic area
English	X	X	BA	Business, Arts and Sciences	
Exercise Science	X		BS	Health Sciences	
Fraud and Financial Crimes		X		Business, Arts and Sciences	

General Business	X	X	BSBA	Business, Arts and Sciences	May be completed part-time, evening Minor available for non-business majors only
Healthcare Management	X	X	BSBA	Business, Arts and Sciences	May be completed part-time, evening
History	X	X	BA	Business, Arts and Sciences	
Health Sciences	X		BS	Health Sciences	For PT majors only
Human Biology	X	X	BS	Business, Arts and Sciences	
Interdisciplinary Science	X		BS	Business, Arts and Sciences	
International Business	X	X	BSBA	Business, Arts and Sciences	
International Studies	X	X	BA	Business, Arts and Sciences	
Liberal Arts	X		AA BA	Business, Arts and Sciences	May be completed part-time, evening
Liberal Studies	X		BA	Business, Arts and Sciences	
Management	X	X	BSBA	Business, Arts and Sciences	
Marketing	X	X	BSBA	Business, Arts and Sciences	
Mathematics		X		Business, Arts and Sciences	
New Media	X		BS	Business, Arts and Sciences	
Nursing Nursing (RN-BSN)	X		BSN	Health Sciences	See program description
Occupational Science	X		BSOS	Health Sciences	See program description

Photography		X		Business, Arts and Sciences	
Political Science	X	X	BA	Business, Arts and Sciences	
Psychology	X	X	BS	Business, Arts and Sciences	
Public Health	X	X	BS	Health Sciences	
Social Science	X		BA	Business, Arts and Sciences	May be completed part-time, evening
Sociology	X	X	BA	Business, Arts and Sciences	
Speech Language Pathologist Assistant		X		Health Sciences	
Sports and Recreation Management	X	X	BSBA	Business, Arts and Sciences	
Theater Arts	X	X	BA	Business, Arts and Sciences	
Visual and Digital Arts	X	X	BA	Business, Arts and Sciences	

Undergraduate Admission

The undergraduate admission process at American International College is individualized and holistic. It is the goal of the Office of Admissions to admit students who are academically prepared to be successful at American International College.

While there is no hard deadline for submitting an application, interested students are encouraged to submit their applications by the middle of their senior year if applying for first-year admission for the fall semester, or by December 1 if applying for first-year or transfer admission for the spring semester. Applicants to the health sciences programs should aim to apply by the preferred application deadlines, however applications received after the deadline will be considered on a rolling admissions basis. Students applying for transfer admission for the fall semester are urged to complete their applications by August 1. Students are encouraged to submit their application online, but may also use the paper application, which may be obtained by contacting the admissions office. Online applications can be accessed on the web at www.aic.edu/apply.

Notification of most admissions decisions are made on a rolling basis. That is, applications are processed upon receipt of all credentials and in most cases applicants are notified of the admission decision within a few weeks of the application's completion. Transfer nursing applications are reviewed following the preferred application deadline and on a rolling basis once the deadline has passed.

Final matriculation to the college is contingent upon the successful completion of high school or its equivalent. A final transcript documenting graduation or an official General Education Diploma (GED) certificate is required or financial aid and registration may be affected.

The Admissions Office keeps confidential the information furnished on the application form and any other information relating to the applicant, from any source whatsoever. The Dean of Undergraduate Admissions may disclose any part or all of such information to other authorized college personnel for official college purposes only.

Admission Criteria for All Students

The following list outlines how admission criteria may be met:

- High school diploma or high school transcript indicating date of graduation; recognized equivalent of a high school diploma; a General Educational Development Certificate (GED); or a state certificate received by a student after the student has passed a state-authorized examination that the state recognizes as the equivalent of a high school diploma;
- An academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree; or
- For a person who is seeking enrollment in an educational program that leads to at least an associate degree or its equivalent and who has not completed high school, but who excelled academically in high school, documentation that the student excelled

academically in high school and has met the formalized, written policies of that postsecondary institution for admitting such students.

How to Apply to American International College

- Applications are available online at www.aic.edu/apply. Paper applications can be obtained by contacting the admissions office.
- Submit the completed application form.
- Submit copies of high school transcript(s), diploma, or GED certificate.
- Submit official transcripts from all colleges/universities previously attended.
- Optional: Submit one letter of recommendation from a professor, counselor, or employer, submit official SAT or ACT test scores, and submit a personal statement.

Additional Admission Requirements

Some programs have additional admission requirements including nursing, occupational therapy and physical therapy. Please see below for more information.

Nursing

The undergraduate nursing program accepts candidates for freshman admission in the fall and spring semesters. Students who have not completed any college level coursework, including nursing coursework, are admitted as full-time freshmen students into the four-year program.

Freshmen candidates must satisfy the college's admissions requirements, including a laboratory science course in chemistry. Candidates must also present an official high school transcript demonstrating a minimum GPA of 2.5 or above (on a 4.0 scale) including a strong academic record in science and math courses.

Exceptions to minimum requirements may be made in conjunction with the Dean of the School of Health Sciences. Meeting minimum admissions criteria is not a guarantee of admission.

Nursing Transfer Admission

Transfer applicants who are applying to AIC from another institution are accepted on a space-available basis for both the fall and spring semester. Transfer candidates will be evaluated for admission based on the record of their college studies. Transfer candidates, with or without reasonable accommodations, are expected to demonstrate academic readiness at the post-secondary level by submitting an official college transcript demonstrating a cumulative GPA of 2.5 or above (on a 4.0 scale). A minimum grade of C+ or better is required in the following prerequisite courses in order for them to be transferred into AIC; courses marked with an asterisk (*) must have been completed within the last 5 years prior to admission:

BIO1200/1201 *	Anatomy & Physiology I w/Lab (4 cr.)
SOC1100	Intro to Sociology
BIO1210/1211 *	Anatomy & Physiology II w/Lab (4 cr.)
PSY1401	Introduction to Psychology
BIO2430/2431 *	Microbiology w/Lab (4 cr.)
PSY2450 *	Developmental Psychology

ENG1201/1601	English Composition I/Advanced First-Year Composition
MAT1430* or	Foundations of Statistics or Statistics
PSY2302*	
ENG1202/1602	English Composition II/Advanced First-Year Composition and Literature
CHE1210/1211 *	General Chemistry w/Lab (if applicable)

Nursing Additional Requirements/Guidelines:

Students must have evidence of having successfully completed an introductory chemistry course at the high school or college level.

For freshmen transfers (spring semester), students must have evidence of having successfully completed a college level anatomy and physiology or microbiology course.

The number of course withdrawals and/or repeats will be considered in making admission decisions.

Candidates who demonstrate evidence of successfully completing full time college coursework (minimum of 12 credits/semester) will be given preference in the admission process.

For sophomore status in the nursing program, all of the above courses, except MAT1430 or PSY2302, PSY2450 and CHE1210/1211 must be completed or in progress at the time of admission. MAT1430 or PSY2302 and PSY2450 may be taken concurrently with sophomore level nursing courses and must be completed prior to progressing to junior year level in nursing program. CHE1210/1211 may be completed over the summer prior to the start of AIC classes.

Transfer of nursing courses is evaluated by the Director of the Division of Nursing and requires a grade of C+ or above (on a 4.0 scale). Nursing courses are only transferable up to and including first semester junior year.

Current AIC students seeking admission to the nursing program must complete a formal application process as an internal transfer. Internal transfer applications are reviewed in spring semesters only for fall admission into the program. It is recommended that all students who are applying as internal candidates take at least one lab science during their freshmen year. Additional information on the internal transfer process can be obtained through the Office of the Dean of the School of Health Sciences located in Courniotes Hall, Room 102.

Registered Nurse (RN) to Bachelor of Science in Nursing (BSN)

AIC's transfer policy for RN to BSN students recognizes the rich academic and professional experience that RNs have achieved and enables applicants to transfer up to 90 credits of coursework toward the 120 credits required for the BSN. To be considered for transfer credit, coursework must have been completed at the time of application. Applicants are to have completed equivalent numbers of credits and competencies within the general educational categories to acquire the total of 90 credits. The competency areas are detailed below and credit work will be evaluated for achievement on an individualized basis to provide flexibility in transcript evaluation for the applicant. A total of 30 credits of nursing coursework at AIC is required to complete the RN to BSN program in addition to any additional general education credits that may be needed.

General Education completion, 42 total credits required:

(Anatomy & Physiology I & II, Microbiology)	
Human Culture and Expression	15
Civic and Social Responsibility	12
Quantitative Literacy	3
Personal and Professional Development	4

Previous nursing coursework: 45

RN to BSN Admissions Requirements:

- Official transcript demonstrating completion of an Associate Degree Nursing Program
- GPA - minimum of 2.5 preferred
- and other applicable coursework
- Active RN license

Occupational Therapy

Admission requirements are designed to select qualified students who are likely to successfully complete this professional program of study. Freshman candidates must satisfy the college's admissions requirements and must also present an official high school transcript demonstrating a minimum GPA of 2.8 or above (on a 4.0 scale) including a strong academic record in science and math courses.

Exceptions to minimum requirements may be made in conjunction with the Dean of the School of Health Sciences. Meeting minimum admissions criteria is not a guarantee of admission.

Transfer Admission

Transfer applicants must have a minimum GPA of 2.9 (on a 4.0 scale). The preferred application deadline is March 15th for transfer students.

The following program requirements must have been completed with a grade of at least B- in order for them to be transferred into AIC; in addition, courses marked with an asterisk (*) must have been completed within the past 5 years of admission date.

ENG1200/ENG1201	English Composition
BIO1200/BIO1201 *	Human Anatomy & Physiology I w/Lab
PHY1200/PHY1210 *	Physics of Human Body or equivalent /Physics w/Lab
PSY1401 & PSY1501	General Psychology or General Psychology II
PSY3600 & PSY2450 *	Developmental Psychology & Abnormal Psychology
SOC1100	Introduction to Sociology
MAT1430 or PSY2302	Foundations of Statistics or Statistics

Current AIC students seeking admission to the Occupational Therapy program must complete a formal application process as an internal transfer. Internal transfer applications are reviewed in spring semesters only for fall admission into the program. It is recommended that all students who are applying as internal candidates take at least one lab science during their freshmen year. Additional information on the internal transfer process can be obtained through the Office of the Dean of the School of Health Sciences located in Courniotes Hall, Room 102.

Physical Therapy

Freshmen candidates must satisfy the college's admissions requirements and must also present an official high school transcript demonstrating a minimum GPA of 3.2 or above (on a 4.0 scale) including a strong academic record in science and math courses.

Exceptions to minimum requirements may be made in conjunction with the Dean of the School of Health Sciences. Meeting minimum admissions criteria is not a guarantee of admission.

Transfer Admission

Transfer applicants must have a minimum GPA of 3.2 (on a 4.0 scale). The preferred application deadline is March 15th for transfer students.

The following core undergraduate PT requirements must have been completed with a grade of at least "B" in each course in order for them to be transferred into AIC; in addition, courses marked with an asterisk (*) must have been completed within the last 5 years from date of admission.

BIO1200/1201 & BIO1210/1211 *	Human Anatomy I and II w/Lab
BIO1400/1401 & BIO1500/1501 *	Biology I and II w/Lab
CHE1600/1601 & CHE1700/1701 *	General Chemistry I and II w/Lab
PHY1600/1601 & PHY1800/1801 *	General Physics I and II w/Lab
MAT2400 *	Calculus I
PTR3201 *	Physical Therapy Orientation
PSY1401 & PSY1501	General Psychology I and II

To progress to the professional phase of the Doctorate of Physical Therapy program, once enrolled in the undergraduate Physical Therapy program at AIC, students must achieve an overall GPA of 3.2 and a GPA of 3.2 in the core physical therapy requirements noted above.

Current AIC students seeking admission to the Physical Therapy program must complete a formal application process as an internal transfer. Internal transfer applications are reviewed in spring semesters only for fall admission into the program. It is required that all students who are applying as internal candidates take at least two lab sciences during their freshmen year. Additional information on the internal transfer process can be obtained through the Office of the Dean of the School of Health Sciences located in Courniotes Hall, Room 102.

Additional Admission Information for Specific Groups

First Year/Freshman Admission

Applicants with less than 12 credits of college work are considered for first-time admission. Students may apply for entrance in either fall or spring.

The admission decision is based on an assessment of the applicant's readiness for college. Among the factors considered are the applicant's academic record, including the quality of courses completed and grades earned. Additionally, optional standardized test results, an optional letter of recommendation, an optional personal statement and extra-curricular involvement in both school and community contribute to the decision. The final selection is based on a thorough and individual review of the credentials presented by each prospective student. Because the admission process is individualized, the weight of each of these credentials may vary.

Applicants for admission to the freshman class must be graduates of approved secondary schools. Recommended college preparatory units (16) include:

4 units	English
3 units	Mathematics
2 units	Laboratory Science
2 units	Social Studies
1 unit	Foreign Language
4 units	Electives

AIC will only admit as a regular student a person who has a high school diploma or equivalent and has passed the age of compulsory school attendance in the state where the school is located. Regular students are enrolled in an eligible degree or certificate program.

Homeschool

Applicants for admission who have completed a secondary school education in a homeschool setting may be eligible for admission if:

- The homeschool setting is treated as a homeschool or private school under the state law of the applicants home state, and;
- The student and has obtained a homeschool completion credential, or;
- If state law does not require a homeschool student to obtain a homeschool credential, the student has completed a secondary school education in a homeschool setting that qualifies as an exemption from compulsory school attendance requirements under state law.

Transfer Undergraduate Admission

Students with academic records satisfactory to American International College are admitted from other colleges for fall or spring enrollment. A transfer student must submit official transcripts of all work undertaken at all institutions attended after high school, whether transfer credit is desired or not. This includes any courses that the student has withdrawn from.

Transfer Credit Policy

Students who have earned academic credit at other accredited four-year institutions of higher education may transfer up to a maximum of 90 credit hours. The actual amount of transfer

credits and specific courses transferred will be determined after the student has been accepted into a degree program. Such transfer credit will be granted for courses successfully completed elsewhere only when those courses bear some reasonable relationship to courses in our curriculum and have been completed with a grade that equates, at a minimum, with our “C-” grade. Some programs, particularly physical therapy, occupational therapy and nursing, require higher grades in certain courses.

Accepted applicants will be notified of which courses have been accepted in transfer shortly after being notified of an admission decision. Students who have earned academic credit at an accredited two-year institution of higher education may transfer up to a maximum of 60 credit hours. Students who have earned an associate’s degree may transfer credit up to 75 credits for all courses in which they have received a passing grade. Students enrolled in the RN to BSN program may transfer up to 90 credits. Students transferring from an accredited two-year institution wishing to qualify for the bachelor’s degree (with the exception of the RN to BSN program) will be required to complete a minimum of 45 semester hours of credit work at this college. Students applying for admission by transfer from an institution not accredited by an official regional accrediting agency and wishing to transfer credit from such an institution will have their records evaluated on an individual basis. The registrar and the dean of the school or the EVPAA will determine the acceptability of transfer credit for which the student is applying.

Masstransfer and Intersegmental General Education Transfer Curriculum (IGETC)

Students admitted as transfer students who have completed either the MassTransfer Block at a Massachusetts community college or the IGETC program at a California two year college in an approved Associate degree program may have the American International College general education requirements waived, provided the student achieved the minimum of a 2.0 grade point average. Exceptions may be made for those cases where majors require specific courses that serve the dual purpose of meeting general education requirements as well as major requirements. American International College reserves the right to require up to a maximum of an additional six credits if it is determined that any critical area of the general education requirements is missing.

Reenrollment

Generally speaking, reenrollment at AIC is available to former students who have been away from study at AIC for 4 consecutive terms or less (not including summers) and meet one or more of the following criteria:

- Did not return from an approved Leave of Absence at the expected term.
- Did not return from a term under the Excused Withdrawal Policy at the expected term.
- Withdrew from the College while in good academic standing.

Former students who wish to pursue reenrollment should complete the Petition for Reenrollment found on the college’s website by the deadlines listed.

If the application is approved, the catalog year for the declared major will be retained from the initial term of admission, unless the student chooses otherwise. Additionally, students will be required to meet with an advisor and outline a plan for academic success for the degree program. Students are also free to change to a new major at this time.

Students who left under poor academic standing need approval from the EVPAA prior to consideration. Poor academic standing is defined as a status of Academic Warning or Academic Probation; furthermore, students are not permitted to elect the Academic Forgiveness option. Students wishing to return after academic dismissal should consult the policy on readmission to AIC.

If courses were taken elsewhere, they may be evaluated at the discretion of the college, according to the current policy on transfer credit.

Readmission to AIC

Generally speaking, readmission to AIC is available to former students who have been away from study at AIC for more than 4 consecutive terms (not including summers) and who meet one or more of the following criteria:

- Did not return from an approved Leave of Absence
- Did not return from a term under the Excused Withdrawal Policy
- Withdrew or separated from the College while in good academic standing
- Was not dismissed for disciplinary reasons
- Was dismissed for academic reasons but has attended another institution of higher education and can demonstrate successful academic performance.

Former students who wish to pursue readmission should contact the Admissions Office.

If the application is approved, the catalog year for the declared major will be set to the term of readmission, potentially initiating new degree requirements. Additionally, students will be required to meet with an advisor and outline a plan for academic success for the degree program. Students are also free to change to a new major at this time and have courses from other colleges/universities evaluated for transfer to the AIC program according to the College's current transfer evaluation policy.

Students who were academically dismissed may apply for readmission after 3 consecutive terms subsequent to the term of dismissal (not including summers). As part of that process students must provide transcripts from a college/university demonstrating successful academic performance. A petition for Academic Forgiveness may also be submitted at the student's request.

Students who have earned a bachelor's degree from AIC and wish to return to AIC for a second bachelor's credential should consult the policy on Second Bachelor's Degrees for more information.

Academic Forgiveness

Undergraduate, baccalaureate degree-seeking students who are readmitted following more than a three term consecutive absence from the College may petition to have their cumulative GPA recalculated from the time of readmission to the College. Students interested in pursuing this option may find the appropriate form with instructions on the college's website. Please note:

Upon successful petition:

- Cumulative GPA will be reset to 0.00.

- All prior courses and grades will remain on the student's academic record and transcript.
- The notation of "Academic Forgiveness" will be recorded on the student's transcript.
- Courses previously earned at AIC with grades of D+, D, D-, F and NC will not be used for credit. Credit will be considered for courses with grades of A, A-, B+, B, B-, C+, C, C-. The department to which a student is returning has final approval of credits that will count toward graduation. Departments may disallow credits toward graduation for some older courses.
- Readmitted students electing the forgiveness option may repeat a course one additional time if they previously exhausted their repeat options for that course under the policy on Repeating a Course.
- Students who elect this option may not be considered for Valedictorian and Salutatorian; however they may earn other honors as appropriate and in accordance with academic standards.
 1. Once enacted, the reset GPA cannot be revised.
 2. Students are afforded one opportunity for Academic Forgiveness.
 3. Students must fill out an Undergraduate Petition for Academic Forgiveness form and file it with the Dean's office for their program. If approved, the Registrar's Office will be notified and the Advising Center will schedule an appointment with the student to review the courses which will be included in the petition as well as any other requirements.

Deferment

In order to defer admission for up to one year, a Deferral of Admission Request form must be submitted to the Office of Admissions. Each request is reviewed on its individual merits and deferments are not automatically granted. The Dean of Undergraduate Admissions, in consultation with the admissions counselor, makes the final deferral decision.

To defer, a student must:

- Complete and return the Deferral of Admission Request form to the Office of Admissions, indicating which term (s)he would like to defer to. The maximum length of a deferral is one year (typically Fall-Fall, Fall-Spring, or Spring-Fall).
- Pay the required, non-refundable \$200 enrollment deposit by the relevant deadline and, if not already submitted, an official copy of his/her final high school transcript or General Educational Development (GED) diploma.

If the deferral is granted, it will:

- Be granted for a specific term.
- Except under exceptional circumstances as described below, be conditional upon the student not taking any courses at any other colleges/universities. Should an accepted student take courses elsewhere, the deferral is void and (s)he would need to reapply for admission to AIC. This includes courses that were taken Pass/No Pass, or courses that received a "W".
- Roll forward any merit scholarship the student has already received. However, all other financial aid is not guaranteed.

Financial Aid:

- Students who defer to the following term must reapply for financial aid by completing the Free Application for Federal Student Aid (FAFSA) as soon as possible.
- Students who defer from fall to spring semesters normally will receive a proportionate share of their previously granted full-year award.

Information on applying for financial assistance from AIC is available online at http://www.aic.edu/financialaid/how_to_apply.

Deferrals will not be given more than once.

Exceptional Circumstances

In rare cases, an accepted student may be presented with an exceptional opportunity to enhance his/her personal portfolio. This could include a volunteer opportunity, athletic opportunity, or academic opportunity that requires a student to enroll in coursework at another institution during his/her deferral. AIC reserves the right to ask for supporting documentation of exceptional circumstances.

To defer under exceptional circumstances, a student must, in addition to the requirements above:

- Explain the special opportunity being presented to the student in the Deferral of Admission Request form.
- Submit official transcripts from any college/university attended during the deferral period at least 30 days prior to the start of class at AIC.

A deferral based on exceptional circumstances will be conditional upon the student maintaining good academic standing and no history of disciplinary action at any college/university (s)he attends during the deferral period.

A deferral granted on the basis of exceptional circumstances will not impact the major the student was accepted into.

Questions about this policy should be directed to the Office of Undergraduate Admissions by telephone (413-205-3201) or email (admissions@aic.edu).

International Admission

American International College welcomes international students to its campus. The college is authorized under federal law to enroll non-immigrant students. It is the international students' responsibility to submit all official records of their academic work and the necessary financial documentation. Applicants should take care to see that these records are complete. In addition, they should attempt to provide evaluations of those records when possible to avoid delays in the application processing.

International students who wish to be considered for admission should provide to the admissions office the following information:

1. Application for admission
2. Official/attested secondary school records, certificates and national examination results. If records are not in English, an English translation must be provided.
3. If applying for transfer admission, official transcripts must be submitted from all colleges/universities previously attended. If an applicant attended a college/university outside of North America, a course-by-course credential evaluation is also required.

4. For applicants whose native language is not English, proof of English proficiency is required. The most common demonstration of English proficiency is through the Test of English as a Foreign Language (TOEFL), the IELTS, or SAT-1 results.

Advanced Placement Program

Students who have completed Advanced Placement courses in high school may receive some college credit for work completed if they have taken the appropriate AP examination and earned a grade of 3, 4, or 5. Official score reports must be sent to the Admissions Office from the Advanced Placement program. The number of credits granted for achieving a grade of 3 or better will vary depending on the specific subject.

English Proficiency

All students who wish to attend American International College must demonstrate English proficiency. This can be achieved in the following ways:

- Graduating from a secondary school where English was the primary language of instruction;
- Demonstrating proficiency on the verbal section of the SAT or ACT;
- Achieving a minimum score of 80 (or its equivalent) on the TOEFL

If none of these requirements are met by the student, the student may request an official review of English abilities by the Vice President of Academic Affairs or Dean of the school to which the student has applied. The request should be made to the Dean of Undergraduate Admission, who will coordinate the review.

College Level Examination Program (CLEP)

American International College understands that the important question is not *how* persons acquired their education, but *what* education they have. Through the College Level Examination Program (CLEP), students may take tests to prove that they have the equivalent learning as taught in a college level course. There are test centers throughout the country. Any matriculating student at the college is eligible for this program. However, students must complete the last 30 semester hours of credit in residence for any degree at American International College. No grade may be raised by test results.

There are two types of examinations: general and subject. The general exam may be taken before or shortly after entrance to college. This is a battery of tests covering English composition, humanities, mathematics, natural science and social science and history. Subject exams measure achievement in more than 30 specified undergraduate subjects.

Scores range from a low of 20 to a high of 80. American International College will give credit for a scaled score of 50 or above. Students should note that certain departments may not accept CLEP credit to waive major course requirements. Scores older than 5 years will be evaluated on a case-by-case basis.

International Baccalaureate (IB)

In recognition of the standards of the International Baccalaureate Diploma Programme and individual courses taken as part of the IB Program, American International College awards up to six credits for those IB courses taken at the higher level where a score of 4 or better was earned. Such credits will be counted toward either general education requirements or as general electives. A maximum of 30 credits may be granted.

Adult and Continuing Education Admission

Evenings at AIC

- The Evenings at AIC program is for students who have commitments that prevent them from attending undergraduate courses during the day. Students in this program attend AIC on a part-time basis in the evenings and online. All students in the Evenings at AIC program are required to meet the stated undergraduate admission requirements.

Non-matriculated Candidates:

- A non-matriculated student is one who takes college credit courses but who has not applied for formal admission (matriculation) to a degree program. A person who wishes to register for an undergraduate course without an application for admission may do so. That person must present documentation of high school graduation or completion of the General Education Development (GED) program.
- Continuing education students may take up to 15 semester hours of college credit as non-matriculated students before applying for admission. To become a matriculated student, one must comply with the admission procedure outlined above.
- Non-matriculated students register for courses directly through the Registrar's office.

Admission for Secondary School Juniors

This college maintains a special program that permits some students to complete the senior year of high school and the freshman year of college simultaneously. Secondary school junior students who have completed their graduation requirements, with the exception of senior English and a social studies unit, by the end of the junior year, may be eligible for this program. They must have the unqualified approval of their guidance counselors and school principal and must possess unusual academic ability, as well as the maturity necessary for success in a college environment.

Approval of the high school officials includes a commitment to award the high school diploma upon the student's successful completion of the first year of college work.

Veteran Status

A prospective student who plans to utilize any of the benefits available through the Veteran's Administration should obtain a Certificate of Eligibility and Entitlement. This certificate should be sent to the registrar prior to the student registering for courses for the first time.

Auditing a Course

A student may register for a course as an audit course. No grade is given for audited courses, however, the course name and number will be listed on the transcript with the designation "AU". Audited courses do not apply towards the credits needed for graduation nor do they figure into the calculation of GPA. Major requirements cannot be met with a course taken on an audit basis.

Dual Admission

As a qualified applicant to the dual admission program, students are automatically reserved a seat in one of AIC's graduate programs while earning their bachelor's degree. This option provides several benefits, including:

1. Direct entry into a graduate program
2. No graduate application or application fee is required
3. The graduate admission deposit is waived
4. Preferred housing during graduate phase

Eligibility for dual admission is determined at the time the student is accepted for admission into the undergraduate program. Each dual admission major is unique and has its own eligibility requirements throughout the undergraduate experience.

Should a student be eligible for a dual admission program, he/she will be notified shortly after undergraduate admission to the College. He/she will be invited to select the dual admission program(s) of interest and officially enroll in the dual admission program. The dual admission program of interest cannot be changed once a student matriculates.

In order to maintain his/her dual admission, undergraduate students must meet minimum cumulative GPA requirements as stated in his/her dual admission letter. Dual admission students must also complete all required prerequisites to maintain their admission to the graduate program of choice. Change of undergraduate major may void dual admission. Dual admission students are not required to enroll in a graduate program.

Expenses

All AIC charges are subject to revision at the discretion of the Board of Trustees. Expenses shown here are for full-time undergraduate students for the academic year 2018-2019. Changes to the fees charged by the college will be posted on the college website.

Rates are effective as of 5/1/18

2018-2019 Costs: Full-Time Undergraduate Resident

Based on 12-17 credits per term (fall and spring), standard room and all-access 7-day meal plan. Additional costs for courses, health insurance, parking, program fees and attendance in intersession and/or summer terms may apply.

<i>Description</i>	<i>Fall Term</i>	<i>Spring Term</i>	<i>Yearly</i>
Tuition	\$ 17,840	\$ 17,840	\$ 35,680
Standard Room	\$ 3,570	\$ 3,570	\$ 7,140
Meal Plan	\$ 3,480	\$ 3,480	\$ 6,960
Books/Supplies	\$ 600	\$ 600	\$ 1,200
Total Base Cost	\$ 25,590	\$ 25,590	\$ 50,980

2018-2019 Costs: Full-Time Undergraduate Commuter

Based on 12-17 credits per term. Additional fees for courses, health insurance, parking, program fees and attendance in intersession and/or summer terms may apply.

<i>Description</i>	<i>Fall Term</i>	<i>Spring Term</i>	<i>Yearly</i>
Tuition	\$ 17,840	\$ 17,840	\$ 35,680
Books/Supplies	\$ 600	\$ 600	\$ 1,200
Total Base Cost	\$ 18,440	\$ 18,440	\$ 36,880

2018-2019 Costs: Part-Time Undergraduate

Part-time status is based on registration for less than 12 credit hours per term. Additional fees for courses, health insurance, parking, program fees and attendance in intersession and/or summer terms may apply.

Tuition	\$ 735 per credit hour
Fees	\$ 30 per term registration fee

Tuition and Fees (2018-2019)

Undergraduate full-time students registering for 12-17 credits per term are charged the comprehensive tuition fee. Students who take more than 17 credits per term will be charged a per credit fee for each credit over 17. Undergraduate students who take fewer than 12 credits in a term will be charged at the per credit hour rate.

Deposits

Description	Amount	Charge Per
Tuition Deposit	\$ 200	Once
Evenings at AIC Deposit	\$ 100	Once

Undergraduate Tuition

Description	Amount	Charge Per
Undergraduate Comprehensive Tuition	\$ 35,680	Year
Undergraduate Comprehensive Tuition	\$ 17,840	Term: Fall and Spring
Undergraduate per credit fee	\$ 735	Credit for under 12, over 17, intersession, and summer
Audit Rate	\$ 365	Credit

Undergraduate Program Specific Tuition Rates:

Description	Amount	Charge Per
Evenings at AIC	\$ 395	Credit
RN to BSN	\$ 400	Credit
Occupational Therapy (Junior/Senior)	\$ 21,910	Term
Physical Therapy-(Fall/Spring) Senior	\$ 22,125	Term
Summer (Senior)	\$ 8,430	Term

Fees:

Description*	Amount	Charge Per
Miscellaneous		
Graduation Fee	\$ 100	Degree
Registration fee (part-time students) Fall/Spring: All Students Summer/Intersession: Applies to all students except Senior PT and Junior/Senior OT	\$ 30	Term
Student Parking Resident	\$ 125	Term
Student Parking Commuter	\$ 50	Term

Supportive Learning Services: Comprehensive (5 hrs week)	\$ 2,775	Term
Supportive Learning Services: Block 15 (1 hrs week/15 hrs per term)	\$ 975	Term
Supportive Learning Services: Block 30 (2 hrs week/30 hrs per term)	\$ 1,800	Term
Supportive Learning Services: Block 45 (3 hrs week/45 hrs per term)	\$ 2,250	Term
Supportive Learning Services: Summer I: (2 hrs week)	\$ 840	Term
Supportive Learning Services: Summer I: (1 hr week)	\$ 445	Term
Supportive Learning Services: Summer II: (2 hrs week)	\$ 840	Term
Supportive Learning Services: Summer II: (1 hr week)	\$ 445	Term
Withdrawal Fee (refer to the withdrawal policy)	\$ 750	Term
Health Sciences Specific Fees		
Background/Health Check Fee: Occupational Therapy, Physical Therapy, Nursing, Family Nurse Practitioner (NUR2540, NUR3740, NUR4340, NUR4999, OTR5050, OTR5233, PTR7150)	\$ 110	Per Course
Fee: Exam (NUR2540, NUR2840, NUR3740, NUR3940, NUR4532, NUR4533)	\$ 95	Per Course
Nursing Year 2 program fee	\$ 625	Term
Nursing Year 3 program fee	\$ 925	Term
Nursing Year 4 program fee	\$ 1,120	Term
Lab/Course Fees		
ACC1202 (Principles of Accounting)	\$ 120	Course
ART1000 (History of Art Course Fee)	\$ 120	Course
ART1010 (Aesthetic Experience Course Fee)	\$ 120	Course
ART1030 (Art Appreciation Drawing Course Fee)	\$ 120	Course
ART1100 (Art Appreciation Painting Course Fee)	\$ 120	Course
ART1110 (Studio Painting Course Fee)	\$ 120	Course
ART1120 (Craft & Design Course Fee)	\$ 120	Course
ART1200 (Museum Studio Art Beginner: Introduction to Drawing)	\$ 150	Course
ART1201 (Museum Studio Art Beginner: Introduction to Oil Painting)	\$ 150	Course
ART1202 (Museum Studio Art Beginner: Beginner Watercolor)	\$ 150	Course
ART1203 (Museum Studio Art Beginner: Photorealism/Scientific Illustration)	\$ 150	Course
ART1240 (Museum Studio Art Intermediate Atelier Class Method)	\$ 200	Course
ART1241 (Museum Studio Art Intermediate: Beginner/Intermediate Oil Painting)	\$ 200	Course
BIO1020 (Animal Diversity in Massachusetts)	\$ 315	Course
BIO1101 (General Biology Lab Fee)	\$ 315	Course
BIO1111 (General Biology II Lab Fee)	\$ 315	Course

BIO1121 (Human Biology Lab Fee)	\$ 315	Course
BIO1131 (Environmental Biology Lab Fee)	\$ 315	Course
BIO1200 (Human Anatomy Lab Fee)	\$ 425	Course
BIO1210 (Human Anatomy II Lab Fee)	\$ 425	Course
BIO1300 (Principles of Microbiology Lab Fee)	\$ 425	Course
BIO1400 (Biology I Lab Fee)	\$ 425	Course
BIO1500 (Biology II Lab Fee)	\$ 425	Course
BIO2400 (Comparative Vertebrate Anatomy Lab Fee)	\$ 425	Course
BIO2410 (Animal Histology Lab Fee)	\$ 425	Course
BIO2420 (Botany Lab Fee)	\$ 425	Course
BIO2430 (Microbiology Lab Fee)	\$ 425	Course
BIO3400 (Cell Biology Lab Fee)	\$ 425	Course
BIO3410 (Immunology Lab Fee)	\$ 425	Course
BIO3420 (Comparative Embryology Lab Fee)	\$ 425	Course
BIO3431 (Animal Physiology Lab)	\$ 425	Course
BIO3440 (Ecology Lab Fee)	\$ 425	Course
BIO3450 (Genetics Lab Fee)	\$ 425	Course
BIO3460 (Environmental Microbiology Lab Fee)	\$ 425	Course
BIO4030 (Molecular Biology Lab Fee)	\$ 425	Course
BIO4200 (Wildlife Bio & Conservation Lab Fee)	\$ 425	Course
BIO4210 (Mammalogy Lab Fee)	\$ 425	Course
BIO4220 (Vertebrate Zoology)	\$ 425	Course
BIO4698 (Independent Studies Fee)	\$ 425	Course
BIO4833 (Research Problems Lab Fee)	\$ 425	Course
BIO4834 (Research Problems Lab Fee)	\$ 425	Course
CHE1100 (Chemistry and Society I Lab Fee)	\$ 355	Course
CHE1110 (Chemistry and Society II Lab Fee)	\$ 355	Course
CHE1200 (Introduction to Chemistry Lab Fee)	\$ 355	Course
CHE1211 (Gen. Org. & Bio. Chemistry Lab Fee)	\$ 355	Course
CHE1601 (General Chemistry I Lab Fee)	\$ 355	Course
CHE1701 (General Chemistry II Lab Fee)	\$ 355	Course
CHE2401 (Organic Chemistry I Lab Fee)	\$ 355	Course
CHE2501 (Organic Chemistry II Lab Fee)	\$ 355	Course
CHE2600 (Analytical Chemistry Lab Fee)	\$ 355	Course
CHE3401 (Physical Chemistry I Lab Fee)	\$ 355	Course
CHE3501 (Physical Chemistry II Lab Fee)	\$ 355	Course
CHE3601 (Inorganic Chemistry Lab Fee)	\$ 355	Course
CHE3651 (Organic Lab Techniques Lab Fee)	\$ 355	Course
CHE4050 (Instrumental Analysis Lab Fee)	\$ 355	Course
CHE4201 (Biochemistry I Lab Fee)	\$ 355	Course
CHE4301 (Biochemistry II Lab Fee)	\$ 355	Course
CHE4600 (Physical Biochemistry Lab Fee)	\$ 355	Course
CHE4698 (Directed Study Lab Fee)	\$ 355	Course
CHE4841 (Senior Seminar Laboratory)	\$ 355	Course
CHE4900 (Chemistry Research)	\$ 355	Course
COM1400 (Intro to Broadcasting Course Fee)	\$ 255	Course
COM1410 (Digital Photography I Course Fee)	\$ 255	Course
COM2401 (Radio Programming & Production Course Fee)	\$ 255	Course

COM2411 (Digital Photography II Course Fee)	\$ 255	Course
COM2890 (Radio & TV Sports Course Fee)	\$ 255	Course
COM3261 (Interactive Media I Course Fee)	\$ 255	Course
COM3411 (Documentary Photo Projects Course Fee)	\$ 255	Course
COM3461 (Photojournalism Course Fee)	\$ 255	Course
COM3462 (Adv Photography Course Fee)	\$ 255	Course
COM3632 (Radio & TV News Programming Course Fee)	\$ 255	Course
COM3660 (TV News Production Course Fee)	\$ 255	Course
COM3661 (Adv Video Prod Course Fee)	\$ 255	Course
COM3670 (Editing & Producing Video Course Fee)	\$ 255	Course
COM3830 (Digital Media Aps Course Fee)	\$ 255	Course
COM4470 (The Broadcast Commercial Course Fee)	\$ 255	Course
EDU2102 (Intro to Education Course Fee)	\$ 165	Course
EDU2103 (Mtel Prep Course Fee)	\$ 165	Course
EXS3300 (Physiology of Exercise)	\$ 350	Course
EXS4200 (Exercise Testing and Prescription)	\$ 350	Course
EXS4600 (Therapeutic Modalities)	\$ 350	Course
MKT3691 (Introduction to Wines)	\$ 50	Course
MUS1030 (Opera Appreciation Course Fee)	\$ 355	Course
MUS1040 (Supernatural in Opera Course Fee)	\$ 355	Course
OTR5050 (Neuroscience Lab Fee)	\$ 415	Course
OTR5130 (Gross Anatomy Lab Fee)	\$ 415	Course
PHY1011 (Science for the 21st Century Lab Fee)	\$ 350	Course
PHY1021 (Earth Science Lab Fee)	\$ 350	Course
PHY1031 (Physics for the Liberal Arts Lab Fee)	\$ 350	Course
PHY1051 (Astrology for the Liberal Arts Lab Fee)	\$ 350	Course
PHY1210 (Physics of the Human Body Lab Fee)	\$ 350	Course
PHY1601 (General Physics I Lab Fee)	\$ 365	Course
PHY1801 (General Physics II Lab Fee)	\$ 365	Course
PHY2094 (Directed Study)	Based on plan	Course
VDA2640 (Cultivating Creativity Course Fee)	\$ 120	Course

*Course titles have been adjusted for spacing and may vary slightly from the official course title.

Administrative Fees		
Description	Amount	Charge Per
Diploma Replacement Fee	\$ 75	Each
Returned Check Fee	\$ 15	Each
Transcript	\$ 10	Each
Transcript Fee – Same Day	\$ 15	Each
Transcript Fee – International Overnight	\$ 100	Each
Transcript Fee – Overnight	\$ 50	Each

Tuition Deposit Payments

American International College abides by the Candidate's Common Reply Date of May 1.

Member schools of the Association for College Admissions Counseling (NACAC) agree that all

prospective students should have an opportunity to receive admission decisions from all of the colleges to which they apply, provided all deadlines were met, before a deposit is required.

Admitted applicants will be asked to submit a non-refundable deposit by May 1 in order to hold the student's place in the entering class. Where circumstances merit, requests for an extension of the deposit deadline may be granted at the discretion of the Director of Admissions.

Food Service

The Dining Commons offers continuous service providing meals, drinks and snacks during all operating hours seven days a week.

Resident students are required to have a meal plan. Meal plan changes may be made with the Office of Residence Life during the add-drop period at the start of each term.

Commuter students are not required to purchase a meal plan each term but have several attractive available options. Commuters may make meal plan selections with the Student Accounts Office. Full meals may be purchased for cash in the Dining Commons.

The snack bar, known as The Hive, is located in the campus center. Sandwiches and salads, hot drinks and other items are available on a cash basis. Adding Buzz Bucks, a declining balance choice, is also available to all students through the Dining Commons office. Snacks and soft drinks are available through vending machines in other college facilities.

Residence Charges and Meal Plans 2018-2019 (Per Term- Fall/Spring)

Residence Halls:

Building	Single by Design	Single Buyout	Double	Triple by Design	Single Due to Vacancy Upcharge**	Occupancy Adjustment (Double to Triple)
Acorn	\$5,515	\$6,205***	\$4,595	N/A	\$690	(690.00)
Broadhurst	\$4,670	\$5,250***	\$3,890	N/A	\$585	(585.00)
Edgewood	N/A	\$5,485***	\$4,065	\$3,570	\$610	(610.00)
Hines*	\$4,285	\$4,820	\$3,570	N/A	\$535	(535.00)
Magna*	N/A	\$4,820	\$3,570	\$3,570	\$535	(535.00)
Pouch*	\$4,285	\$4,820	\$3,570	N/A	\$535	(535.00)
Street*	\$4,285	\$4,820	\$3,570	N/A	\$535	(535.00)

All rates are per term

*These buildings are all traditional buildings.

**See section on Single due to Vacancy

***Only available on a limited basis- availability determined by the Office of Residence Life

Summer	Per week	Per month
Hines Double Room	\$125	\$500
Hines Single Room	\$175	

Daily rate for moving in early/staying late is \$30

Meal Plans:

Meal Plan Description	Term	Academic Year	Who May Purchase
Residential Meal Plans			
7 Day Unlimited + \$300 Dining Dollars	\$ 3,480	\$ 6,960	Minimum required for all freshmen
14 Meals per Week + \$200 Dining Dollars	\$ 2,840	\$ 5,680	Minimum required for all non-freshmen living in any hall except Acorn
125 Block + \$200 Dining Dollars	\$ 1,790	\$ 3,580	
75 Block + \$100 Dining Dollars	\$ 1,080	\$ 2,160	Minimum required for all undergraduate students living in Acorn and all graduate students living in any hall except Acorn
Commuter Meal Plan			
30 Block + \$200 Dining Dollars	\$ 500	\$1,000	Optional for all non-resident undergraduate and graduate students

Fees:

Fees	Amount	Charge Per
Off-Campus Res. Education -Non Compliance Fine	\$ 300	per occurrence
Residency Requirement Non Compliance Fee	\$ 5,000	per occurrence
Cancellation Fee 1 (Eligible to live off campus)-early notice	\$ 100	per occurrence
Cancellation Fee 2 (Eligible to live off campus)-late notice	\$ 500	per occurrence
Cancellation Fee 3 (Eligible to live off campus)-after add/drop	\$ 1,000	per occurrence
Cancellation Fee (Eligible to live off campus)-after Oct/Mar deadline	100% room charge	per occurrence

Please refer to the Student Handbook for complete Residence Life policies and procedures.

Student Health Plan*

The Health Services office, located in Mallory Hall, is staffed by nurse practitioners, physician assistants and a physician. Each of the health care providers has prescriptive authority and all are board certified. No appointment is needed to be seen and there is no charge for office visits. Campus Police responds to all emergencies on campus and will refer students to Health Services or Baystate Medical Center Emergency Department as needed.

The Commonwealth of Massachusetts mandates that all matriculated full-time and three-quarter-time students attending an institution of higher education who are not enrolled solely in short term courses or in an online program must be enrolled in a qualifying Student Health Plan that meets established minimum benefit guidelines. The minimum benefit guidelines can be found on the [Massachusetts Health Connector](#).

All students who meet the eligibility requirements are automatically enrolled in and charged for the AIC Student Health Insurance Plan.

AIC automatically applies the insurance fee but it may be waived during the add-drop period of the initial term for the year if the student has comparable coverage with another carrier. A 12-month plan, the insurance covers the period between August 1st and July 31st of the following year. The cost of insurance is subject to annual increases.

**This is a brief overview of the plan and additional terms and conditions apply. Contact Student Accounts for complete plan information. Policy information is posted on the my.aic.edu portal.*

Student Accounts Policy and Procedures

College statements are issued beginning in July for the fall term and in December for the spring term. Students are expected to view their statements online via the my.aic.edu portal.

Student Accounts Payment Terms and Conditions

Students should make payment arrangements for their account (“Student Account”) by the posted payment due date for each term.

- a. Payment arrangements include approved financial aid, payment plans, cash or credit card.
- b. Payments may be made by check, electronic payments, Visa, Mastercard, or Discover. The college offers a monthly Tuition Payment Plan.
- c. International students must make full payment prior to arrival and are not eligible for participation in payment plans.
- d. When a verified credit balance appears on a student account, refunds will be made in accordance with the student’s directions and regulatory requirements.

A student who does not satisfy his/her Student Account payment obligations will not be able to register for courses and will not be provided with official college documents including, degrees and certified/sealed/official/unofficial transcripts until the outstanding balance is paid in full. In addition, students may be excluded from commencement exercises, college activities, athletic programs, removed from the residence halls, and have their meal plans cancelled. No refunds will be given for services that are withheld due to overdue financial obligations. The college also reserves the right to withdraw a student from the college due to financial reasons with all of the withdrawal policy regulations in effect.

A student who withdraws or otherwise separates from AIC is responsible for resolving any outstanding Student Account balance.

An overdue Student Account balance that is assigned to a collection agency or an attorney may be reported to a credit bureau and is subject to appropriate costs of collections, including attorney fees and court costs incurred.

Student Account Withdrawal Refund Policies

Course Withdrawals:

This policy applies to students who drop and/or withdraw from individual courses in a semester while maintaining a status of being an enrolled student ^{1,2}.

Traditional and Trimester Academic Calendars:

- Prior to start of sessions and through the Add/Drop period: 100% refund of tuition and course related fees
- After add/drop: No Refund of Tuition and course/lab fees*

**Traditional Calendar Summer Sessions: after Add/Drop: 50% refund of tuition through day 15 (6 week sessions only)*

7 Week Modular and School of Education 8 Week Cohort Academic Calendars:

- Prior to start of sessions and through the Add/Drop period: 100% refund of tuition and course related fees
- After add/drop: 50% refund of tuition and program fees through day 18

¹*Military Personnel please refer to the Service Members section of the withdrawal policy for special accommodations for service members who must withdraw from all courses due to military orders.*

²*The dates used are the session dates from the academic calendars*

Withdrawal from the College:

All students who elect to leave American International College for reasons other than graduation MUST officially withdraw from the institution.

Students who withdraw prior to the end of the add/drop period for term (or session) will receive a 100% reversal of tuition, fees, residence hall and meal charges. Undergraduate students who withdraw during the add/drop period will be charged a \$750 withdrawal fee.

A limited pro-rate schedule specific to each academic calendar is applied for all withdrawals from the college that occur after the add/drop period. The refund schedules are posted on the my.aic.edu portal in the Office of Student Accounts section.

Financial Aid

The mission of the Office of Financial Aid is to work in partnership with the student and family to create a viable college financing plan for each academic year of enrollment. The office administers all college, federal and state financial aid programs as well as alternative financing programs available through commercial lenders. Each student has an assigned counselor on the financial aid team. All students are encouraged to communicate actively with their assigned counselor. The Office of Financial Aid works with both graduate and undergraduate students.

Students are expected to complete the annual financial aid application process within the published timeframe. Preference is given to students who meet the priority filing dates. All students are encouraged to file well in advance of those dates.

March 1	Incoming undergraduate filing priority date
May 1	Returning undergraduates filing priority date
May 1	All graduate students filing priority date

All applicants must file the Free Application for Federal Student Aid (FAFSA) and any supporting documentation requested by the college. Applicants must include AIC on the FAFSA as the institution to receive the FAFSA application data by designating AIC's federal student code (002114) in the appropriate section of the FAFSA. Failure to do so may result in the withdrawal of aid awards.

In accordance with federal privacy laws, strict attention is paid to the confidentiality of student applications. Students must authorize, in writing, release of financial aid awards or application data to those not covered by the exclusions governed by the Family Educational Rights and Privacy Act.

Crediting of Financial Aid Awards

The financial aid award letter will specify the amounts of aid and the expected semester disbursement dates by semester. All disbursements are made directly to the student's account, generally two weeks after the add/drop period ends. Credited aid in excess of student charges will be refunded to the student within 14 days unless the student authorizes retention of the credit balance for future charges. No aid will be disbursed until all financial aid and academic requirements are met. The student is responsible for working with his/her financial aid counselor to complete all required forms and procedures. Failure to complete the program or application requirements will result in a loss of financial assistance.

Grants, Scholarships and Loans

Merit-based Scholarships

Merit-based scholarships are awarded annually to selected incoming applicants who have been accepted for admission as full-time students. Students awarded merit scholarships will be notified at the time of their admission decision.

Eligibility for incoming freshmen is based on SAT/ ACT scores, class rank and high school grade point average. Scholarships range from \$8,000 to \$18,000 and are renewable provided the student maintains satisfactory academic progress and continues full-time enrollment. Need based scholarships are not available to students pursuing a second undergraduate degree.

Transfer students who have completed a minimum of 12 transferable credits will be considered for a merit-based scholarship based on their college cumulative grade point average. Students who are awarded such scholarships will be notified at the time of their admission decision.

American International College Grants

The College maintains a grant program that may provide assistance to students qualified on the basis of financial need. This program is open to all full-time undergraduate students who apply for financial aid and demonstrate financial need. AIC grants are not available to students pursuing a second undergraduate degree.

Athletic Grants in Aid

AIC is a Division II member of the NCAA and adheres to the awarding regulations determined by the NCAA. Athletic grants are subject to the coach's recommendation and the approval of the Directors of Athletics and Financial Aid.

Federal Pell Grants

Pell Grants are awarded to eligible students based on the FAFSA and other required supporting documentation. The award schedule is determined by the U.S. Department of Education annually, subject to appropriation by the Congress. Eligible applicants must be enrolled at least half-time to receive a Pell Grant.

State Grant Programs

Many states provide grants that are awarded on the basis of financial need and/or academic performance. Application deadlines vary but students are advised to apply as early as possible, generally before March 1st. Students should check with their home state programs for application requirements and deadlines.

Federal Supplemental Educational Opportunity Grant

The Supplemental Educational Opportunity Grant is designed to assist undergraduate students with exceptional financial need as determined by a review of the student's FAFSA. Awards are determined by the Office of Financial Aid and range from \$200 to \$4,000 annually subject to Congressional appropriations and program regulations.

Federal Work Study

AIC participates in the Federal College Work-Study Program. It offers students, qualified on the basis of financial need, the opportunity to provide for a portion of their college expenses by working part-time while they attend school. Job assignments are based on the availability of funds and are determined by the Financial Aid Office. Students are paid every other week by check or direct deposit. Work Study awards are not deducted from the student's account.

Federal Direct Loans

Loans under the Federal Direct Loan Program are subject to the regulations and terms as determined by the U.S. Department of Education. Applicants must file the appropriate FAFSA on an annual basis. There are two types of loans. The Subsidized Direct Loan is available to students demonstrating financial need as defined by the U.S. Department of Education. The federal government assumes responsibility for interest payments while the student is enrolled at least half-time. Under the Unsubsidized Federal Direct Loan program, interest accrues while the student is enrolled. The student may elect to pay only interest while enrolled or the interest may be capitalized until the student enters full repayment.

Year in School	Dependent Undergraduate	Independent Undergraduate	Graduate
First Year (FR)	\$5,500 – No more than \$3,500 may be subsidized	\$9,500 – No more than \$3,500 may be subsidized	\$20,500 unsubsidized loan
Second Year (SO)	\$6,500 – No more than \$4,500 may be subsidized	\$10,500 – No more than \$4,500 may be subsidized	
Third & beyond (JR/SR)	\$7,500 – No more than \$5,500 may be subsidized	\$12,500 – No more than \$5,500 may be subsidized	

Federal Direct PLUS Loans

Parents may borrow the annual full cost of education less any financial aid subject to federal lending criteria. The student must have a FAFSA on file. The federal government is the lender and sets standard for credit worthiness and program eligibility.

Graduate students may supplement borrowing in the subsidized and unsubsidized programs by seeking assistance through the Grad Plus option. Students may borrow up to the full cost of attendance less any other financial assistance (loans, assistantships, work study, grants and scholarships).

Undergraduate Academic Regulations

All students are expected to be familiar with the Undergraduate Academic Regulations of American International College, a separate publication, which can be found at the AIC Student Information System Portal. Major elements of that publication include the following:

Student Status

Matriculation

Matriculated status is accorded to full-time and part-time students who are officially recognized candidates for a degree. This recognition begins with an acceptance for admissions and is confirmed by a verified enrollment presence including official enrollment in at least one course that applies to that degree. A student is considered first matriculated on the first day of the first class of their first term at AIC. Matriculated status is conferred by the Registrar in consultation with appropriate admissions and academic administrators.

- Full-time Status- Students enrolled in at least 12 credits per term in a particular program are considered full-time status. However, students should consider an average course load of 15 credit hours/term in order to graduate within 8 full terms.
- Part-time Status-Students who are enrolled in fewer than the minimum of 12 credit hours per term are considered in part-time status.
- Special Student Status-A non-matriculated student enrolled for any number of term hours of credit is assigned special student status.

Classification

Students are classified as follows at the beginning of each term:

Fewer than 27 semester hours credit	Freshman
At least 27 but fewer than 57 hours	Sophomore
At least 57 but fewer than 87 hours	Junior
At least 87 semester hours	Senior

Registration

Advising

All students at American International College are assigned an academic advisor who takes an active interest in the academic progress of the student advisee. This includes aiding advisees in making decisions regarding course registration and selection of major, offering support to advisees as various departmental issues are confronted, and referring those needing any type of help to the appropriate resources. Advisors are familiar with academic requirements, policies and regulations and provide advisees with the information to enable them to make responsible academic choices. During the freshman and sophomore periods of study (commonly known as Lower Division), a professional academic advisor will be assigned to each student. During the transition to junior year and Upper Division, a faculty advisor will be appointed through the graduation term. As, always, the student, however, has the ultimate responsibility to ensure that all requirements for graduation are met.

Course Changes and Withdrawal from Courses

Changes in course selection may be made any time up to the end of the add/drop period of any term with the approval of the academic advisor. Prior to completing 75% of the term, a student may withdraw from a course without affecting the cumulative grade point average.

Withdrawal from courses after the Add/Drop period must have approval of the student's academic advisor and are subject to the following conditions:

- Up until 60% of a term is completed ("Last Day to Withdraw from a Class"), a student may withdraw from a course without affecting the Cumulative Grade Point Average; such a course will be marked "W" on the student's record.
- After 60% of a term is completed ("Last Day to Withdraw from a Class"), a student may not withdraw from a course.

The 60% completion point of a term is identified by the Registrar and published in the Academic Calendar.

If there is no verifiable presence (academically or residentially) or contact from a new or returning student by the end of the Add/Drop period, that student will be dropped from classes and administratively withdrawn for the term.

Credit System

The basic unit of credit at the college is the semester hour. All courses have an assigned semester hour value, as listed in this catalog and related official publications.

Foreign Study

A student enrolled at this college who wishes to undertake study at a foreign institution in an organized and accredited program may do so for the transfer of up to a limit of one full year of academic credit. Such a proposal of foreign study must be evaluated and approved in advance by the faculty advisor, the registrar, the dean of the school and, finally, the Executive Vice President for Academic Affairs. Further information on foreign study opportunities may be obtained in the Office of the Dean of Business, Arts and Sciences.

Cooperating Colleges of Greater Springfield

The Cooperating Colleges of Greater Springfield is an educational consortium composed of the eight public and private colleges in the Greater Springfield area: American International College, Bay Path University, Elms College, Holyoke Community College, Springfield College, Springfield Technical Community College, Western New England University, and Westfield State University.

Cross registration has been established so that in each semester any student attempting at least six (6) credits in a degree program may enroll at a participating CCGS institution for up to 2 courses totaling no more than eight (8) credits. Courses taken through the CCGS program must be used to fulfill the student's degree requirements at the home institution. The Host institution determines whether CCGS students can register for courses offered in the day, evening, or online. The student is billed by his or her Home institution.

Grading

Grading System

An “A” represents distinguished work and is reserved for work of outstanding quality. A grade of “B” is given for work that is decidedly above average. A grade of “C” is given for work of average quality. A grade of “D” is given for work that is below average, but passing. A grade of “F” indicates that the student’s work is not passing and that the student will not receive credit. In the event that the course is not repeated, the failure remains on the student’s transcript, exerting a continuously negative influence upon the cumulative grade point average. Candidates for an undergraduate degree must have a minimum cumulative grade point average of 2.0 (C) to graduate.

The table below serves as the basic numeric standard or percentage that faculty use in evaluating student performance. Grading systems may vary according to discipline and instructor preferences. Some grading practices recalculate “on the curve”, while others use only letter grades without assigning numeric values, and still other grading protocols may exist. Although other systems may exist, they will not be stricter than the standards set below. In all cases of variance from these standards, the instructor will explain the grading system clearly on the course syllabus.

Grade	Percentage	Quality Points
A	≥ 93.00	4.00
A-	90.00 – 92.99	3.67
B+	87.00 – 89.99	3.33
B	83.00 – 86.99	3.00
B-	80.00 – 82.99	2.67
C+	77.00 – 79.99	2.33
C	73.00 – 76.99	2.00
C-	70.00 – 72.99	1.67
D+	67.00 – 69.99	1.33
D	63.00 – 66.99	1.00
D-	60.00 – 62.99	0.67
F	< 60.00	0.00

Other Grades with No Grade Points that do not Affect GPA:

I	Incomplete; no credit, no grade points until changed to one of the grades listed above.
NC	Non-credit; to be used only for non-credit courses (does not affect GPA).
AU	Audit; no grades or grade points are given.
P	Pass; course credit but no grade points (does not affect GPA).
W	Withdraw; no credit, no grade points
WE	Withdraw Excused; no credit, no grade points

Report of Grades

The Registrar's Office makes grades available to students via the student portal at the end of each term.

Absence from a Final Exam

A student may not miss a final examination without first obtaining the written permission of the appropriate faculty member. The dean may allow exceptions to this rule, under special circumstances. Usually, students may be excused from final exams due to serious illness, or death in the family.

Incomplete Work

A grade of "Incomplete" is applied to work of acceptable quality when all the course work has not been completed because of illness or other legitimate reasons. It is never applied to work which, up to the time a grade is to be given, is of failing quality. A "Contract for Incomplete Grades" form with all required attachments and signatures must be submitted to the Registrar as soon as the need for an incomplete is determined, at the latest by the end-of-term deadline for submission of grades. An "Incomplete" must be completed by the last day of examinations of the following term. An extension may be granted for good and sufficient reason with the approval of the faculty member who issued the grade and the appropriate Dean/Director. If the student has not been granted an extension of time during which to complete the work, the Registrar will change the grade to "F" for the course.

Course Grade Appeal Process

This appeals process provides an opportunity for the student to initiate a review of a perceived injustice in the final determination of a course grade.

The assessment of the quality of a student's academic performance is one of the major responsibilities of college faculty members. This assessment is solely and properly their responsibility. It is essential for the standards of the academic programs at American International College and the integrity of the degrees conferred by this institution that the professional judgments of faculty members not be subjected to pressures or other interference from any source.

It is presumed that the grade assigned by a faculty member is correct. Thus, the burden of proof that it is not correct or was improperly awarded rests on the student who files the appeal.

This appeals process provides an opportunity for the student to initiate a review of a perceived injustice in the final determination of a course grade. Appeal is available only for review of alleged arbitrary or capricious grading. "Arbitrary or capricious grading", as used herein, is limited to one or more of the following:

- The instructor failed to notify students in a clear and timely manner as to the basis for grade determination;
- The assignment of a final grade deviates substantially from the instructor's previously announced standards;
- The grade is assigned on some basis other than the student's performance in the course;

- There is demonstrable evidence of discrimination or prejudice in the final grade assignment;
- There was a demonstrable error in calculating the grade.

A grade appeal is not appropriate when a student simply disagrees with the faculty member's judgment about the quality of the student's work. Appeals are for grades received in a course, not for those received for individual assignments (though individual assignments may nonetheless be the basis of disputing the course grade). Appeals are for course grades after the end of the term. Appeals are not accepted in anticipation of course grades or because of final scheduling. A student who is uncertain about whether or not a grade should be appealed or needs additional information about the grade appeal process should contact the dean's office.

A course grade must be based on evidence of the student's academic performance. The student must have access to the evidence; the instructor must explain and interpret the evidence to the student. A single evaluative standard must be applied to all students in a course section. It is also expected that grades be determined in accordance with written guidelines provided by the instructor.

Academic Honors and Graduation

Dean's List

The Dean's List is announced shortly after the completion of each semester to recognize those full-time students who have distinguished themselves by outstanding scholarship. To earn the honor of a place on the dean's list of one's school, a full-time undergraduate student must have attained at least a 3.30 grade point average for the semester with no grade lower than a C-.

To earn this honor, a part-time matriculated undergraduate student earning at least six credits must achieve a grade point average of 3.50. This honor is recorded on the student's permanent academic record.

Residency Requirement (30-hour Rule)

Each candidate for an associate's or bachelor's degree must complete the final 30 semester hours of credit work here at American International College.

In rare and unusual circumstances the Executive Vice President for Academic Affairs may make an exception to this rule for a limited number of semester hours, upon the recommendation of the student's faculty advisor and the dean of the school.

Graduation and Honors

Candidates for graduation must satisfy the academic requirements as outlined by the program and institution. Commencement exercises are held in May of each year.

Upon graduation, the most academically meritorious students are awarded the bachelor's degree Cum Laude, Magna Cum Laude, or Summa Cum Laude, according to their attainment of the criteria set forth in Academic Regulations. To be considered for a graduation honors designation, transfer students must first have a minimum of 45 semester hours of credit taken at the college.

Academic Integrity

American International College is firmly committed to students understanding the value of their education. The value of one's education is compromised if the integrity of the grading system is violated, as is the case when academic dishonesty is tolerated. To this end, it is necessary to assure that students honestly represent their work. The student has full responsibility for the content and integrity of all academic work. It is every student's responsibility to be familiar with the Academic Integrity Policy of the College. Neither ignorance nor misunderstanding of the policy excuses violations of academic integrity.

The standard at American International College is that:

- Students are to perform their own academic work according to the standards set by faculty members, departments, schools and the College, and
- Academic dishonesty, including cheating and plagiarism constitute fraudulent misrepresentation for which no credit can be given and for which appropriate sanctions are warranted.

It is the intent of the Academic Integrity Policy to define academic dishonesty, to provide appropriate sanctions, to provide procedures that impose sanctions which are fair and realistic, to provide safeguards for any student suspected of academic dishonesty, and to coordinate the Policy with the procedures of the Student-Faculty Appellate Court.

Definitions

As used in this policy, "cheating" means to present as one's own the work of another either by false representation of the work as one's own or concealment of the fact that it is not one's own.

As defined above, "cheating" includes but is not limited to:

- Obtaining, retaining, or using partial or whole copies of examinations, tests or quizzes before these are distributed for student use;
- Using notes, textbooks, or other information in examinations, tests and quizzes (except as expressly permitted);
- Obtaining or using confidential information about examinations, test or quizzes other than released by the instructor;
- Using or exchanging information during examinations, tests and quizzes, other than expressly permitted by the instructor;
- Presenting data or other material gathered by another person or group as one's own;
- Falsifying experimental data or information;
- Having another person take one's place for any academic performance without the specific knowledge and permission of the instructor;
- Cooperating with or assisting others to do one or more of the above, or
- Using a substantial portion of a piece of work previously or also submitted for another course or program without notification to the instructor to whom the work is presented (e.g., submitting substantially the same paper for two different course as if it were unique for each course).

"Plagiarism" means to take and present as one's own a significant portion of the ideas or works of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source or the ideas or works.

As defined above, “plagiarism” includes but is not limited to:

- The copying of words, sentences, paragraphs, and even ideas directly from the work of another person without proper credit;
- The copying of illustrations, figures, photographs, drawings, models, or other visual and non-verbal materials (including recordings) of another without proper credit, or
- The presentation of work prepared by another in final or draft form as one’s own source (e.g., purchased research papers).

Standards and Tests

The standards and tests for determination of an act of cheating or plagiarism under this Policy are as follows:

- The burden of establishing the fact of cheating or plagiarism is on the person who claims the act took place, although the instructor may require additional information from the student (beyond that required from the class as a whole or for the purposes of the assignment itself) in order to evaluate the integrity of the academic work;
- The test of whether the evidence is sufficient to sustain a finding of cheating or plagiarism is that the preponderance of evidence must be clear and convincing;
- A finding of cheating or plagiarism is a finding that the student presented work not his or her own.

Changes in status

Leave of Absence

Full-time degree seeking undergraduate students who have been registered during the semester immediately prior to the beginning of the proposed semester(s) of absence are eligible to apply for an approved Leave of Absence (LOA). Approved students remain as active, non-enrolled students in college systems. International students who wish to obtain an LOA must obtain additional advisement from the Division of Student Affairs. New students who wish to defer enrolling in their first semester are not eligible for an LOA and instead must arrange through the Office of Undergraduate Admissions to defer the semester they begin their studies.

Policy

Students may apply for any type of LOA through the end of the add/drop period of any given semester to apply to that semester. After the end of add/drop, students may apply for an LOA *only* for the subsequent term. They may, however, withdraw from courses or the College or petition for an Excused Withdraw under the Excused Withdraw Policy.

An LOA is normally granted for one semester – but two consecutive semesters may be requested. There is normally no extension beyond this second term date.

Students on LOA **are not** considered enrolled students and are not eligible for:

- Financial aid disbursements during the semesters while on LOA. Students on an LOA are reported to lenders as not enrolled and need to contact lenders for information on possible deferment or repayment options.

- Enrollment verifications from the Registrar will read “Not Enrolled” for that term which may prevent certain insurance benefits.
- Use of College services such as Dexter Health Center, Athletic facilities or residence/dining halls.

Students who are on a LOA (except Required Medical Leave) may return earlier than the agreed return date by notifying their advisor; keeping in mind applicable deadlines for registration (add/drop), financial aid and billing.

Students who do not return from an approved LOA and do not file a request for an extension must apply for readmission to the college (see the policy on reenrollment/readmission to AIC).

Students must fill out an Undergraduate Leave of Absence Petition and file with the appropriate office. In all cases, the student transcript will be noted: “Leave of Absence” for each term approved under this policy.

Withdrawal from the College

All students who elect to leave American International College for reasons other than graduation MUST officially withdraw from the institution.

Official withdrawals or students requesting an **Academic Leave of Absence (LOA)** are required to initiate the written withdrawal process with the designated officials outlined below:

Undergraduates: Dean of Students Office, 2nd floor Schwartz Campus Center, phone 413.205.3264.

Graduate/Doctoral: Registrar’s Office, Lee Hall 1st floor, registrar@aic.edu, phone: 413.205.3212

The **effective date** of the withdrawal is the date that the student begins the official withdrawal process or otherwise provides notification of intent to withdraw to the designated college official. Students may elect to indicate that the withdrawal is to be effective as of the end of the current term.

Non-attendance does not relieve a student of his/her financial obligations nor entitle a student to a refund.

Resident Students:

Upon withdrawal, resident students should immediately contact the Office of Resident Life at 413.205.3271 and follow all procedures for checking out of their room. Students have 48 hours after a voluntary withdrawal and 24 hours after an involuntary withdrawal to complete the check-out process.

Undergraduate Curriculum

The College reserves the right to alter any of the rules and regulations outlined in this Catalog and also in the Academic Regulations (a separate publication). All such changes are effective at such times as the proper authorities determine and may apply not only to prospective students, but also to those who already are enrolled in the college. This catalog should not be construed as constituting a contract between the college and any other person.

American International College ensures that its graduates experience the essentials of a general education. To achieve this purpose, courses basic for general education are required of all students at the College. Courses are also required to complete a specified amount of study of acceptable quality in a major field.

American International College has three schools:

School of Business, Arts and Sciences
School of Health Sciences
School of Education

All undergraduate students in each of the Schools must satisfy the College's APEX program, including general education requirements. Beyond the general education requirements, each school has its own major fields of study, the details of which are included within each departmental listing.

APEX (The AIC Plan for EXcellence)

APEX is a shared undergraduate journey that transforms our students through academic, community and leadership opportunities that foster intellectual, personal and professional growth and development. This comprehensive, four-year program heightens the students' academic, professional, and social experiences while attending AIC in order to develop a solid foundation for a lifetime of success personally and professionally. To make our undergraduate students more attractive to prospective employers and enable them to succeed in their careers, we provide them with broad academic skills based on a liberal arts foundation as well as life skills such as the ability to communicate effectively, think critically, gather and use information, and work collaboratively.

The APEX Program is composed of three interlocking parts: four 1-credit APEX courses, the co-curricular experience, and the general education core curriculum. The series of APEX courses is designed around the core goal of helping the student achieve success in college through the development and implementation of educational, professional and personal goals. Each student learns the skills and strategies necessary to fully engage and actively participate in the learning experience inside and outside of the classroom. Through the APEX series, each student explores time management, civility and civic responsibility, developing and implementing career goals, internship and leadership opportunities, multiculturalism in the workplace, developing and using a portfolio, budgeting and financial literacy, networking, and finding employment.

There are five themes of Co-Curricular Experiences (CCEs) that support the APEX courses and academic programs: service, financial literacy, leadership, cultural competency, and career

development. Co-curricular programming around these five core themes are associated or aligned with the learning outcomes for each of the four APEX courses.

The General Education requirements serve as the academic basis for lifelong learning. It is a framework for the acquisition and use of broad bodies of knowledge and a foundation of intellectual, social, and ethical skills and behaviors. Through this program, students are provided with a sequence of general education courses that complement the major program of study. Students are required to complete 42 credits of approved general education courses, according to the requirements listed.

Courses that Satisfy the General Education Requirements (42 credits)

Personal and Professional Development (4 courses, 4 credits or 6 credits (ACE students) total)

AIC1140	APEX 1 (1 cr) or AIC1100 Introduction to ACE (3 cr)
AIC2140	APEX 2 (1 cr)
AIC3140	APEX 3 (1 cr)
AIC4140	APEX 4 (1 cr)

Civic and Social Responsibility: (4 courses, 12 credits total, with at least 1 course in each area)

- Individual and Interpersonal Behavior
 - PSY1401 General Psychology I
 - PSY1501 General Psychology II
 - SOC1010 Introduction to Anthropology
 - SOC1100 Introduction to Sociology
 - SOC1400 Social Problems
- American Heritage/Society
 - AMS1100 Introduction to American Studies
 - ECO1000 Survey of Economics
 - ECO1401 Macroeconomics
 - ECO1402 Microeconomics
 - HST1600 Introduction to African American Studies
 - HST1510 U.S. History to 1877
 - HST1520 U.S. History Since 1877
 - POL1000 Introduction to Political Sciences
 - POL1400 Introduction to American Politics
- Global Perspective
 - ECO1010 World Economic Geography
 - HST1400 Western Civilization I
 - HST1410 Western Civilization II
 - HST1420 World History I (to 1500)
 - HST1430 World History II (since 1400)
 - HST1500 World History
 - HST2440 History of the Ancient Mediterranean
 - IBS1420 Diverse Cultures of the World

POL1500 Comparative Politics

Human Culture and Expression (5 courses, 15 credits total, with 2 courses in Composition and Communication and the 3 remaining courses in at least 2 of the remaining 3 areas)

- Composition and Communication
ENG1201 and ENG1202 OR ENG1601 and ENG1602
- Language and Literature
Any ENG2XXX-level or higher literature course
Any elementary or intermediate foreign language, including sign language
- Visual and Fine Arts
ART1000 History of Art
ART1010 Aesthetic Experience in the Contemporary Visual Arts
ART1030 Art Appreciation through Drawing
ART1100 Art Appreciation through Painting
ART1120 Craft and Design
COM2460 History of Photojournalism
COM3290 Great Directors
MUSXXXX Any 3-credit course
THR1400 Introduction to Theater
VDA2640 Cultivating Creativity
- Philosophy and Ethics
PHI1000 Introduction to Critical Thinking
PHI1200 Introduction to Philosophy
PHI1400 Philosophy through Literature
PHI2010 World Religion
PHI2030 Spirituality, Religion and Healing

Scientific Perspectives and Inquiry (2 courses with labs, 8 credits total including 2 credits in lab)

BIO 1020/1021	Animal Diversity in Massachusetts
BIO 1100/1101	General Biology I
BIO 1110/1111	General Biology II
BIO 1130/1131	Environmental Biology
BIO 1200/1201	Human Anatomy and Physiology I *
BIO 1210/1211	Human Anatomy and Physiology II*
BIO 1300/1301	Principles of Microbiology *
BIO 1400/1401	Biology I **
BIO 1500/1501	Biology II**
CHE 1100/1101	Chemistry and Society I
CHE 1110/1111	Chemistry and Society II
CHE 1200/1201	Introduction to Chemistry
CHE 1600/1601	General Chemistry I
CHE 1700/1701	General Chemistry II

PHY 1010/1011	Science for the 21 st Century
PHY 1020/1021	Earth Science for the Liberal Arts
PHY 1030/1031	Physics: From Playground to Battlefield
PHY 1050/1051	Astronomy for the Liberal Arts
PHY 1600/1601	General Physics I
PHY 1800/1801	General Physics II

*Restricted to majors in the School of Health Sciences, or with instructor permission

** Restricted to Biology majors, or with instructor permission

Quantitative Literacy (1 course, 3 credits total)

MAT1310	Statistics in Occupational Therapy
MAT1430	Foundations of Statistics
MAT2004	Biostatistics
MAT2030	Statistical Analysis for Business Decisions
PSY2302/CRJ2302	Statistics

School of Business, Arts and Sciences

Susanne T. Swanker, PhD, Dean

Mission

In support of the College's general academic mission, The School of Business, Arts and Sciences commits itself to serve three functions:

- To offer an integrated, multidisciplinary program of courses in the liberal arts at the introductory level for the general education of all students throughout the College.
- To provide high quality instruction at the advanced level for preparing majors in the traditional liberal arts and business for admission to professional or graduate schools, or for direct entry into the work force.
- To develop competent, dedicated individuals eager to serve the needs of people by providing professional programs based on the application of liberal arts, particularly the social sciences.

The liberal arts teach the intellectual skills and broad acquaintance with society that allows students the ability to adapt and evolve in today's global market. The liberal arts are the academic foundation for the educated person. Through a liberal arts foundation, AIC prepares graduates who can think critically and creatively, communicate effectively, understand broad societal relations and heritages, build strong relationships with others across a variety of cultural and experiential boundaries and manage themselves well—all essential skills for success in their professions and the wider community.

The liberal arts majors offer a truly most practical career preparation for a world that is constantly changing. They prepare students not only for their first jobs after college, but also for advanced careers beyond the entry level. They equip students so that they can both shape the persons they envision becoming, as well as, create the world in which they wish to live.

The professional majors build on the liberal arts foundation by teaching the specific skills and knowledge base and building the specific values that will:

- develop in the student an appreciation of the helping professions as a career choice;
- ensure that every graduate has demonstrated competencies appropriate for entering his/her profession of choice;
- encourage the student to engage in practice in his/her field so as to experience the realities of the workplace;
- ensure that the student possesses or obtains the necessary personal qualities to serve all types of people in an equitable and sensitive manner; and
- fosters in the student a problem-solving approach when confronted with difficult situations.

Degree Programs

Associate Degrees

Associate of Arts (AA)

Major

Liberal Arts (AA) (Available only as a part-time, evening option)

Liberal Arts (AA)

The Associate of Arts is conferred upon students who have satisfactorily completed a minimum of 60 semester hours of academic work. Liberal Arts is the area of concentration. This program is designed to provide students with a solid introduction to the subject matter. It also provides a seamless transition into the Bachelor of Arts degree program. The Liberal Arts (AA) program is only available as a part-time evening option.

Learning Outcomes:

- Articulate concepts from a broad background of information in liberal arts
- Identify, describe, and analyze key concepts of human behavior, social influences and societal issues
- Compare and contrast key concepts in a complex world and identify interdependencies
- Articulate clearly and succinctly one's thoughts to others, both orally and in written form

Major Requirements

ENG1201	English Composition I
ENG1202	Analytical Writing
ENGXXXX	Literature
Scientific Perspectives and Inquiry	Four (4) credits from General Education Requirements
Civic and Social Responsibility	Twelve (12) credits from General Education Requirements
Human Culture and Expression	Twelve (12) credits from General Education Requirements
MIS2310	Introduction to Management Information Systems
Electives	Twenty-one (21) general electives

Bachelor Degrees

Bachelor of Arts

Bachelor of Science

Bachelor of Science in Business Administration

These degrees are conferred upon students who have satisfactorily completed a minimum of 120 semester hours of academic work and have fulfilled general education and major requirements.

Bachelor of Arts Majors

- American Studies
- Communication
- English
- History
- International Studies
- Liberal Arts**
- Liberal Studies
- Political Science
- Social Sciences*
- Sociology
- Theater Arts
- Visual and Digital Arts

Bachelor of Science Majors

- Biology
- Biochemistry
- Chemistry
- Criminal Justice
- Human Biology
- Interdisciplinary Science
- New Media
- Psychology

Bachelor of Science in Business Administration Majors

- Accounting*
- Economics and Finance
- General Business*
- Healthcare Management*
- International Business
- Management
- Marketing
- Sports and Recreation Management

*May be completed part-time, evening, **Only available as part-time, evening

Minors

Students may elect to fulfill the requirements of a minor field of study in some disciplines and to have the minor field officially recorded along with their major field of study on their permanent record. Requirements for minors vary according to departments. Interested students are referred to the department/division chairs and to the program description section.

Accounting	Advocacy for Social Change
African American Studies	American Studies
Biochemistry	Biology
Chemistry	Communication
Criminal Justice	Economics and Finance
Education - Early Childhood	Education - Elementary
Education –Middle School	Education – Moderate Disabilities
Education – Secondary	General Business (for non-business majors only)
English	Fraud and Financial Crimes
Healthcare Management	History
Human Biology	International Business
International Studies	Management
Marketing	Mathematics
Photography	Political Science
Psychology	Sociology
Sports and Recreation Management	Theater Arts
Visual and Digital Arts	

Pre-Professional Studies

Pre-Professional Studies in Pre-Law and Pre-Med are not majors at AIC, but offer aspiring students guidance in choosing a specific major related to their intended careers and graduate studies. Students will work with a pre-professional advisor in addition to working with an advisor in his/her major.

Bachelor of Arts Degree Majors and Minors

American Studies (BA)

The American Studies program offers a major and minor to students who desire an interdisciplinary preparation for careers that will demand a broad but deep knowledge of American society, including an understanding of its economics, socio-cultural patterns, political traditions, and historical heritage, especially as they fit into today's global society. Students are prepared for an extensive range of careers such as law, journalism, public affairs, politics or governmental affairs from the municipal to national levels, or professions in museums or cultural agencies. American Studies is a foundation for helping set political or social policy for the nation, or advancing into graduate studies in law, history, literature, or political science.

Learning Outcomes

- Demonstrate familiarity with important ideas and values shaping American history and culture, including an awareness of the conflicts among these ideas and values
- Demonstrate an awareness of the cultural diversity in the United States, especially across issues of class, ethnicity, gender, race and religion, and the resultant varieties of experiences of American life and values
- Demonstrate an ability to analyze themes in American culture from the perspective of more than one discipline
- Demonstrate familiarity with the field of American Studies
- Demonstrate an ability to communicate orally and in writing about American culture

Major Requirements

AMS1100	Introduction to American Studies
ENG3400	Major Authors in American Literature, 1492 - 1865
ENG3410	Major Authors in American Literature, 1865 - Present
HST1510	United States History I (to 1877)
HST1520	United States History II (since 1877)
POL1400	Introduction to American Politics
POL3700	American Political Thought
SOC1100	Introduction to Sociology
AMS4800	American Studies Seminar

Additionally, students must choose one of the following concentrations and complete four courses within it.

American Identity

ENG2520	African-American Literature
HST3413	American Radical Tradition
HST3430	African-American History I
HST3440	African-American History II
POL2630	Civil Liberties

SOC2600	Class, Status and Power
SOC3243	Race and Ethnic Relations
	<i>American Law and Institutions</i>
HST3500	Supreme Court in American History
POL2420	Presidency and Congress
POL2620	Public Law
POL2630	Civil Liberties
POL3400	Public Administration
SOC2420	Sociology of American Institutions
	<i>Public Policy and Popular Culture</i>
ECO1401	Macroeconomics
HST3413	American Radical Tradition
POL2500	American National Elections
POL2520	Politics, Media and Pressure Groups
POL3402	American Foreign Policy
SOC2600	Class, Status and Power

Minor Requirements

AMS1100	Introduction to American Studies
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Take TWO of the following courses (not from the same discipline):

ENG 3400	Advanced American Literature I
ENG 3410	Advanced American Literature II
HST 1510	United States History I
HST 1520	United States History II
MUS 1010	American Musical Theater
POL 1400	Introduction to American Politics
SOC 1100	Introduction to Sociology

Take THREE of the following courses (from at least two different disciplines):

HST 3100	Coming to America: Immigration and Ethnicity in American History
HST 3413	American Radical Tradition
HST 3430	African-American History I
HST 3440	African-American History II (From Slavery to Freedom)
HST 3500	Supreme Court in American History
ENG 2520	African-American Literature
ENG 3200	Topics in Literature (if an American theme)
ENG 3400	Advanced American Literature I (if not taken above)
ENG 3410	Advanced American Literature II (if not taken above)
POL 2500	American National Elections
POL 2520	Politics, Media and Pressure Groups
POL 2620	Public Law
POL 2630	Civil Liberties
POL 3402	American Foreign Policy
POL 3700	American Political Thought
SOC 2420	Sociology of American Institutions
SOC 2600	Class, Status and Power
SOC 3243	Race and Ethnic Relations

Communication (BA)

The Communication major is designed to develop students' theoretical and practical skills related to this technologically, evolving field. This major prepares students for careers in print journalism, broadcasting, advertising and public relations, graphic and web design, and photography, while simultaneously providing students with the fundamentals of the Communication discipline. Ultimately, a Communication major understands the fundamentals of an evolving discipline.

Learning Outcomes

- Understand and apply historical and theoretical frameworks of communication.
- Create ethical and responsible media.
- Find and evaluate information and resources.
- Be visually literate.
- Know and employ individual and team presentation skills.
- Thrive in a multicultural world and workplace.
- Know and operate communications technologies.
- Write, report, document and package information in a variety of appropriate formats, for print, broadcast and web.
- Gain practical experience in an industry media outlet

Major Requirements

COM1201	Introduction to Journalism I
COM1202	Introduction to Journalism II
COM1212	Introduction to Video Production
COM1281	Introduction to Mass Communication
COM1410	Digital Photography I
COM2630	Writing for Media
COM3240	Media Law and Ethics
COM4899	Internship (at least 3 credits or Study Abroad one semester)

Choose one from the following courses:

COM1400	Introduction to Broadcasting
COM2401	Radio Programming and Production

Additionally, one from the following courses:

COM3201	Public Relations
COM3680	Communication Research
MKT1450	Principles of Marketing I

Plus a minimum of five additional courses at the 2000-level or higher in Communication or Visual and Digital Arts

Minor Requirements

COM1281	Introduction to Mass Communication
COM1400	Introduction to Broadcasting

Choose one from the following courses:

COM1201	Introduction to Journalism I
COM2630	Writing for Media

And one from the following courses:

COM1212 Video Production

COM1410 Digital Photography

Plus at least two elective courses in Communication or Visual and Digital Arts

English (BA)

The program offers the major and minor in English. Early consultation with an advisor is recommended, especially for students intending to seek admission to graduate studies after graduation and for those seeking state certification in Secondary Education in English. Students intending to teach English in secondary schools should work with advisors in both English and Education.

Learning Outcomes

- Students will demonstrate an awareness of language as a means of clarifying thinking, determining value, communicating information, and influencing the views of others.
- Students will distinguish between ethical and unethical uses of language, demonstrate skepticism and curiosity by asking questions, and seek and evaluate the evidence that underlies claims.
- Students will demonstrate an awareness of how values and perspectives shift over time, and how they shift according to nationality, race, ethnicity, religion, gender, sexual preference, age, social class, and ability grouping. They will also demonstrate an understanding of the relationships among language, knowledge, and power.
- Students will demonstrate an appreciation for writing as a means of knowing, develop an ability to do close, analytical reading, and use reasoning to analyze, criticize, develop, and defend arguments.
- Students will demonstrate an ability to formulate a research question, to locate and evaluate sources, and to synthesize and converse with these sources in the context of a research paper. They will demonstrate the ability to cite the work of others in Modern Language Association or other appropriate citation styles and use information ethically and responsibly.
- Students will demonstrate effective writing skills in various formats and for various purposes, effective oral communication skills, and be aware that it usually takes multiple drafts to create and complete a successful text.
- Students will develop insight (especially through reading) into one's own and others' behavior and thinking processes. They will also reflect (especially in writing) on their experiences and find meaning in them. They will also develop the ability to deal with other people in a civil and appropriate manner.
- Students will engage in career planning and development by developing realistic goals for implementing one's knowledge, skills, and values in occupational pursuits. They will also identify and develop skills and experiences that will help in achieving these career goals. In addition, students will use electronic environments to draft and compose.

Major Requirements

ENG2410

Western World Literature I

ENG3800	Shakespeare
ENG4200	Writing Seminar
ENG4375	Approaches to Literary Study

Plus, all English majors must take three of the four following courses:

ENG3400	Major Authors in American Literature, 1492-1865
ENG3410	Major Authors in American Literature, 1865-Present
ENG3480	Major British Authors from 800 to 1780
ENG3490	Major British Authors from 1780 to the Present

In addition, all English majors must also complete a minimum of 15 additional credit hours in area requirements from the following, including at least one course from each area:

Language and Rhetoric

ENG4411	History of the English Language
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Genres

ENG3210	The Drama in English
ENG3280	The Novel in English
ENG3290	The Short Narrative
ENG3377	Modern Poetry
ENG3430	Women Writers
ENG3440	Children's Literature
ENG3450	Environmental Literature

One of the four American and English literature 3000-level surveys in addition to the three taken to meet the core

Literature Other Than British and American

ENG2420	Western World Literature II
ENG2500	Literature of the Non-Western World
ENG3380	The Bible As Literature

Minor Requirements

ENG2410	Western World Literature I
ENG3800	Shakespeare
ENG3XXX	One 3000-level course in American literature
ENG3XXX	One 3000-level course in British literature
ENG3XXX	Any 2000- or 3000-level English course in literature
ENG3XXX	Any 2000- or 3000-level English course in literature

History (BA)

A major or minor in history can serve as either the basis for a general liberal arts education or as preparation for advanced studies in such fields as history, journalism, law, public affairs, foreign service, and teaching. Students will acquire a body of material knowledge over a range of topics, as well as develop their intellectual skills in effective communication and critical thinking. Study of a foreign language is required. Students intending to teach history in secondary schools are strongly encouraged to major in History/Education and to work with advisors in both the History and Education Departments.

Learning Outcomes

The following are learning outcomes for successful completion of the history major:

- Engage in historical analysis, inquiry, and research, and effectively communicate the results orally and in writing
- Understand the complex nature of the historical record
- Demonstrate a sense of historical empathy
- Employ historical thinking as part of informed citizenship

Major Requirements

HST1400	Western Civilization I
HST1410	Western Civilization II
HST1420	World History I (to 1500)
HST1430	World History II (since 1400)
HST1510	United States History to 1877
HST1520	United States History since 1877
HST2631	Introduction to Historical Research and Writing
HST4697	Senior Project

Plus 15 additional credit hours in history at the 2000-level or above (in addition to HST 2631 and HST4697), including: (1) at least one course on any topic of Western civilization; (2) at least one course on any topic of United States history; and (3) at least one course on any topic in non-Western or global history.

At least one foreign language course (modern or classical) and at least one Philosophy course strongly recommended.

Minor Requirements

Six (6) courses in history, including at least two courses on the 1000 or 2000 level plus HST2631, Introduction to Historical Research and Writing.

International Studies (BA)

The International Studies program offers a major and a minor to students who desire an interdisciplinary preparation for careers that will demand a broad, yet in-depth knowledge, of world affairs, including an understanding of the economics, socio-cultural patterns, and historical heritages of societies around the globe. Graduates are prepared for an extensive range of careers in today's global community such as law, journalism, public affairs, or foreign service. International Studies is a foundation for a career in politics and non-governmental agencies, or for pursuing graduate studies in business, economics, history, law, or political science.

Learning Outcomes

The following are learning outcomes for successful completion of the international studies major:

- Demonstrate an interdisciplinary knowledge of world affairs
- Develop international cultural competencies, including empathy for cultural differences
- Acquire critical-thinking and communications skills
- Use their competencies to become good global citizens

Major Requirements

Modern foreign language study (American Sign Language not eligible) through at least the intermediate-level, is required, with a strong recommendation for eight semesters. May be waived at the discretion of the program chairperson if student demonstrates fluency in a second language.

POL1500	Comparative Politics
POL2410	International Relations
INS4800	International Studies Seminar (with chairperson's permission, repeatable once to replace a course in a specialization requirement)

Choose one of the following courses:

ECO1010	World Economic Geography
IBS1420	Diverse Cultures of the World

and one of the following courses:

ECO1401	Macroeconomics
IBS1400	Introduction to International Business

Additionally, one from the following courses:

HST1430	World History II (since 1400)
HST2690	Twentieth-Century Global History

Selection of a specialization consisting of at least four courses in one of the following areas (additional specializations and course substitutions possible subject to approval by program chairperson):

The International Economy

ECO2400	International Economics
ECO3250	Comparative Economic Systems
IBS1400	Introduction to International Business
IBS3410	International Marketing

IBS4430	International Organizations and Administration
POL3460	Nations and Corporations <i>International Conflict and Diplomacy</i>
HST2610/POL2610	European Integration
HST2690	Twentieth-Century Global History
HST3325/POL3325	The First World War
HST3327/POL3327	The Second World War
HST3401	The Cold War
HST3411	History of Warfare
POL3410	International Institutions
POL3412	Contemporary Problems in International Relations
POL3402	American Foreign Policy
POL3420	Principles of International Law and Diplomacy <i>European Studies</i>
HST2610/POL2610	European Integration
HST3325/POL3325	The First World War
HST3327/POL3327	The Second World War
HST3401	The Cold War
HST3402	Modern Germany
HST3661/POL3661	History of Political Thought II/Political Philosophy II
<i>Any modern European language literature or literature in translation course</i>	
INS4800	International Studies Seminar (with chairperson's permission, repeatable once to replace a course in a specialization requirement)
<i>INS4890 Study Abroad and INS4899 Internship also may be used with the chairperson's permission to fill a specialization requirement.</i>	

Minor Requirements

INS4800	International Studies Seminar
POL1500	Comparative Politics
POL2410	International Relations <i>Choose one from the following courses:</i>
ECO1401	Macroeconomics
IBS1400	Introduction to International Business <i>and one from the following courses:</i>
ECO1010	World Economic Geography
IBS1420	Diverse Cultures of the World
<i>Additionally, one from the following courses:</i>	
HST1430	World History II (since 1400)
HST2690	Twentieth-Century Global History

Liberal Arts (BA)

The Bachelor of Arts is conferred upon students who have satisfactorily completed a minimum of 120 semester hours of academic work. This program is designed to meet two major objectives: to provide students with a solid introduction to the liberal arts and to allow students (through judicious use of their electives) the flexibility to combine those studies with their vocational or avocational interests. This joining of diverse fields of study is at the heart of the traditional liberal arts curriculum, a curriculum which seeks to lead the student to develop a broad information background, an ability to make sense out of a complex world, and to articulate clearly and succinctly one's thoughts to others, both orally and in written form.

Learning Outcomes:

- Articulate concepts from a broad background of information in liberal arts
- Identify, describe, and analyze key concepts of human behavior, social influences and societal issues
- Compare and contrast key concepts in a complex world and identify interdependencies
- Articulate clearly and succinctly one's thoughts to others, both orally and in written form

Major Requirements

ENG1201	English Composition I
ENG1202	Analytical Writing
ENG2XXX	A 2000-level course in literature
ENG2213	Public Speaking
Scientific Perspectives and Inquiry	Eight (8) credits from General Education Requirements
Civic and Social Responsibility	Nine (9) credits from General Education Requirements
Human Culture and Expression	Nine (9) additional credits from General Education Requirements
MIS2310	Introduction to Management Information Systems
Mathematics	Three (3) credits
Electives	Eighteen (18) credits of general electives
Concentration I*	Fifteen (15) credits from one liberal arts subject matter
Concentration II*	Fifteen (15) credits from one liberal arts subject matter

**Approved concentrations: English, history, mathematics, political science, psychology, sociology*

Liberal Studies (BA)

This is an interdisciplinary major designed primarily for students who desire a broad, multidisciplinary general education in the best tradition of the liberal arts and who wish to avoid the specialization of a major field. (Note: these requirements are for those students majoring in Liberal Studies only, not for those students majoring in both Liberal Studies and Education.)

Learning Outcomes:

- Students will demonstrate effective writing skills and distinguish between various uses of language, demonstrate critical thinking skills, and seek and evaluate the evidence that underlies claims.
- Students will demonstrate an awareness of how values and perspectives shift in cultures over time, and how they shift according to nationality, race ethnicity, religion, gender, sexual preference, age, social class, and ability grouping. They will also demonstrate an understanding of the relationships among language, knowledge, and power.
- Students will understand how various academic disciplines function together to facilitate understanding of culture and human nature.
- Students will demonstrate an ability to formulate a research question, and to locate, evaluate and synthesize sources. Students will demonstrate an ability to document sources in various and appropriate styles. Students will understand the unique developmental needs of middle and high-school students within the educational setting.
- Students will recognize the value of curriculum knowledge, prior planning, and assessment strategies within middle and high-school settings.
- Students will engage in exploration of pedagogy and best practice methods of education through direct experiences within diverse educational environments at the middle or high-school levels.
- Students will demonstrate an understanding regarding the importance of empirically based evidence in the field of education as the basis for the expansion of knowledge as a crucial foundation for dynamic and effective teaching.

Major Requirements

Three (3) literature courses, including:

One course in American literature:

ENG2430	Survey of American Literature
ENG3400	Major Authors in American Literature, 1492 - 1865
ENG3410	Major Authors in American Literature 1865 – Present

One course in Western literature:

ENG2410	Western World Literature I
ENG2420	Western World Literature II

Any third course in literature

Two (2) lab science courses, including:

One lab science course in the physical sciences (CHE or PHY)

One lab science course in the life sciences (BIO)

Three (3) courses meeting the general education requirements in Human Culture and Expression, in addition to ENG1201 and ENG1202 OR ENG1601 and ENG 1602.

Six (6) courses in Civic and Social Responsibility, including:

ECO1010 World Economic Geography (non-Education majors may substitute any economics course)

HST1420 World History I

HST1510 or One course in U.S. History
1520

POL1400 Introduction to American Politics

PSY1401 General Psychology I

One additional course meeting the General Education requirements in Civic and Social Responsibility.

MATXXXX One Math Course (usually MAT 1200)

Liberal Studies majors (with the exception of those students who are majoring in both Liberal Studies and Education) must earn a minor in any of the traditional liberal arts fields in which the college offers advanced courses (biology, chemistry, economics, English, history, mathematics, philosophy, political science, psychology, sociology, or Spanish.) The student must take a minimum of five courses at the 2000- or 3000-level within his or her minor field. The student must also take two additional 3000-level courses in any of the traditional liberal-arts fields. These last two courses need not be in the same field as the student's minor.

Political Science (BA)

In both the major and minor in political science, students learn about the impact of public decisions at local, national and international levels on pressing issues of the day. The curriculum includes theoretical courses, which entertain topics such as justice and rights, and practical ones, which can focus on particular governmental systems or policies. To accommodate students' interests, the program is designed for a flexible distribution of emphasis among the following fields of study: political theory, international relations, American government (national, state, and local), public law and administration, and comparative political systems. Besides broadening a student's general knowledge of the dynamics of governmental systems, an intensive study of political science provides a sound basis for a career in such diverse fields as diplomacy, journalism, public administration, law, education, and business.

Learning Outcomes

- Cultivate analytical, research and communicative skills
- Develop the ability to analyze issues from multiple perspectives (including international)
- Develop a core of knowledge in the field of American politics
- Develop a core of knowledge in the field of political theory
- Develop a core of knowledge in the field of comparative politics
- Develop a core of knowledge in the field of international relations

Major Requirements

POL1400	Introduction to American Politics
POL1500	Comparative Politics
POL2410	International Relations
POL4870	Seminar in Political Science
PSY2302	Statistics

and one from the following courses:

POL2620	Public Law
POL2630	Civil Liberties

Plus 18 semester hours of additional political science courses at or above the 2000 level, including a minimum of six hours from:

POL3642	Issues in Modern Political Thought
POL3660	Political Philosophy I
POL3661	Political Philosophy II
POL3700	American Political Thought

Minor Requirements

POL1400	Introduction to American Politics
POL1500	Comparative Politics
POL2410	International Relations

Plus nine (9) additional credit hours in political science courses, including a minimum of three hours from:

POL3642	Issues in Modern Political Thought
POL3660	Political Philosophy I
POL3661	Political Philosophy II

Social Science (BA)

The Bachelor of Arts is conferred upon students who have satisfactorily completed a minimum of 120 semester hours of academic work. This program is designed to meet two major objectives: to provide students with a solid introduction to the social sciences and to allow students (through judicious use of their electives) the flexibility to combine those studies with their vocational or avocational interests. This joining of diverse fields of study is at the heart of the traditional liberal arts curriculum, a curriculum which seeks to lead the student to develop a broad information background, an ability to make sense out of a complex world, and to articulate clearly and succinctly one's thoughts to others, both orally and in written form.

Learning Outcomes:

- Articulate concepts from a broad background of information in liberal arts
- Identify, describe, and analyze key concepts of human behavior, social influences and societal issues in the study of human sciences
- Compare and contrast key concepts in a complex world and identify interdependencies
- Articulate clearly and succinctly one's thoughts to others, both orally and in written form

Major Requirements

Students select three areas of concentration from the following areas:

Economics, history, political science, psychology, sociology

Concentration I Twelve (12) credits in selected social science

Concentration II Twelve (12) credits in selected social science

Concentration III Six (6) credits in selected social science

Sociology (BA)

Sociology is the study of society and social relationships. Sociology is a social science field of study that analyzes and explains important matters in our personal lives, our communities, and the world. A major and a minor in sociology is offered as preparation for graduate studies or for careers in applied sociology, public policy, business, social work, law, and teaching, among others. Course offerings include sociological foundations, as well as cultural anthropology and social work.

Learning Outcomes

- Students will explain the role of theory in sociology
 - Define theory and describe its role in building sociological knowledge
 - Compare and contrast theoretical orientations
 - Explain how theories reflect the historical context of times and cultures in which they were developed
 - Apply theories or theoretical orientations in at least one area of social reality
- Students will explain the role of evidence and qualitative/quantitative research methods
 - Identify basic methodological approaches and describe the general role of methods in building sociological knowledge
 - Compare and contrast the basic methodological approaches for gathering data;
 - Design a research study in an area of choice and explain why various decisions were made
 - Evaluates a published research report and explain how the study could have been improved
- Students will explain the role of social structure in society
 - Identify how institutions interlink in their effects on each other and on individuals
 - Summarize how social change factors affect social structures and individuals
 - Explain how social structures vary across time and place and the effect of such variations
 - Evaluate specific policy implications using reasoning about social structural effects
- Students will explain the role of internal diversity and inequality in American society
 - Describe social variations by race, class, gender and age in our society
 - Explain the processes through which prejudice and discrimination are created and perpetuated in society
 - Summarize the social factors that create and perpetuate inequality

- Evaluate the impact of social inequality on social structures and on differences of individuals

Major Requirements

Students who major in sociology are required to take 13 courses (39 credits) in the field.

SOC1100	Introduction to Sociology
SOC1400	Social Problems
PSY2302	Statistics
SOC2631	Sociological Research Methods
SOC2800	Classical Sociological Theory
SOC4896	Senior Capstone
SOC4899	Internship in Sociology

Four courses in the area of social institutions:

SOC2400	Crime and Deviance
SOC2410	Deviance and Social Control
SOC2420	Sociology of Institutions
SOC2430	Sociology of Family
SOC2643	Sociology of Work
SOC2650	Sociology of Globalization
SOC3280	Sociology of Popular Culture
SOC3430	Sociology of Religion
SOC3440	Sociology of Health
SOC3825	Special Topics in Sociology: Urban Sociology; <i>or</i> Immigration; <i>or</i> Social Movements

Two courses in the area of social inequalities:

SOC2600	Class, Status and Power
SOC2621	Sociology of Aging
SOC3243	Race and Ethnic Relations
SOC3630	Gender and Society
SOC3825	Special Topics in Sociology: Sociology of Sexuality

Minor Requirements

SOC1100	Introduction to Sociology
SOC1400	Social Problems
SOC2631	Sociological Research Methods
SOC2800	Classical Sociological Theory

Plus two additional upper-level sociology courses

Theater Arts (BA)

The Theater Arts program offers a Bachelor of Arts degree and a minor in theater arts. The courses offered in the program give students the opportunity to work in the areas of performance, technical theater, theory, and history of theater. The program is focused on developing well-rounded artists that can work in a variety of areas in the competitive business of theater. The program produces two major productions each year and also offers internship and summer theater opportunities to students. The Theater Arts minor enables students to gain confidence, presence, poise, and a basic knowledge of theater arts. The goal of the theater program is to give students the opportunities, knowledge, and necessary credentials to compete in the highly competitive world of theater as artists and scholars.

Learning Outcomes:

- A theater major will be able to create a theatrical work through the demonstration of her/his individual and collaborative projects.
- A theater major will be able to write clearly and analytically about theoretical and practical aspects of theater.
- A theater major will have the ability to analyze at a theatrical script from the perspective of actor, designer, technician and director
- A theater major will participate in multiple aspects of the production process.
- A theater major will develop proficiency in at least one area of theater that will be the basis for his/her senior project.

Major Requirements

THR1400	Introduction to Theater
THR1420	Fundamentals of Acting
THR1430	Theater Workshop I (may be taken multiple times for 3 credits total)
THR2420	Styles of Acting
THR2430	Theater Workshop II (may be taken multiple times for 3 credits total)
THR2500	Scene Study
THR2600	Movement for the Actor
THR2610	Costume, Hair and Makeup Design, with laboratory
THR2620	Play Production, with laboratory
THR3200	Voice and Articulation
THR3210	Theater History I (Ancient Greeks – 1750)
THR3430	Theater Workshop III
THR3610	Theater History II (1750 – Present)
THR4810	Directing
THR4899	Theater Arts Internship (taken twice)

Plus a minimum of 12 credits from the following:

COM1212	Video Production
ENG3800	Shakespeare
MUS1010	American Musical Theater
MUS1030	Opera Appreciation
THR3820	Dramaturgy
THR3830	Stage Management

Minor Requirements

The Theater minor consists of 21 credit hours:

- THR1400 Introduction to Theater
- THR1420 Fundamentals of Acting
- THR1430 Theater Workshop I (3 credits)

Choose one from the following courses:

- THR2610 Costume, Hair and Makeup Design, with laboratory
- THR2620 Play Production, with laboratory

Choose two from the following courses:

- THR2420 Styles of Acting
- THR2500 Scene Study
- THR2600 Movement for the Actor
- THR3200 Voice and Articulation
- THR4610 Theater and Society

Visual and Digital Arts (BA)

The Visual and Digital Arts (VDA) major prepares students for creative careers in a wired world. Contemporary digital tools allow VDA majors to not only conceptualize and create content but also produce and publish multimedia visual communications projects. Along with developing these digital skills, students will engage in tactile art making experiences, as there is no substitute for what the hands can teach the brain about creativity. By choosing the Visual and Digital Arts major, students will come to see the world as artists and develop the ability to imagine what does not yet exist. The goal is not to “think outside of the box”, but rather, to create the box itself. Many of the courses in the VDA program emphasize creative problem solving and invention and prepare students with an adaptable mindset. These students will be ready to embrace new employment opportunities that will surely emerge in the current climate of fast-paced workplace evolution.

Learning Outcomes

- Students will demonstrate proficiency with digital and traditional art tools.
- Students will express ideas and concepts visually in multiple formats.
- Students will gain practical experience in a professional setting.
- Students will showcase mastery of their chosen specific arts discipline.

Major Requirements

ART1000	History of Art
COM1212	Video Production
COM1281	Introduction to Mass Communication
COM1410	Digital Photography
COM2460	History of Photojournalism
VDA1800	The Vital Basics: Drawing, Painting and Sculpture
VDA2000	Business Know-how for the Entrepreneur
VDA2210	Digital Storytelling
VDA2613	Graphic Design 1
VDA2640	Cultivating Creativity
VDA3613	Graphic Design 2
VDA3601	Art and Culture: A Global Look
VDA4695	Capstone Experience in Visual and Digital Arts
VDA4899	Internship in Visual and Digital Arts

Minor Requirements

The Visual and Digital Arts Minor consists of 18 credit hours.

COM1410	Digital Photography
VDA2210	Digital Storytelling
VDA2640	Cultivating Creativity
<i>Choose three from the following courses:</i>	
ART1000	History of Art
COM1281	Introduction to Mass Communication
COM2411	Digital Photography II
COM2631	Visual Communication
COM2840	Internet Communication
VDA1800	The Vital Basics: Drawing, Painting and Sculpture

VDA2000	Business Know-how for the Entrepreneur
VDA2613	Graphic Design 1
VDA3601	Art and Culture: A Global Look

Bachelor of Science Degree Programs and Minors

Biochemistry (BS)

The Biochemistry major is an integrated program combining focused studies in biology and chemistry, with supporting coursework in mathematics and physics. Those who complete this program will have a solid understanding of the way in which nonliving matter comes together to form living organisms.

Learning Outcomes

- To acquire knowledge of fundamental chemical and biochemical principles
- To exhibit facility in the application of the fundamental principles of chemistry
- To develop the skills to work competently and safely in the laboratory
- To exhibit scientific literacy
- To demonstrate professionalism and ethical standards in their demeanor and coursework

Major Requirements

CHE1600	General Chemistry I, with review and laboratory
CHE1700	General Chemistry II, with review and laboratory
CHE2200	Introduction to the Scientific Literature
CHE2400	Organic Chemistry I, with laboratory
CHE2500	Organic Chemistry II, with laboratory
CHE2600	Analytical Chemistry, with laboratory
CHE3400	Physical Chemistry I, with laboratory
CHE3500	Physical Chemistry II, with laboratory
CHE4200	Biochemistry I, with laboratory
CHE4300	Biochemistry II, with laboratory
CHE4840	Senior Seminar
MAT2400	Calculus I
MAT2500	Calculus II
MAT2004	Biostatistics
PHY1600	General Physics I, with review and laboratory
PHY1800	General Physics II, with review and laboratory

Additionally, any two of the following courses:

BIO1400	Biology I
BIO3450	Genetics
BIO4030	Molecular Biology

Plus four (4) credit hours from the following, including one credit of laboratory:

CHE3600	Advanced Inorganic Chemistry
CHE3601	Advanced Inorganic Laboratory
CHE3650	Spectroscopy of Organic Compounds
CHE3651	Advanced Organic Laboratory Techniques
CHE4050	Instrumental Analysis, with laboratory

Minor Requirements

CHE1600	General Chemistry I, with laboratory and review
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CHE1700	General Chemistry II, with laboratory and review
CHE2400	Organic Chemistry I, with laboratory
CHE2500	Organic Chemistry II, with laboratory
CHE4200	Biochemistry I
CHE4300	Biochemistry II

Biology (BS)

Biology majors may focus their studies on one of the following areas: cell and molecular biology, ecology/environmental science, bio-medical (for pre-professional students), zoology, bio-education (for students in middle and secondary education), or general biology (a personalized program for students with unique interests).

Biology majors have pursued careers in such fields as teaching, wildlife conservation, environmental management, environmental consulting, biotechnology industry, research laboratories, laboratory management, environmental education, forensics, public health, allied health fields, museum/aquarium work and graduate school, as well as medicine, dentistry, podiatry, veterinary medicine, and optometry.

Learning Outcomes

- Students will demonstrate familiarity with the knowledge base comprising the field of biology
- Students will become familiar with the process of scientific inquiry
- Students will be able to effectively communicate scientific findings

Major Requirements

All biology majors must complete the following required biology core of courses that include:

BIO1400	Biology I, with laboratory
BIO1500	Biology II, with laboratory
BIO2400	Comparative Vertebrate Anatomy, with laboratory
BIO3440	Ecology, with laboratory
BIO3450	Genetics, with laboratory
BIO4350	Evolution
BIO4803	Senior Seminar in Biology

And one of the following courses:

BIO2430	Microbiology, with laboratory
BIO3400	Cell Biology, with laboratory

All biology majors must complete a minimum of 12 elective credits in biology courses at or above the 3000 level in addition to the required biology core. No more than one semester of BIO4698, 4798, 4833, or 4834 may be counted towards satisfying the requirements of the biology major.

All biology majors must also complete the required core in allied fields:

CHE1600	General Chemistry I, with review and laboratory
CHE1700	General Chemistry II, with review and laboratory
CHE2400	Organic Chemistry I, with laboratory
CHE2500	Organic Chemistry II, with laboratory
PHY1600	General Physics I, with review and laboratory
PHY1800	General Physics II, with review and laboratory
MAT2004	Biostatistics

Additionally, all biology majors must complete two of the following courses:

MAT1840	College Algebra and Trigonometry
MAT2400	Calculus I
MAT2500	Calculus II, with laboratory

By appropriate selection of electives, students may focus their studies on any of the following areas.

- Bio-Education (see education department information for professional requirements for teacher education)
- Biomedical (for students interested in medical professions)
- Cell and Molecular Biology
- Ecology/Environmental Science
- General Biology
- Zoology

Minor Requirements

BIO1400	Biology I, with laboratory
BIO1500	Biology II, with laboratory
BIO2400	Comparative Vertebrate Anatomy, with laboratory
BIO2430	Microbiology, with laboratory
BIO3440	Ecology, with laboratory
BIO3XXX	3000-level Biology elective with laboratory, as required

Chemistry (BS)

The Chemistry major and minor offers students the flexibility to choose courses appropriate to preparation for careers in industry, health professions, teaching, business, law, or engineering, or graduate studies and research. Obtaining this major requires fluency with the basic nature and behavior of the matter comprising our universe.

Learning Outcomes

- To acquire knowledge of fundamental chemical principles
- To exhibit facility in the application of the fundamental principles of chemistry
- To develop the skills to work competently and safely in the laboratory
- To exhibit scientific literacy
- To demonstrate professionalism and ethical standards in their demeanor and coursework

Major Requirements

CHE1600	General Chemistry I, with review and laboratory
CHE1700	General Chemistry II, with review and laboratory
CHE2200	Introduction to the Scientific Literature
CHE2400	Organic Chemistry I, with laboratory
CHE2500	Organic Chemistry II, with laboratory
CHE2600	Analytical Chemistry, with laboratory
CHE3400	Physical Chemistry I, with laboratory
CHE3500	Physical Chemistry II, with laboratory
CHE4050	Instrumental Analysis, with laboratory
CHE4840	Senior Seminar
MAT2400	Calculus I
MAT2500	Calculus II
MAT2600	Calculus III
MAT2004	Biostatistics
PHY1600	General Physics I, with review and laboratory
PHY1800	General Physics II, with review and laboratory

Plus eight (8) credit hours from the following, including two (2) credits of laboratory:

CHE3600	Advanced Inorganic Chemistry
CHE3601	Advanced Inorganic Laboratory
CHE3650	Spectroscopy of Organic Compounds
CHE3651	Advanced Organic Laboratory Techniques
CHE4200	Biochemistry I, with laboratory
CHE4300	Biochemistry II, with laboratory

Minor Requirements

CHE1600	General Chemistry I, with laboratory and review
CHE1700	General Chemistry II, with laboratory and review

Plus 12 credits from 2000-level chemistry courses that satisfy the chemistry major and include at least two credits of laboratory.

Criminal Justice (BS)

The major in criminal justice is designed to provide students with a solid understanding of the intricacy and utility of the American criminal justice system. Strong emphasis is placed on examining the components of law enforcement, court system, and corrections as part of the wider sociopolitical system that exercises social control, as well as providing a wide range of human services. It is the intent of the major to provide to the system graduates who possess the potential for leadership and positive change.

Learning Outcomes

- To appreciate the role of criminal justice in our democratic society
- To understand the responsibilities of the major components of the system
- To understand the limits our constitutional democracy places on practitioners by the study of professional, ethical and legal issues in the system
- To understand the basic ingredients associated with the studies of crime and its control, i.e. the law, theories of crime, causation, and formal and informal approaches to crime prevention and management
- To appreciate the developments in the criminal justice that respect diversity, promote tolerance and incorporate the principles of equality, fairness and the protection of rights of all citizens
- To enhance other skills acquired through General Education requirements

Major Requirements

CRJ1400	Introduction to the Criminal Justice System
CRJ2224	Corrections
CRJ2302	Statistics
CRJ2322	Law Enforcement
CRJ2350*	Criminal Justice Research
CRJ2426	Probation and Parole
CRJ2451	Legal Aspects of the Criminal Justice System
CRJ3240	Criminal Procedures
CRJ3441	Criminal Law
CRJ3636	Community Relations and the Criminal Justice System
CRJ3641	Comparative Criminal Justice System
CRJ3842	Criminology
CRJ3844	Ethics in Criminal Justice
CRJ4860	Senior Seminar
CRJ4979**	Criminal Justice Practicum
COM2200	Information and Technology

**May substitute PSY3615, Experimental Psychology or SOC 2631 Sociological Research Methods. ** Students must enroll for a minimum of 3 credits. This course may be taken in more than one semester for additional credit up to a total of 9 credits.*

Minor Requirements

CRJ1400	Introduction to the Criminal Justice System
CRJ2224	Corrections
CRJ2322	Law Enforcement

CRJ3842 Criminology

Choose one from the following courses:

CRJ2426 Probation and Parole

CRJ2451 Legal Aspects of the Criminal Justice System

CRJ elective Choose a CRJ elective selected with the advisor.

Human Biology (BS)

The human biology major is intended to prepare students for graduate studies and careers in the health sciences, such as physician assistant, medical technology, cytotechnology, health administration, hematology, radiological technology, respiratory therapy, pharmacy, etc. Each of these programs has specific and slightly varied entrance requirements that should be investigated and satisfied by the student.

Learning Outcomes

- Students will demonstrate familiarity with the knowledge base comprising the field of biology, with a focus on human structure and function
- Students will become familiar with the process of scientific inquiry
- Students will be able to effectively communicate scientific findings

Major Requirements

BIO1200	Human Anatomy and Physiology I, with laboratory
BIO1210	Human Anatomy and Physiology II, with laboratory
BIO1400	Biology I, with laboratory
BIO2200	Pathophysiology
BIO4350	Evolution
BIO4804	Senior Seminar in Human Biology

Choose one from the following courses:

BIO1300	Principles of Microbiology, with laboratory
BIO2430	Microbiology, with laboratory

And one from the following courses:

BIO2400	Comparative Vertebrate Anatomy, with laboratory
BIO2410	Animal Histology, with laboratory

Plus a minimum of 12 semester hours of elective credits from the following:

BIO2400	Comparative Vertebrate Anatomy, with laboratory
BIO2410	Animal Histology, with laboratory
BIO3200	Human Functional Anatomy
BIO3400	Cell Biology, with laboratory
BIO3410	Immunology, with laboratory
BIO3420	Comparative Embryology, with laboratory
BIO3430	Animal Physiology, with laboratory
BIO3450	Genetics, with laboratory
BIO3470	Virulence in Microbial Pathogens, with Laboratory
BIO4030	Molecular Biology, with laboratory
BIO4210	Mammalogy, with laboratory

Plus one of the following courses:

CHE4200	Biochemistry I, with laboratory
CHE4300	Biochemistry II, with laboratory
MAT2004	Biostatistics

All human biology majors must also complete the required core in allied fields:

CHE1600	General Chemistry I, with review and laboratory
CHE1700	General Chemistry II, with review and laboratory
CHE2400	Organic Chemistry I, with laboratory

CHE2500 Organic Chemistry II, with laboratory
PHY1600 General Physics I, with review and laboratory
PHY1800 General Physics II, with review and laboratory

Additionally, all human biology majors must complete two of the following courses:

MAT1840 College Algebra and Trigonometry
MAT2400 Calculus I
MAT2500 Calculus II, with laboratory

Minor requirements

BIO1400 Biology I, with laboratory
BIO1200 Human Anatomy and Physiology I, with laboratory
BIO1210 Human Anatomy and Physiology II, with laboratory

Plus a minimum of 11 credits of Biology courses at the 2000-3000 level that satisfy the Human Biology major and include at least two courses with a laboratory component.

Interdisciplinary Science (BS)

The bachelor's degree in interdisciplinary science offers a student the opportunity to design an individualized, multidisciplinary degree program with a solid foundation in the natural sciences. A distribution of upper-division electives may include courses in biochemistry, biology, chemistry, mathematics, and physics.

Learning Outcomes

- Students will demonstrate familiarity with the knowledge base comprising their chosen field of science
- Students will be able to effectively communicate scientific findings
- Students will demonstrate familiarity with research skills used in scientific investigation

Major Requirements

BIO1400	Biology I, with laboratory
BIO1500	Biology II, with laboratory
CHE1600	General Chemistry I, with review and laboratory
CHE1700	General Chemistry II, with review and laboratory
CHE2400	Organic Chemistry I, with laboratory
CHE2500	Organic Chemistry II, with laboratory
PHY1600	General Physics I, with review and laboratory
PHY1800	General Physics II, with review and laboratory
MAT2004	Biostatistics

Choose one from the following courses:

BIO1300	Principles of Microbiology, with laboratory
BIO2430	Microbiology, with laboratory

And one from the following courses:

BIO2400	Comparative Vertebrate Anatomy, with laboratory
BIO2410	Animal Histology, with laboratory
BIO3440	Ecology, with laboratory

Plus one from the following courses:

BIO4803	Senior Seminar in Biology
CHE4840	Senior Seminar in Chemistry

Additionally, all interdisciplinary science majors must complete two of the following:

MAT1840	College Algebra and Trigonometry
MAT2400	Calculus I
MAT2500	Calculus II, with laboratory

Plus a minimum of 15 credit hours in courses from the following: BIO1200, BIO1210, any 2000 or higher level in biology, chemistry, or mathematics, with the exception of courses specified by each department.

New Media (BS)

The New Media major focuses on the technical and practical skills related to this evolving field. This major prepares students for a variety of careers in media and allied fields in which knowledge of and skills in mediated communications are an integral part of the professional activity. This major offers students the opportunity to pursue a range of theoretical and practical courses. Career options include, but are not limited to: web-based communication (journalism, broadcasting), graphic and web design, and digital communication, while simultaneously providing students with the fundamentals of the Communication discipline. Ultimately, a New Media graduate understands the fundamentals of multi-platform communication writing and technology.

Learning Outcomes

- Understand and apply historical and theoretical frameworks of communication.
- Create ethical and responsible media.
- Find and evaluate information and resources.
- Be visually literate.
- Know and employ individual and team presentation skills.
- Thrive in a multicultural world and workplace.
- Know and operate communications technologies.
- Write, report, document and package information in a variety of appropriate formats, for print, broadcast and web.
- Gain practical experience in an industry media outlet

Major Requirements

ART1000	History of Art
COM1201	Introduction to Journalism I
COM1202	Introduction to Journalism II
COM1212	Introduction to Video Production
COM1410	Digital Photography I
COM2630	Writing for Media
COM2631	Visual Communication
COM2840	Internet Communication
COM3261	Interactive Media
COM3680	Communication Research
COM3830	Digital Media
COM4899	Internship (at least 3 credits or Study Abroad one semester)
<i>Choose one from the following courses:</i>	
COM1400	Introduction to Broadcasting
COM2401	Radio Programming and Production

Psychology (BS)

Psychology majors are well-educated in the liberal arts tradition, exhibit enthusiasm for learning, and are responsive to community needs. Students develop an awareness of ways of viewing, analyzing, measuring, and changing human behavior. Within this context, students learn to design, analyze, and interpret research; sharpen oral and written communication skills; think critically; solve problems; and enhance interpersonal skills. These skills help prepare the Psychology major for careers in human services, teaching, business, and personnel. The Psychology major also provides preparation for successful pursuit of graduate studies leading to careers in professional psychology.

Learning Outcomes

- Knowledge base in Psychology
- Scientific Inquiry and Critical Thinking
- Ethical and Social Responsibility in a Diverse World
- Communication
- Professional Development

Major Requirements

PHXXXX	Any Philosophy course (may also meet a General Education requirement)
PSY1401	General Psychology I
PSY1501	General Psychology II
PSY2302	Statistics
PSY2600	Foundations in Psychology
PSY2617	Cognitive Psychology
PSY2820	Advanced Statistics
PSY2821	Advanced Statistics Lab
PSY3422	Physiological Psychology
PSY3615	Experimental Psychology
PSY4830	History and Systems in Psychology
PSY4899*	Psychology Practicum

Plus two additional psychology courses (six credits) selected with the advisor

* A practicum completed in another department, which has an acceptable psychological component, may be used to fulfill this requirement. Students completing a double major only need to complete one Practicum experience.

Minor Requirements

To minor in Psychology, a student must complete 18 credits of psychology. Neither PSY1401 General Psychology I nor PSY2302 Statistics will count towards the minor.

A student must take PSY1501 General Psychology II, one course from each of the following three areas, and two additional courses, chosen in consultation with the advisor.

Applied

PSY2414	Human Sexuality
PSY2610	Health Psychology
PSY2620	Educational Psychology
PSY3000	Psychology of Industry

PSY3600	Abnormal Psychology
PSY3612	Personality
	<i>Theoretical</i>
PSY2617	Cognitive Psychology
PSY2820	Advanced Statistics
PSY2821	Advanced Stats Lab
PSY3422	Physiological Psychology
PSY3607	Social Psychology
	<i>Developmental</i>
PSY2408	Adolescent Psychology
PSY2410	Psychology of Aging
PSY2420	Psychology of Death and Dying
PSY2450	Developmental Psychology

Bachelor of Science in Business Administration Degrees and Minors

Accounting (BSBA)

Our rigorous program stresses accounting theory and fundamentals, balanced by practical applications provided by a seasoned CPA staff. Our students will be prepared to use accounting and financial information to plan, control, and manage an organization's resources.

Learning Outcomes

- Students will be able to apply Generally Accepted Accounting Principles.
- Students will be able to apply Generally Accepted Auditing Standards.
- Students will be able to apply basic concepts and theories of U.S. tax law.
- Students will be able to apply basic theories and concepts gained in the functional areas of cost and managerial accounting.
- Students will be able to apply the basic theories and concepts of business.

Common Professional Component Requirements

ACC1201	Principles of Accounting I
ACC1601	Principles of Accounting II
BUS1407	Business Communications
BUS3000	Business Law
ECO1401	Macroeconomics (General Education Requirement)
ECO1402	Microeconomics (General Education Requirement)
FIN2003	Managerial Finance
IBS1400	Introduction to International Business
MAT1250	Finite Mathematics I
MAT1430	Foundations of Statistics
MGT1400	Principles of Management
MIS1220	Applications of Microcomputers
MIS2310	Introduction to Management Information Systems
MKT1450	Principles of Marketing
MGT4800	Senior Policy Seminar

Major Requirements

ACC2401	Intermediate Accounting I, with laboratory
ACC2601	Intermediate Accounting II, with laboratory
ACC3402	Auditing
ACC3411	Cost Accounting
ACC3422	Advanced Accounting I
ACC3431	Advanced Accounting II
ACC3440	Federal Income Taxation
ACC3611	Advanced Federal Taxation
ACC4875	Accounting Capstone
FIN3XXX	3000-level Finance Elective
MAT2030	Statistical Analysis for Business Decisions

Minor Requirements

ACC1201 Principles of Accounting I
ACC1601 Principles of Accounting II
ACC2401 Intermediate Accounting I, with laboratory
ACC2601 Intermediate Accounting II, with laboratory

Choose one of the following courses:

ACC2210 Managerial Accounting
ACC3411 Cost Accounting

And one from the following courses:

ACC3402 Auditing
ACC3422 Advanced Accounting I
ACC3431 Advanced Accounting II
ACC3440 Federal Income Taxation

Economics and Finance (BSBA)

This program of study gives students a thorough grounding in the workings of the modern economy through study of economic theory – micro and macro – and specific topics in economic analysis including public finance, labor economics, and the science of business decision making. It covers all of the key topics in modern finance and applies them to investment strategy, corporate resource allocation, the financial markets, and international finance. Students receive a thorough grounding in the techniques of financial and economic analysis with a focus on optimal use of resources in both the public and private sectors.

Learning Outcomes

- Students will be able to apply basic theories and concepts of business.
- Students will be able to apply the global context of finance and economics: financial markets, firm structure and performance measures, money and banking, and the economics of decision making.
- Students will be able to apply the tools of economic and financial analysis to understand the root cause of business problems and formulate workable solutions.
- Students will be able to apply technical skills – spreadsheets, ratio analysis, return on investment, and statistical tools – to evaluate economic and financial information.

Common Professional Component Requirements

ACC1201	Principles of Accounting I
ACC1601	Principles of Accounting II
BUS1407	Business Communications
BUS3000	Business Law
ECO1401	Macroeconomics (General Education Requirement)
ECO1402	Microeconomics (General Education Requirement)
FIN2003	Managerial Finance
IBS1400	Introduction to International Business
MAT1250	Finite Mathematics I
MAT1430	Foundations of Statistics
MGT1400	Principles of Management
MIS1220	Applications of Microcomputers
MIS2310	Introduction to Management Information Systems
MKT1450	Principles of Marketing
MGT4800	Senior Policy Seminar

Major Requirements

ACC2210	Managerial Accounting
ECO2210	Labor Economics
ECO4200	Economics of Managerial Decisions
FIN3202	Investments
FIN3240	Money and Banking
FIN3800	Advanced Managerial Finance
FIN3840	Public Finance

FINXXXX	Finance Elective
MAT1260	Finite Mathematics II
MAT2030	Statistical Analysis for Business Decisions
MGT2400	Organizational Behavior

Minor Requirements

ECO1401	Macroeconomics
ECO1402	Microeconomics
FIN2003	Managerial Finance

Choose two from the following courses:

ECO3810	Public Finance
ECO4200	Economics of Managerial Decisions
FIN3202	Investments
FIN3240	Money and Banking

And one from the following courses:

ECO2400	International Economics
ECO3320	Important Economists and Their Contributions
FIN3200	Principles of Insurance
FIN3210	Spreadsheet Applications and Financial Modeling
FIN3800	Advanced Managerial Finance
FIN4010	Commercial Banking

General Business (BSBA)

The General Business major prepares students to be leaders with general management responsibilities. These students develop new skills, adopt a business-wide perspective, and are suited to become effective strategists, organization builders, and leaders beyond a narrow area of expertise. AIC graduates with a General Business major will possess a varied arsenal of business tools with which to compete, thrive, adapt and communicate.

Learning Outcomes

- Students will be able to apply the basic concepts and theories of business.
- Students will be able to apply and present business decisions using appropriate business tools and software.

Common Professional Component Requirements

ACC1201	Principles of Accounting I
ACC1601	Principles of Accounting II
BUS1407	Business Communications
BUS3000	Business Law
ECO1401	Macroeconomics (General Education Requirement)
ECO1402	Microeconomics (General Education Requirement)
FIN2003	Managerial Finance
IBS1400	Introduction to International Business
MAT1250	Finite Mathematics I
MAT1430	Foundations of Statistics
MGT1400	Principles of Management
MIS1220	Applications of Microcomputers
MIS2310	Introduction to Management Information Systems
MKT1450	Principles of Marketing
MGT4800	Senior Policy Seminar

Major Requirements

ACC2210	Managerial Accounting
MGT2400	Organizational Behavior
MGT3202	Leadership
MGT3661	Project Management

And a minimum of 24 credits of coursework using one of the following options:

- 3000-level or higher business courses
- A combination of a completed minor in any field, other than management, and 3000-level or higher business courses

Minor Requirements

(Enrollment in General Business Minor Limited to Non-Business Majors)

ACC1201	Principles of Accounting I
ACC1601	Principles of Accounting II
ECO1402	Microeconomics
FIN2003	Managerial Finance

MGT1400	Principles of Management
MKT1450	Principles of Marketing

Healthcare Management (BSBA)

This course of study prepares students to work as managers within a wide variety of healthcare settings, including hospitals, medical practices, extended care facilities, insurance companies, and government agencies. Building on a foundation of general business courses and techniques, it introduces students to healthcare ethics, finance, law, marketing, information systems, and human resources; and explores the relationship of all of these to the role of governments and third party providers who represent the major source of funding in healthcare. Students are exposed to practical management situations as well as to theories and analytical techniques that are essential to effective problem solving within the American healthcare system.

Learning Outcomes

- Students will be able to apply the basic concepts and theories of business.
- Students will be able to explain the structure of the healthcare system in the United States and the role of key stakeholders.
- Students will be able to analyze the unique economic and financial models of the healthcare industry and apply these to improving organizational performance.
- Students will be able to compare and contrast specific human resource management principles within various healthcare organization systems.
- Students will be able to assess the use of health information technology (HIT) within a range of healthcare organizations
- Students will be able to interpret healthcare laws and policies and their impact on healthcare costs and level of care.
- Students will be able to prepare marketing plans appropriate to healthcare organizations

Common Professional Component Requirements

ACC1201	Principles of Accounting I
ACC1601	Principles of Accounting II
BUS1407	Business Communications
BUS3000	Business Law
ECO1401	Macroeconomics (General Education Requirement)
ECO1402	Microeconomics (General Education Requirement)
FIN2003	Managerial Finance
IBS1400	Introduction to International Business
MAT1250	Finite Mathematics I
MAT1430	Foundations of Statistics
MGT1400	Principles of Management
MIS1220	Applications of Microcomputers
MIS2310	Introduction to Management Information Systems
MKT1450	Principles of Marketing
MGT4800	Senior Policy Seminar

Major Requirements

ACC2210	Managerial Accounting
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HCM2200	American Healthcare System
HCM2610	Healthcare Management
HCM2620	Healthcare Marketing
HCM3230	Ethical and Legal Issues in Healthcare
HCM3440	Managing Healthcare Information
HCM4240	Healthcare Economics and Finance
BUS4899	Business Internship
MGT3202	Leadership
MGT3213	Human Resource Management
MGT3661	Project Management

Minor Requirements

Choose five of the following:

MGT1400	Principles of Management
HCM2200	American Healthcare System
HCM2610	Healthcare Management
HCM2620	Healthcare Marketing
HCM3230	Ethical and Legal Issues in Healthcare
HCM4240	Healthcare Economics and Finance

Choose one of the following courses:

MGT3202	Leadership
MGT3213	Human Resource Management
MGT3661	Project Management

International Business (BSBA)

Students are provided with a solid foundation in international business principles and concepts that will prepare them for leadership positions in a dynamic and challenging global world. Students will acquire the professional and personal skills not only to succeed in their international business career but also to think creatively, critically, and ethically. Students will learn the importance of working effectively with team members, and will develop social awareness and individual responsibility to actively participate in society.

Learning Outcomes

- Students will be able to apply the basic concepts and theories of business.
- Students will be able to develop a corporate strategy to take their business international.
- Students will be able to identify the international objectives for a firm.
- Students will be able to analyze the environmental forces to determine the best country to enter.
- Students will be able to select the best business model for entering the appropriate country.
- Students will have the knowledge and skill to operate a firm successfully in a foreign country on a day to day basis.

Common Professional Component Requirements

ACC1201	Principles of Accounting I
ACC1601	Principles of Accounting II
BUS1407	Business Communications
BUS3000	Business Law
ECO1401	Macroeconomics (General Education Requirement)
ECO1402	Microeconomics (General Education Requirement)
FIN2003	Managerial Finance
IBS1400	Introduction to International Business
MAT1250	Finite Mathematics I
MAT1430	Foundations of Statistics
MGT1400	Principles of Management
MIS1220	Applications of Microcomputers
MIS2310	Introduction to Management Information Systems
MKT1450	Principles of Marketing
MGT4800	Senior Policy Seminar

Major Requirements

IBS1420	Diverse Cultures of the World
IBS2650	International Human Resource Management
IBS3400	International Economics
IBS3410	International Marketing
IBS3620	Management of Import/Export Business
IBS3820	Global Supply Chain Management and International Negotiations

Choose two of the following courses:

IBS4430	International Organization and Administration
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IBS4889 International Business Capstone Course
BUS4899 Business Internship (note: may be repeated up to 3 times)
and one of the following courses:

MGT3201 Business and Society

MGT3202 Leadership

Language Requirement: Two courses in any foreign language

Minor Requirements

IBS1400 Introduction to International Business

IBS1420 Diverse Cultures of the World

Choose four from the following courses:

IBS2650 International Human Resource Management

IBS3400 International Economics

IBS3410 International Marketing

IBS3620 Management of Export/Import Business

IBS3820 Global Supply Chain Management and International Negotiations

IBS4430 International Organization and Administration

IBS4889 International Business Capstone Course

Management (BSBA)

The Management major offers courses in general business and in specific disciplines – human resource management, operations management, and organizational behavior – along with courses in business ethics and leadership. All courses stress business fundamentals, technology agility, leadership, teamwork, and opportunity recognition in a dynamic, global marketplace. All learning seeks to develop an appreciation of the need to improve organizational effectiveness through applications of management technique and theory.

Learning Outcomes

- Students will be able to apply the basic concepts and theories of business.
- Students will be able to apply the basic concepts and theories of leadership and motivation.
- Students will be able to apply the basic concepts and theories of professional behavior, social responsibility and ethics.
- Students will be able to apply the basic concepts of human resource management.
- Students will be able to apply basic business tools and software.

Common Professional Component Requirements

ACC1201	Principles of Accounting I
ACC1601	Principles of Accounting II
BUS1407	Business Communications
BUS3000	Business Law
ECO1401	Macroeconomics (General Education Requirement)
ECO1402	Microeconomics (General Education Requirement)
FIN2003	Managerial Finance
IBS1400	Introduction to International Business
MAT1250	Finite Mathematics I
MAT1430	Foundations of Statistics
MGT1400	Principles of Management
MIS1220	Applications of Microcomputers
MIS2310	Introduction to Management Information Systems
MKT1450	Principles of Marketing
MGT4800	Senior Policy Seminar

Major Requirements

ACC2210	Managerial Accounting
ECO2210	Labor Economics
ECO4200	Economics of Managerial Decisions
IBS3820	Global Supply Chain and International Negotiations
MGT2400	Organizational Behavior
MGT3201	Business and Society
MGT3202	Leadership
MGT3213	Human Resource Management
MGT3661	Project Management

Plus 6 credits of business electives at the 3000 level or higher

Minor Requirements

MGT1400 Principles of Management

MGT2400 Organizational Behavior

Choose three from the following courses:

MGT3200 Labor and Industrial Relations

MGT3201 Business and Society

MKT3510 Entrepreneurship and Opportunity

MGT3213 Human Resource Management

BUS4899 Internship

And one from the following courses:

MGT3202 Leadership

MGT3661 Project Management

Marketing (BSBA)

Students are provided with substantial learning experiences in order to establish a career in marketing. Learning will take place inside and outside the classroom, and also includes a required internship. The student will learn to apply current marketing theory and practice, develop effective communication skills, conduct market analysis, and use appropriate technology. The program's flexibility enables students to focus their studies in areas such as sports marketing, entrepreneurship, international business, marketing research, sales, and marketing communications

Learning Outcomes

- Students will be able to apply the basic concepts and theories of business.
- Students will be able to apply professional skills and qualities appropriate to a work setting.
- Students will be able to apply theories and concepts of marketing management.
- Students will be able to apply theories and concepts of consumer behavior.
- Students will be able to apply theories and concepts of strategic marketing.

Common Professional Component Requirements

ACC1201	Principles of Accounting I
ACC1601	Principles of Accounting II
BUS1407	Business Communications
BUS3000	Business Law
ECO1401	Macroeconomics (General Education Requirement)
ECO1402	Microeconomics (General Education Requirement)
FIN2003	Managerial Finance
IBS1400	Introduction to International Business
MAT1250	Finite Mathematics I
MAT1430	Foundations of Statistics
MGT1400	Principles of Management
MIS1220	Applications of Microcomputers
MIS2310	Introduction to Management Information Systems
MKT1450	Principles of Marketing
MGT4800	Senior Policy Seminar

Major Requirements

MKT2600	Consumer Behavior
MKT2610	Distribution Strategies
MKT2700	Brand and Price Strategies
MKT2710	Marketing Communication Strategies
MKT4810	Strategic Marketing
BUS4899	Internship

Plus 15 credits of any 3000-level or higher marketing course or other electives approved by the marketing department.

Minor Requirements

MKT1450	Principles of Marketing
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Choose two from the following courses:

MKT2600	Consumer Behavior
MKT2610	Distribution Strategies
MKT2700	Brand and Price Strategies
MKT2710	Marketing Communication Strategies
MKT4810	Strategic Marketing

Choose three from the following courses:

MKT2600	Consumer Behavior
MKT2610	Distribution Strategies
MKT2700	Brand and Price Strategies
MKT2710	Marketing Communication Strategies
MKT3400	Professional Sales Development
MKT3500	Advertising
MKT3510	Entrepreneurship and Opportunity
MKT3550	Entrepreneurship Management
MKT3600	Marketing Research
MKT3620	Social Media and Digital Marketing
MKT4694	Directed Study
MKT4810	Strategic Marketing
BUS4899	Internship
HCM2620	Healthcare Marketing
IBS3410	International Marketing
SRM3210	Sports Marketing

Sports and Recreation Management (BSBA)

This course of study applies management theory and business concepts to the challenges facing organizations dedicated to the sports entertainment and recreation industry. These areas include, but are not limited to, marketing, communication and public relations, legal issues, economics and finance, business operations for sport and recreation organizations. Students also gain on-the-job experience with a sports organization through internships that are arranged with a variety of sport organizations, including public and private facilities, professional sports, intercollegiate athletics, youth and community sport, sport management and marketing agencies, and sporting goods industry.

Learning Outcomes

- Students will be able to apply basic concepts and theories of business as applied to the sports and recreation industry.
- Students will be able to research and present decisions using appropriate business tools and software.
- Students will be able to apply professional skills and qualities appropriate to a work setting.

Common Professional Component Requirements

ACC1201	Principles of Accounting I
ACC1601	Principles of Accounting II
BUS1407	Business Communications
BUS3000	Business Law
ECO1401	Macroeconomics (General Education Requirement)
ECO1402	Microeconomics (General Education Requirement)
FIN2003	Managerial Finance
IBS1400	Introduction to International Business
MAT1250	Finite Mathematics I
MAT1430	Foundations of Statistics
MGT1400	Principles of Management
MIS1220	Applications of Microcomputers
MIS2310	Introduction to Management Information Systems
MKT1450	Principles of Marketing
MGT4800	Senior Policy Seminar

Major Requirements

MGT3213	Human Resource Management
SRM1600	Management of Sports Industries
SRM2600	Event and Facility Management
SRM3210	Sports Marketing
SRM3212	International Aspects of Sports Management
SRM3401	Sports Finance and Economics
SRM4090	Current Issues in Sports Management
BUS4899	Business Internship

Plus 9 credits of any SRM courses or business electives approved by the SRM program

Minor Requirements

SRM1600 Management of Sports Industries

SRM2600 Event and Facility Management

Choose one of the following courses

MGT1400 Principles of Management

MKT1450 Principles of Marketing

Choose three from the following courses:

MGT3213 Human Resource Management

SRM2801 The Sporting Goods Industry

SRM2850 Communication in Sports

SRM3210 Sports Marketing

SRM3211 Legal Issues in Sports and Recreational Management

SRM3212 International Aspects of Sports Management

SRM3401 Sports Finance and Economics

SRM4090 Current Issues in Sport Management

BUS4899 Business Internship

Additional Minors

Minor requirements are listed with major requirements whenever possible. The following minors have no corresponding majors:

Advocacy for Social Change (Minor Only)

Advocacy for Social Change applies knowledge to the resolution of the most important social ills of our time or those resulting in injustice. Students will gain an understanding of the historical, political and social underpinnings of contemporary problems of injustice, including those based on race, class, gender and sexual orientation. Via the study of past and contemporary social movements and political accomplishments, students will learn to appreciate the ability of people, individually and collectively, to bring about meaningful change. The minor will begin to develop the practical skills necessary to become agents of change as students will complete an internship or culminating project that engages in social advocacy. This minor will appeal to all majors who seek to understand and address injustice, and will cultivate specific skills useful in a diverse array of careers, including but not limited to victim advocacy, health care advocacy, public policy, environmental preservation, and social services.

Requirements

POL1400 Introduction to American Politics

SOC1400 Social Problems

HST3413 American Radical Tradition

SOC4899 Internship in Sociology

Choose one from the following courses:

COM3201 Public Relations

CRJ3636 Community Relations and the Criminal Justice System

HRD2000 Introduction to Human Relations

MKT1450 Principles of Marketing

Choose one from the following courses:

CRJ3530 Victims and Witnesses in the Criminal Justice System

CRJ3844 Ethics in Criminal Justice

ECO1401 Macroeconomics

POL2400 State and Local Politics

PSY3609 Social Influence

SOC1610 Complex Organizations

African American Studies (Minor Only)

African American Studies is a minor for students who wish to gain greater knowledge of the history and culture of African Americans in the United States, Caribbean, and Latin America. The program is interdisciplinary in nature and includes courses in history, literature, political science, sociology, and the arts, among others. Students with any major may complete an African American Studies minor by fulfilling the necessary requirements.

Requirements

HST1600	Intro to African American Studies
ENG2520	African American Literature
HST3440	African American History to 1877: From Slavery to Freedom

Elective courses (9). Students will take three courses from the following list. Please note that other courses might be substituted for those listed with the permission of the program advisor.

HST3441	African American History since 1877: Reconstruction to Present
HST3413	American Radical Tradition
POL2630	Civil Liberties
SOC3243	Race and Ethnic Relations
MUS1020	Jazz, It's Evolution and Impact

Fraud and Financial Crimes (Minor Only)

Fraud examination is a growing field for forensic accountants and investigators. The courses in this interdisciplinary program will aid in preparing undergraduates to become certified through the Association of Certified Fraud Examiners (ACFE)* as part of their four-year degree completion of major requirements and elective courses. The Certified Fraud Examiners (CFE) Exam requires qualified candidates to have knowledge of fraud prevention, investigation, financial transactions, and the legal system.

Requirements

ACC1201	Principles of Accounting I
ACC1601	Principles of Accounting II
ACC3510	Fraud Examination
ACC3520	Financial Statement Fraud
CRJ1400	Introduction to Criminal Justice
CRJ2451	Legal Aspects of Criminal Justice
CRJ3520	Criminal Investigation
CRJ3842	Criminology

*The ACFE is the largest and the most recognized anti-fraud organization and training program in the world. Its mission is to “reduce the incidence of fraud and white-collar crime and to assist the Membership in fraud detection and deterrence.” (<http://www.acfe.com/who-we-are.aspx>).

Mathematics (Minor Only)

Students who would like to minor in mathematics have the flexibility to choose some mathematics courses applicable to industry, teaching, or business. The purpose of the minor is not just to expose the student to different areas of mathematics but equally as important to enhance the student's critical thinking and problem solving skills in an appropriate context, once a fundamental calculus core has been completed. Additionally, mathematics courses are offered that support the majors in business, the natural sciences, the health sciences, and education. Some of these courses satisfy the quantitative reasoning component of the general education requirement.

Requirements

MAT2400	Calculus I
MAT2500	Calculus II, plus laboratory
MAT2600	Calculus III, plus laboratory
MAT2816	Linear Algebra
MAT3203	Differential Equations

Photography (Minor Only)

Students pursuing a Photography minor develop their artistic, creative and technical capabilities to communicate effectively using digital images. The minor provides a solid foundation in the fundamentals of operating digital cameras and editing images using Adobe Photoshop. Elective courses allow students to tailor their studies in various directions, such as multimedia or photojournalism. Students create online portfolios to showcase their work. Open to all majors, including Communications

Requirements

COM1410	Digital Photography I
COM2411	Digital Photography II
<i>Choose four from the following courses:</i>	
COM2460	History of Photojournalism
COM3200	Film as Literary Narrative
COM3290	Great Directors
COM3462	Advanced Photography
COM3493	History of Cinema
VDA2210	Digital Storytelling
VDA2640	Cultivating Creativity

Education (Minor Only)

Undergraduates seeking a degree and Massachusetts licensure in education (early childhood education, elementary education, moderate disabilities, and nine subjects on the middle school and secondary education level) are required to complete a major appropriate to their field of licensure (Liberal Studies for candidates in the fields of Early Childhood, Elementary, and Moderate Disabilities; English for those seeking licenses to teach English on the middle or secondary level; and History for those seeking licenses to teach History on the middle or secondary level) and the prescribed education coursework. Upon successfully completing the BA or BS degree with a minor in Education, they will be eligible for the 4+1 program leading to the MEd degree (a cumulative GPA of 2.67 or better is required for admission). Passage of all MTELs (Massachusetts Tests for Educator Licensure) required for the license is a prerequisite for the practicum portion of the program. The practicum is a requirement for licensure and is necessary for the fulfillment of the requirements for NASDTEC credentialing. Students may complete the MEd degree without licensure.

Requirements for teacher licensure are based on Massachusetts Department of Elementary and Secondary Education regulations. The programs in education are aligned with the National Association of State Directors of Teacher Education and Certification (NASDTEC). As such, these programs come under the Interstate Certification Contract that provides licensure reciprocity with many participating states. More information can be found at www.aic.edu.

As pre-education candidates, students begin their program by completing their general education requirements and coursework in a content area major drawn from among the liberal arts majors. Formal acceptance into the fifth-year education program will be granted to students who have achieved the following:

Successful completion of a major appropriate to the field of licensure sought and the prescribed education coursework

- The maintenance of a 2.67 cumulative average or better
- Successful completion of required pre-practicum experiences
- To be accepted as a licensure candidate, passage of the Communication and Literacy Skills section of the Massachusetts Tests for Educator Licensure (MTEL). Students may be accepted as a ‘non-licensure’ candidate until the passage of the MTELs
- Completion of an application to the program
- Two recommendations from content area faculty

Prior to the acceptance into the student teaching practicum, all candidates must pass the appropriate subject matter knowledge section(s) of the MTEL for the license they are seeking. Candidates who do not pass these tests may complete their degree with “non-licensure” status. They will not be eligible for teacher licensure in Massachusetts nor be eligible for the NASDTEC stamp providing reciprocity with other states.

Requirements

Students must complete a major in an arts and science field appropriate to the license sought and the prescribed education coursework. The following licensure areas are offered and are state-approved by the Massachusetts Department of Elementary and Secondary Education:

Early Childhood Education (Pre-Kindergarten-2) For Students With and Without Disabilities

EDU2102*	Introduction to Education: Fieldwork
EDU2103	MTEL Preparation
EDU3200*	Principles of Education: Early Childhood, Elementary, Moderate Disabilities
EDU3321	Introduction to Special Education
EDU4300*	Teaching Reading and Language Arts: Early Childhood, Elementary, Moderate Disabilities (PreK-8)
EDU4301*	Teaching Mathematics: Early Childhood, Elementary, Moderate Disabilities
EDU4302	Multisensory Teaching of Language Skills
EDU4341	Assessment and Curriculum for Early Childhood
Also required: PSY1401, PSY1501, PSY2450, 2620	

Elementary Education (Grades 1-6)

EDU2102*	Introduction to Education: Fieldwork
EDU2103	MTEL Preparation
EDU3200*	Principles of Education: Early Childhood, Elementary, Moderate Disabilities
EDU3321	Introduction to Special Education
EDU4300*	Teaching Reading and Language Arts: Early Childhood, Elementary, Moderate Disabilities (PreK-Eighth)
EDU4301*	Teaching Mathematics: Early Childhood, Elementary, Moderate Disabilities
EDU4302	Multisensory Teaching of Language Skills
Also required: PSY1401, PSY1501, PSY2450, PSY2620	

Middle/Secondary Education (Middle School 5-8, Secondary 8-12)

EDU2102*	Introduction to Education: Fieldwork
EDU2103	MTEL Preparation
EDU3201*	Principles of Education: Middle/Secondary
EDU3321	Introduction to Special Education
EDU4311*	Teaching Mathematics: Secondary or Middle (math candidates only)
EDU4320*	Reading and Communication: Middle and Secondary
Also required: PSY1401, PSY1501, PSY2408, PSY2450, PSY262	

Teacher of Students with Moderate Disabilities (PreK-8 or 5-12)

EDU2102*	Introduction to Education: Fieldwork
EDU2103	MTEL Preparation
EDU3321	Introduction to Special Education
EDU4301*	Teaching Mathematics: Early Childhood, Elementary, Moderate Disabilities
EDU4302	Multisensory Teaching of Language Skills

Choose one from the following courses based on area of study:

EDU3200* Principles of Education: Early Childhood, Elementary, Moderate Disabilities (PreK-8)
EDU3201* Principles of Education: Middle/Secondary
Choose one or both from the following courses based on area study:
EDU4300* Teaching Reading and Language Arts: Early Childhood, Elementary, Moderate Disabilities (PreK-8)
EDU4320* Reading and Communication: Middle and Secondary
Also required: PSY1401, PSY1501, PSY2450 and PSY2620; PSY2408 (5-12 candidates only)

*Field experience required

Upon completion of the above coursework, students apply to the fifth-year MED program.

Pre-Professional Studies

Pre-Law Studies

“Pre-Law” is not a major in itself. Students aspiring to careers associated with the law will need to select a specific major related to their intended careers. Criminal Justice, English, History, and Political Science are common choices. Students should consult with the College’s pre-law advisor who will provide career guidance to students. Each student will also work with an advisor in his/her major.

Pre-Medical Studies

(Pre-Dental, Medical, Optometry, Osteopathy, Podiatry, Veterinary)

“Pre-Medical Studies,” in its many variations, is not a major in itself. Students aspiring to careers in the health sciences will need to select a specific major appropriate for their intended graduate studies. Biology, chemistry, and biochemistry are common choices. Students should consult with the College’s pre-medical advisor, so that they may satisfy the entrance requirements for their professional training. Each student will also work with an advisor in his/her major.

Students planning careers in medicine are strongly advised to take Biology 1400 and 1500 (with labs) and Chemistry 1600 and 1700 (with labs) within the first two years. Students are advised, regardless of which major is chosen, to take mathematics through calculus (Math 2400). In addition, Biology 1150, 1850, and 3150 are 1-credit seminar courses intended to introduce students to the health professions and to the process of applying to professional schools.

Evenings at AIC

Evenings at AIC is a part-time program where students can earn an undergraduate degree by taking classes in the evening and online. Classes meet one day per week (Monday through Thursday) from 6:30-9:00pm. Evening students are also able to take courses late afternoon courses in the 3:50- 6:20pm timeslot. Students are able to complete up to 9 credits per semester and are eligible to pursue the following degrees:

Associate's degree

- Liberal Arts (AA)

Bachelor's degree

- Accounting (BSBA)
- General Business (BSBA)
- Healthcare Management (BSBA)
- Liberal Arts (BA)
- Social Science (BA)

Questions about the Evenings at AIC can be directed to Jennifer Barry, Director of Adult Education and Degree Completion Programs at Jennifer.barry1@aic.edu or by phone at 413-205-3932.

School of Health Sciences

Exercise Science (BS)
Exercise Science (MS)
Nursing (BSN)
Nursing (RN-BSN)
Nursing (MSN)
Occupational Science (BSOS)
Occupational Therapy (MSOT)
Occupational Therapy (Post-Professional OTD)
Physical Therapy (BS Health Sciences Pre-PT)
Physical Therapy (DPT)
Public Health (BS)
Public Health (Minor)
Speech Language Pathologist Assistant (Minor)

Exercise Science (B.S.)

The Bachelor of Science in Exercise Science (Sports Medicine) program at American International College provides students with the foundational knowledge and skills needed to advance their careers in the fields of Exercise Science and Sports Medicine related disciplines. The Exercise Science Department is committed to advancing the student both academically and professionally. Through an applied curriculum with a strong physiological foundation, hands-on lab experiences, and inter-professional collaborations, students will be prepared to enter the workforce or excel at the graduate level in the following programs: Applied Exercise Science/Physiology, Athletic Training, Physical Therapy, Occupational Therapy, Strength and Conditioning, among others. It is our mission to place an emphasis upon academic integrity, honesty, and the facilitation of independent critical thinking.

Learning Outcomes

- Apply physiological and biomechanical concepts related to movement, fitness, and health related issues
- Demonstrate knowledge of how the human body moves by relating the different structures/systems of the body to one another: musculoskeletal, nervous, and connective tissue
- Apply motor development theories to a developing adolescent with regards to skillful movement and physical activity
- Perform fitness-related tests independently
- Design and implement exercise programs for normal healthy individuals
- Evaluate and prescribe proper exercise prescriptions to special populations by using foundational concepts of exercise physiology and nationally recognized guidelines
- Demonstrate knowledge of injury prevention techniques related to different athletic populations

Major Courses:

EXS1100	Introduction to Exercise Science
EXS1200	Health Science Professions
BIO1400/1401	Biology I + Lab
BIO1500/1501	Biology II + Lab
BIO1200/1201	Human Anatomy and Physiology I + Lab
BIO1210/1211	Human Anatomy and Physiology II + Lab
EXS2300	Motor Development and Learning
EXS3100	Human Biomechanics
EXS3300	Physiology of Exercise
PSY1401	General Psychology I
PSY1501	General Psychology II
SRM3203	Sports Psychology
EXS2100	Research Methods
PSY 2302	Statistics

Sports Medicine Concentration Courses

EXS2400	Sport and Exercise Nutrition
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EXS3400	Injury and Evaluation of Upper Extremities
EXS3200	Injury and Evaluation of Lower Extremities
BIO3200	Human Functional Anatomy
EXS4100	Therapeutic Exercise
EXS4600	Therapeutic Modalities
EXS4200	Exercise Testing and Prescription
EXS4300	Exercise for Special Populations
EXS4400	Gerokinesiology
EXS4500	Research Seminar

General Education Requirements

See page 70. General Education requirements may be fulfilled by major requirements where applicable.

Additional Program Requirements

A minimum grade of “C” must be achieved in all EXS courses as well as BIO 1200, BIO 1210, BIO 3200. A minimum overall cumulative GPA of 2.7 must be maintained to remain in the program. Students must fulfill the Professional Development Point (PDP) requirements upon graduation (See handbook for detail).

Additional Program Notes:

BIO 1400, BIO 1500, PSY 1401, PSY 1501, and PSY 2302 also count towards 17 credits of General Education requirements.

Nursing (BSN)

Consistent with the mission of American International College, the faculty of the Division of Nursing believes that nursing education encompasses the intellectual, social, and professional preparation of each student. The mission of the Division of Nursing is to provide a high quality of education without regard to race, color, religion, ethnic background, nationality or sexual orientation. The curriculum is designed to enable students to think logically, act creatively, and communicate effectively.

The degree of Bachelor of Science in Nursing is conferred upon students who have satisfactorily completed 120 hours of prescribed academic work. Upon completion of the nursing program, the graduate will be eligible to sit for the National Council Licensing Examination for Registered Nurses (NCLEX-RN). Upon passing this examination, the graduate will be qualified to practice as a professional nurse in a variety of settings.

Learning Outcomes

- Demonstrate synthesis of practice theories and evidence-based concepts from nursing and the arts, sciences, and humanities to provide comprehensive nursing care in a variety of settings.
- Demonstrate leadership skills in evidence-based practice to promote continuous improvement in quality and safety of health care.
- Integrate nursing research findings in planning, implementing, and evaluating nursing practice and patient centered outcomes.
- Incorporate knowledge and skills related to information management and patient care technologies to deliver safe and effective care.
- Incorporate legislative, regulatory, ethical and professional standards to define a professional identity and scope of nursing practice.
- Organize and facilitate the delivery of comprehensive, efficient and appropriate patient centered care across the health care continuum.
- Communicate, collaborate and negotiate using effective communication as a member of the interprofessional health team.
- Demonstrate personal and professional responsibility and accountability for safe and effective nursing practice incorporating health promotion and illness prevention.
- Participate in the discipline of nursing to promote its contribution to society through professional organizations, political process, collegiality, collaboration and continual growth toward expert clinical practice.

General Education Requirements:

See page 70. General Education requirements may be fulfilled by major requirements where applicable.

Requirements

BIO1200/1201	Human Anatomy and Physiology I with Lab
BIO1210/1211	Human Anatomy and Physiology II with Lab
BIO1300/1301	Principles of Microbiology with Lab
CHE1210/1211	General, Organic and Biological Chemistry with Lab
ENG1201/1601	English Composition
ENG1202/1602	Analytical Writing
ENG2213	Public Speaking
PSY1401	General Psychology
PSY2302	Statistics
PSY2450	Developmental Psychology
SOC1100	Introduction to Sociology
SPA1100	Spanish for Health Professionals
NUR2540/2541	Introduction to Professional Nursing
NUR2755	Pathophysiology/Pharmacology I
NUR2756	Pathophysiology/Pharmacology II
NUR2840	Fundamentals of Professional Nursing Practice with clinical
NUR3740/3741	Adult Medical Surgical Nursing with Clinical
NUR3540	Nursing Research
NUR3940/3941	Family Centered Nursing with Clinical
NUR3942	Family Centered Nursing Process
NUR4340/4341	Community Focused Nursing with Clinical
NUR4341/4351	Psychiatric/Mental Health Nursing with Clinical
NUR4540	Trends and Issues in Nursing
NUR4940	Complex Medical Surgical Nursing with Clinical
NUR4941	Nursing Leadership
NUR4532	Senior Seminar I
NUR4533	Senior Seminar II

Additional Program Notes

NOTE: ENG1201/1601, ENG1202/1602, PSY1401, SOC1100 and SPA1100 fulfill 15 credits of the general education requirements.

A minimum grade of C+ must be achieved in all nursing courses, as well as in BIO1200, 1340, and 1300/1301, CHE1210/1211, ENG1201/1601 and 1202/1602, PSY1401 and PSY2450 and SOC1100.

Nursing (RN-BSN Completion Program)

The Division of Nursing offers a RN-BSN completion program that acknowledges the experience and needs of working professionals. The program consists of 30 credits of nursing coursework designed to broaden RNs knowledge and skills related to healthcare informatics, health promotion for vulnerable populations, evidence-based practice, leadership, and inter-professional collaboration. A Registered Nurse who has completed an associate degree program is admitted as a transfer student with advanced standing. RNs may transfer up to 90 credits of coursework; additional non-nursing coursework may be required to complete the 120 credit undergraduate program.

Learning Outcomes

- Demonstrate synthesis of practice theories and evidence-based concepts from nursing and the arts, sciences, and humanities to provide comprehensive nursing care in a variety of settings.
- Demonstrate leadership skills in evidence-based practice to promote continuous improvement in quality and safety of health care.
- Integrate nursing research findings in planning, implementing, and evaluating nursing practice and patient centered outcomes.
- Incorporate knowledge and skills related to information management and patient care technologies to deliver safe and effective care.
- Incorporate legislative, regulatory, ethical and professional standards to define a professional identity and scope of nursing practice.
- Organize and facilitate the delivery of comprehensive, efficient and appropriate patient centered care across the health care continuum.
- Communicate, collaborate, and negotiate using effective communication as a member of the inter-professional health team.
- Demonstrate personal and professional responsibility and accountability for safe and effective nursing practice incorporating health promotion and illness prevention.
- Participate in the discipline of nursing to promote its contribution to society through professional organizations, political process, collegiality, collaboration and continual growth toward expert clinical practice.

General Education Requirements

See page 70. General Education requirements may be fulfilled by transfer credits where applicable.

Requirements

NUR3600	Ethics and Law of Health Care for Nursing
NUR4200	Health Promotion and Care of Vulnerable Populations
NUR4250	Nursing in a Global Society
NUR4370	Healthcare Informatics
NUR5300	Interprofessional Collaboration for Health Professionals
NUR4400	Introduction to Evidence-based Practice
NUR4600	Leadership and Management in Nursing

NUR5040 The Art and Science of Nursing for Advanced Practice
NUR5041 Seminar in Nursing Research
NUR4999 Capstone Seminar

Occupational Therapy (BSOS/MSOT)

According to the American Occupational Therapy Association (AOTA) (<http://www.aota.org>) occupational therapists (OTs) help people to live life to the fullest. Guided by a belief in the power of being physically, mentally, spiritually and socially active, OTs assist people who are at risk for medical/psychological problems to prevent injury or health conditions by leading healthy and productive lives. The School of Health Sciences offers two tracks to achieve a master of science degree in occupational therapy: a 5-year combined BSOS/MSOT degree (see above) for students entering the program as freshmen or undergraduate transfers and a direct-entry option for individuals who already have earned a bachelor's degree. The post-baccalaureate option requires 96 credits for graduation with a Master of Science in Occupational Therapy (MSOT) degree. Credit totals include 24 weeks of full-time Level II Fieldwork within the United States or in international facilities where the supervising therapist has graduated from a program approved by the World Federation of Occupational Therapists (WFOT). The program is committed to the academic preparation of practitioners who will advance occupation-based, client-centered, and evidence-driven occupational therapy within the medical, educational and social service delivery systems.

Learning Outcomes

- Demonstrate knowledge and understanding of the biological, physical, social and behavioral sciences as applied to occupations across the lifespan.
- Evaluate/Apply OT history, philosophy, and theoretical perspectives from parent disciplines, OT models of practice and frames of reference, and emerging theory, to support the OT Process.
- Apply the various contexts such as social, cultural, political, economic and ecological influences in which Occupational Therapy services are provided.
- Exhibit an attitude of scholarly curiosity and inquiry by demonstrating an understanding of the research process including proposal writing, critiquing the literature, designing studies, collecting and analyzing data, and interpreting findings.
- Demonstrate clinical reasoning including scientific, narrative, procedural, pragmatic, ethical and interactive reasoning.
- Articulate and apply Occupational Therapy Practice Frameworks (OTPF) to the process of evaluation, intervention and outcomes to individuals, organizations and/or populations.
- Communicate in a variety of formats and effectively collaborate with other professionals (e.g. nurses, COTA's, physicians, social workers, physical therapists).

- Demonstrate knowledge of and uphold the American Occupational Therapy Association's (AOTA) Code of Ethics, Ethics Standards and Standards of Practice as the basis for ethical decision making in all aspects of professional practice. Also, to promote professional development and demonstrate professional advocacy by participation in professional organizations (e.g. WFOT, AOTA, state OT associations).
- Articulate the professional and supervisory roles of the OTR, and the professional responsibilities and competencies related to liability issues that are grounded in knowledge of systems/structures and the principles of leadership and management theory.

Program Requirements

BIO1200/1201	Human Anatomy and Physiology with Lab I
PHY1200/1210	Physics of the Human Body with Lab
PSY1401	General Psychology I
PSY1501	General Psychology II
PSY2450	Developmental Psychology
PSY3600	Abnormal Psychology
PSY2302/CRJ2302	Statistics
or	
MAT 1430	Foundations of Statistics
SOC 1100	Introduction to Sociology

Professional Foundation Phase – Year 1

Fall Term

OTR5010	Introduction to Occupational Therapy
OTR5030	Professional Communication
OTR5040	Occupational Science
OTR5050	Neuroscience
OTR5060	Task & Activity Analysis

Spring Term

OTR5110	Foundations of Occupational Therapy
OTR5120	Evidence-Based Practice
OTR5130/5131	Gross Anatomy with Laboratory
OTR 5140/5141	Group Dynamics/Lab
OTR5150/5151	Kinesiology with Laboratory
OTR5200	Comprehensive Exam

Graduate Professional Phase – Year 2

Fall Term – Childhood/Adolescence

OTR5230	Psychosocial Occupations 1
OTR5231	Physical Occupations 1
OTR5232	Assistive Technology 1
OTR5233	Fieldwork/Service Delivery 1
OTR5240	Research 1
MAT1310	Statistics for OT

Spring Term – Adults/Elders

OTR5430	Psychosocial Occupations 2
OTR5431	Physical Occupations 2
OTR5432	Assistive Technology 2
OTR5433	Fieldwork/Service Delivery 2
OTR5525	Program Development in Health/Wellness
OTR5531	Supervision/Management
OTR5600	Comprehensive Exam

Graduate Professional Phase – Year 3

Fall Term

OTR6030	Occupational Therapy Process: Pediatrics
OTR6031	Occupational Therapy Process: Mental Health
OTR6032	Occupational Therapy Process: Adults
OTR6033	Occupational Therapy Process: Aging
OTR6130	Fieldwork Seminar
OTR6200	Comprehensive Exam

Spring Term

OTR6139	Level II Fieldwork
OTR6239	Level II Fieldwork

Summer Session 1

OTR6240	Level II Fieldwork Extension
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Fieldwork

In addition to academic coursework, occupational therapy (OT) students are required to successfully complete fieldwork experiences to effectively apply knowledge within the environmental contexts of therapeutic practice. Students participate in course-related Level I Fieldwork experiences beginning in the professional foundation phase and continuing through the final year in the program. The fieldwork experiences differ by site type and population served, and progress in expectations for student learning outcomes.

Level I fieldwork experiences are designed to enrich didactic coursework through directed observation and participation in selected aspects of the occupational therapy process. In addition, it provides opportunities for students to demonstrate professional behavior and to develop interpersonal skills including understanding and respect for diversity and effective communication. The Academic Fieldwork Coordinator and other faculty members are responsible for arranging Level I Fieldwork experiences in local hospitals, rehabilitation clinics, schools, supported employment sites and community-based programs, and for ensuring that sites meet AOTA accreditation standards and Program goals. Students are supervised by faculty and/or site supervisors. Students are responsible for transportation to and from Level I Fieldwork sites.

Students are also required to successfully complete twenty four weeks of full-time, supervised, Level II Fieldwork (12 credit hours) during the second year of the graduate phase to fulfill the academic requirements for graduation. These advanced field experiences provide students with opportunities for skill and task mastery, and demonstration of their role as practitioners. Level II Fieldwork experiences must be completed within one year of completing

didactic coursework, unless otherwise approved by the program director. Level II Fieldwork courses (OTR6139, OTR6239, and OTR6240) are graded on a Pass/Fail basis. Students must earn the minimum criterion score based upon performance in the areas of fundamentals of practice, basic tenets, evaluation and screening, intervention, management of OT services, communication and professional behaviors, as assessed on AOTA's Fieldwork Performance Evaluation for the Occupational Therapy Student.

The School of Health Sciences requires annual CORI (Criminal Offender Registry Information) reviews on students admitted to its programs. Students who subsequently refuse to permit a CORI review will be dismissed from the program. Students with a negative CORI may be denied the ability to participate in academic fieldwork and/or be dismissed from the program.

Program Completion

Following the successful completion of the academic and fieldwork components of the Program, a graduate of the Occupational Therapy Program will be qualified to sit for the national certification examination as a candidate for occupational therapist, as administered by the National Board for Certification in Occupational Therapy (NBCOT). Upon passing the certification examination administered by the NBCOT, the individual will be qualified to practice as a professional Occupational Therapist, Registered (OTR). Most states, Massachusetts included, require licensure in order to practice. State licenses are usually based upon the results of the NBCOT Certification Examination. Information regarding NBCOT's procedures can be obtained by contacting the NBCOT at 800 S. Frederick Avenue, Suite 200, Gaithersburg, MD 20877-4150; phone (301) 990-7979; or on-line at www.nbcot.org.

Physical Therapy (BS in Health Sciences – Pre-Physical Therapy/DPT)

Physical therapists are required to earn a doctoral degree for entry into practice. The School of Health Sciences offers two options to earn the Doctorate in Physical Therapy (DPT): a combined BS/DPT for students entering the program as undergraduates and a three-year post-baccalaureate program for individuals who have already earned a bachelor's degree and completed the prerequisites for the program.

Students entering the DPT program as traditional freshmen or undergraduate transfer students, complete the curriculum in two phases: the first three years of undergraduate study (pre-professional phase) consist of completing general education and program core requirements in preparation for entry into the professional (doctoral) phase. In addition, undergraduate physical therapy students are required to complete the equivalent of a minor that is inclusive of advanced level coursework. It is recommended that students complete 1 of the following 3 minor options: biology, psychology or sociology, each requiring a minimum of 18 credits.

Upon successful completion of undergraduate requirements, students are awarded a bachelor of science degree in health sciences and then must complete two more years to earn the DPT (see graduate Catalog for requirements).

Learning Outcomes

At the completion of the three-year program (Pre-PT), students will:

- Demonstrate knowledge of the role of the physical therapist as a health care professional.
- Demonstrate knowledge of the professional behaviors associated with physical therapy.
- Demonstrate knowledge of the roles and responsibilities of the physical therapist versus the physical therapist assistant.
- Attain the qualifications required for entry into an accredited entry-level DPT program.

General Education Requirements

See page 70. General Education requirements may be fulfilled by major requirements where applicable.

Requirements

BIO1400/1401	Biology I with Lab
BIO1500/1501	Biology II with Lab
BIO1200/1201	Anatomy and Physiology I with Lab
BIO1210/1211	Anatomy and Physiology II with Lab
CHE1600/1601/1602	General Chemistry I with Lab and Review
CHE1700/1701/1702	General Chemistry II with Lab and Review
PHY1600/1601/1602	General Physics I with Lab and Review

PHY1800/1801/1802	General Physics II with Lab
COM2200	Information and Technology
PSY1401	General Psychology I
PSY1501	General Psychology II
PTR3201	Physical Therapy Orientation
MAT2004	Biostatistics

Program Notes

In the three-year undergraduate phase, a cumulative grade point average of 3.2 and a grade point average of 3.2 in core physical therapy requirements must be attained to enter the professional phase of the physical therapy program. The above requirements must be completed by the end of the spring semester prior to entering the professional phase of the physical therapy program.

Public Health (BS)

A bachelor of science in public health degree prepares graduates to work in a variety of settings, public and private, and engage in a wide range of population-based health promotion, health protection, and disease prevention activities. Public health professionals may be employed in healthcare organizations and community-based agencies. Students must work closely with the program director to select specific courses that will meet program requirements and career goals.

Learning Outcomes

- Describe the role of public health, its history, core values and its functions across the globe and in society.
- Use data to understand public health problems and assess interventions, applying knowledge of data collection and principles of epidemiology and biostatistics.
- Explain the use and importance of evidence-based public health programs in solving public health problems.
- Explain the concepts of population health, and the basic processes, approaches, and interventions used to identify and address health-related needs of populations in the U.S. and the world.
- Identify opportunities for promoting and protecting health across the life span based on an understanding of the underlying science of human health and disease.
- Critically examine and recognize the socio-economic, behavioral, biological, environmental, and other factors that impact human health and contribute to health disparities.
- Apply project implementation skills, including planning, assessment, and evaluation toward public health problems.
- Compare and contrast the effects of different health policies in the U.S and elsewhere, in terms of both the economic impacts and effects on the public's health.
- Explain the roles of various agencies of government and private sector organizations in the regulatory, health care delivery, and health care financing systems.
- Apply communication skills including those in oral presentation, technical and professional writing, and use of mass media and technology to public health issues.

General Education Requirements

See page 70. General Education requirements may be fulfilled by major requirements where applicable.

Major Requirements

PCH1030	Introduction to Public Health Practice
PCH2030	Global Health
PCH3250	Environmental Health

PCH2040	Epidemiology in Public Health
PCH3630	Community Health Promotion
PCH3632	Program Planning & Evaluation
PCH4430	Seminar in Public Health
PCH4899	Capstone in Public Health

9 credits must be selected from any of the following:

HCM2200	American Healthcare System
HCM3230	Ethical and Legal Issues in Healthcare
HCM4240	Healthcare Economics & Finance
PCH3800	Special Topics
PSY2610	Health Psychology
SOC3440	Sociology of Health and Illness

Any biology or chemistry course at the 2000 level or above

Minor Requirements

The minor in Public Health consists of 12 credit hours of courses in public health and 6 credit hours from other courses. The courses selected must include:

PCH1030	Introduction to Public Health Practice
PCH2040	Epidemiology

Plus 6 credits from additional Public Health courses

Plus 6 credits from any of the following:

HCM2200	American Health Care System
HCM3230	Ethical and Legal Issues in Health Care
HCM4240	Health Care Economics and Finance
SOC3440	Sociology of Health and Illness
PSY2610	Health Psychology

Speech Language Pathology Assistant (SLPA)

Speech Language Pathology Assistants (SLPA) work under the direction and supervision of speech language pathologists and assist in the execution of a speech and language program and complete a number of tasks including assisting with screenings, assessments, and implementation of treatment plans as directed by the speech language pathologist. Successful completion of the 18 credits of coursework described below enables students to work as an SLPA in the State of Massachusetts. This set of courses, which is equivalent to a minor may be completed as part of a number of majors offered at AIC.

Requirements:

SLP1010	Human Communication and Disorders
SLP1050	Multicultural Issues in Language
SLP2010	Normal Speech and Language Development
SLP3010	Speech-Language Disorders in the Educational Setting
SLP3050	Clinical Methods
SLP3099	Practicum

Course Descriptions

Accounting

ACC1012: Personal Income Taxation (3)

The primary focus of this course is the preparation of federal and state income tax returns for the individual. Topics covered include calculation of gross income, deductions, tax computations and tax credits. Practical problems and preparation of returns are emphasized so as to give the student a working knowledge of the field. Offered periodically. For non-accounting majors.

PREREQUISITE: ACC1201 or permission of the instructor

ACC1201: Principles of Accounting I (3)

Topics include: the basic structure, principles and practices of accounting, the nature and classification of accounts, the accounting cycle and the preparation of financial statements for both service and merchandising enterprises, design of accounting systems, including special journals and subsidiary ledgers and coverage of cash, receivables, inventories, deferrals, accruals, plant assets, intangible assets and current liabilities. PREREQUISITE: None

ACC1601: Principles of Accounting II (3)

This course continues the study of basic concepts and principles, as well as accounting for the partnership and corporate forms of business organizations, coverage of plant assets, intangible assets and current liabilities, long-term liabilities, investments financial statement analysis and the Statement of Cash Flows. PREREQUISITE: ACC1201

ACC2210: Managerial Accounting (3)

This course is a study of accounting as it serves the needs of management, principally in planning operations, controlling activities and making decisions. Course emphasis is on the use of accounting by those seeking careers in other areas of business. Topics covered include cost terms, concepts and classifications, job-order costing, process costing, cost behavior analysis and use, cost-volume-profit relationships, profit planning, standard costs, flexible budgets and overhead analysis and relevant costs for decision making. PREREQUISITE: ACC1601

ACC2401: Intermediate Accounting I (3)

This course expands on the topics of elementary accounting with a more comprehensive study of the principles and practices of accounting. It includes a review of the accounting process and a study of the design and content of financial statements. Detailed coverage is given to the areas of cash, receivables and inventories. PREREQUISITE: ACC1601

ACC2402: Intermediate Accounting I Laboratory (0)

This is the laboratory that meets for one hour, one time per week to support ACC2401, Intermediate Accounting I. CO-REQUISITE: ACC2401

ACC2601: Intermediate Accounting II (3)

This course provides further detailed coverage of accounting principles and practices in the areas of investments in stocks and bonds, plant assets, intangible assets, current and long-term liabilities and stockholders' equity. Other areas covered in detail include financial statement analysis and the Statement of Cash Flows. PREREQUISITE: ACC2401

ACC2602: Intermediate Accounting II Laboratory (0)

This is the laboratory that meets for one hour, one time per week to support ACC2601, Intermediate Accounting II. CO-REQUISITE: ACC2601

ACC3402: Auditing (3)

This course examines the fundamental theory, primary objectives and working procedures of auditing. The course is designed to familiarize the student with the ethics and duties of the independent certified public accountant. The major focus of the course centers around the examination, review and compilation of financial statements and their supporting accounts and financial records and the rendering of an accountant's report. PREREQUISITE: ACC2401

ACC3411: Cost Accounting (3)

This course is a study of accounting as it serves the needs of management, principally in planning, controlling, decision making and determining product cost for pricing, inventory valuation and income determination. Course emphasis is on the use of this information by those seeking careers in management accounting. Topics covered include cost terms, concepts and classifications, job-order costing, process costing, cost behavior analysis and use, cost-volume-profit relationships, profit planning with the master budget, standard costs, flexible budgets and overhead analysis, measuring managerial performance, pricing and services and relevant costs for decision making. PREREQUISITE: ACC1601

ACC3422: Advanced Accounting I (3)

This course focuses on advanced accounting principles and practices. Topics covered include mergers and acquisitions, partnerships, international accounting and foreign currency transactions and other topics of an advanced nature. PREREQUISITE: ACC2601 or permission of the instructor

ACC3431: Advanced Accounting II (3)

This course continues the study of advanced accounting principles and practices as they relate to nonprofit entities, including municipal governments, hospitals, universities and voluntary health and welfare organizations. Current topics in accounting are also discussed. PREREQUISITE: ACC2601 or permission of the instructor

ACC3440: Federal Income Taxation (3)

This course reviews the Federal Income Tax Law and Regulations as they relate to individuals. Topics covered include calculation of gross income, business and personal deductions, tax computations and tax credits. Practical problems and preparation of returns are also discussed. PREREQUISITE: ACC2601 or permission of the instructor

ACC3510: Fraud Examination (3)

This interdisciplinary course begins with the exploration of the nature of fraud, its costs and why it occurs. Emphasis then shifts to the analysis of the accounting and legal procedures used to fight or prevent the different types of fraud such as detection, investigation and the dispositions or resolutions available. PREREQUISITES: ACC1601, CRJ1400

ACC3520: Financial Statement Fraud (3)

This type of white-collar crime is also known as "cooking the books" where various schemes are used to manipulate, misstate, or omit financial information to deceive financial statement users. This in depth study focuses on the detection and investigation of revenue-based, asset-based, liability-based and other financial statement fraud, schemes, as well as the auditor's liability in these criminal activities. PREREQUISITES: ACC1601, ACC3510, CRJ1400, CRJ3420

ACC3611: Advanced Federal Taxation (Continued) (3)

This course continues the study of the Federal Income Tax Law and Regulations. Topics covered include basis and determination of gain or loss, tax credits, capital gains and losses, regular and "S" corporations, partnerships and research methods in taxation. PREREQUISITE: ACC3440

ACC4875: Accounting Capstone (3)

This course familiarizes the student with the resources available to professionals in the fields of financial reporting, auditing and taxation. Topics discussed include Generally Accepted Accounting Principles, Generally Accepted Auditing Standards, the Internal Revenue Code, Internal Revenue Regulations, Revenue Rulings and court cases. The primary focus of the course is the completion of a major research project to serve as a capstone to the student's study in the accounting program. PREREQUISITE: Limited to accounting majors in their senior year.

American International College

AIC1100: Introduction to ACE (3)

This course is designed to help facilitate your success in college by helping you master the skills necessary to reach your personal and educational goals. The opportunity is provided to enhance your ability to participate in and benefit from your total college experience. Learning Objectives: 1) Acquire effective learning and study skills such as time management, note taking, reading and study systems, test-taking skills, library research and writing skills, listening and communication skills. 2) Applying strategies that facilitate making a successful adjustment to college life such as understanding developmental tasks in college, understanding campus culture, policies and procedures, clarifying personal values and beliefs, understanding civility and civic responsibility, exploring educational and career interests, developing stress management skills and making healthy choices, understanding and appreciating individual and group differences, and exploring other issues of importance to college students. PREREQUISITE: None

AIC1120: College Skills Review (1)

This course meets one hour per week for one semester and is intended for adult learners who are returning to college to complete their degrees and for certain non-traditional transfer students. The course is intended to help students readjust to academic pursuits. Skills to be reviewed

include, but are not limited to: time management, note-taking, reading and study systems, test-taking, organization and paper-writing. It will also familiarize new students with some of the academic resources and facilities available to them on campus. Open to Continuing Education and non-traditional transfer students upon recommendation of the appropriate dean.

PREREQUISITE: None

AIC1130: Introduction to Career Development (1)

This course will focus on career planning and decision making for students who are undecided as to a major. It is designed to engage students in goal setting and self-assessment of interests, values and skills. The course will introduce students to activities related to the exploration of career choices, the job outlook in specific career fields and the professionalism required for the world of work. PREREQUISITE: None

AIC1140: APEX 1 (1)

The first course supporting the AIC Plan for Excellence (APEX) is an academic course designed around the core goal of helping students successfully transition to college by meeting their educational, career, and personal goals. Students will be provided with information, skills, and strategies necessary to fully engage and participate in their learning experiences both inside and outside of the classroom. Focus is given to those areas that are critical for success in college: academic and career preparation, understanding the learning and development process, and adjusting to the responsibilities of being an active member of the AIC community. This course is required for all freshmen and meets part of the Personal and Professional Development general education requirement. PREREQUISITE: None

AIC1150: Community Service and Learning Experience (1)

The Community Service and Learning Experience is a one credit course that aims to prepare students to achieve success in their college careers through service learning. The program is designed to help students persist in their academic endeavors. The students learn how to become increasingly engaged in focused self-exploration, improve academic self-efficacy, promote and learn how to encourage their emotional well-being, personal growth, and decision-making skills, engage in student campus and surrounding communities, and explore their college financial literacy skills. The course involves guest speakers who inspire, motivate, and promote ways to show students how to strive for success. In addition, the students connect their learning with work outside the classroom with a community organization. Students are required to participate in a minimum of two hours of service activity a week, for example serving as an academic mentor to area high school students. The course concludes with a reflection paper and presentation of the student's learning experiences with community engagement. Students from both fall and spring semester will be invited to attend a yearly networking and recognition ceremony at the end of the spring semester. This course can be taken multiple times for up to a total of 3 credits. PREREQUISITE: NONE

AIC1160: English as a Second Language Support Class (1)

The course is aimed at helping non-native English speaking students become confident with their English speaking skills. The main idea is to focus on the student's ability to express themselves in everyday situations, to improve their confidence when speaking, and to improve their English

pronunciation. The course material focuses on a variety of current topics to ultimately improve fluency, accuracy and ability to effectively communicate. Therefore, students work on pronunciation, vocabulary and idioms to further develop their conversational skills. They also receive individualized feedback on grammar usage and pronunciation errors. Topics relevant to American culture will be incorporated into the learning process. Class activities include: group discussions, role play, pronunciation and individual presentations. PREREQUISITE: None

AIC2140: APEX 2 (1)

The second course supporting the AIC Plan for Excellence (APEX) will build upon the foundation of AIC1140. In this course, students will explore personal assessment and motivation, examine personal and professional goals, learn about internship and scholarship opportunities and their benefits, investigate leadership, and develop portfolios and a resume. This course is required for all sophomores and meets part of the Personal and Professional Development general education requirement. PREREQUISITE: AIC1140

AIC3140: APEX 3 (1)

The third course supporting the AIC Plan for Excellence (APEX) will build upon AIC2140. In this course, students will refine their personal and professional goals, enhance their portfolios and resumes, develop interview skills and strategies, study multiculturalism in the workplace and global interactions, and investigate post-graduation options. This course is required for all juniors and meets part of the Personal and Professional Development general education requirement. PREREQUISITE: AIC2140

AIC4140: APEX 4 (1)

The final course supporting the AIC Plan for Excellence (APEX) will build upon AIC3140. In this course, students will learn how to integrate portfolios in interviews and professional networking, explore strategies to find employment, refine interview skills, start the implementation of their career goals, and understand budgeting and financial literacy. This course is required for all seniors and meets part of the Personal and Professional Development general education requirement. PREREQUISITE: AIC3140

American Studies

AMS 1100 Introduction to American Studies (3)

This course introduces students to the inter-disciplinary field of American Studies. Using historical studies, literature, films, contemporary analyses of political issues and/or music, students will be invited to explore the meaning of American ideals. In particular, ideals, such as the “American Dream,” individualism, and equality, will be compared with the experiences of Americans. Special attention will be paid to disparities in experiences based on race, ethnicity, class, and gender. PREREQUISITE: None

AMS4800: American Studies Seminar (3)

A weekly seminar for American Studies majors, with readings, discussion and research/writings on topics that explore the interdisciplinary connections among the various courses taken for the program during individual semesters. PREREQUISITES: American Studies major or minor or permission of instructor, Junior or Senior status

Art

ART1000: History of Art (3)

This course traces world cultural development through the arts of architecture, sculpture and painting. The emphasis is on the social, economic, political and geographic influences on the stylistic conventions, subject matter and art forms of various world sites from the earliest prehistoric through the Modernist eras. The cultures of Africa, Australia, Oceania, the Near East, Greece, Rome, India, China, Japan, Europe (England, Ireland, Germany, Austria, Netherlands, France, Spain, Italy) and the Americas will be considered. Field Trip and fee required.

PREREQUISITE: None

ART1010: Aesthetic Experience in the Contemporary Visual Arts (3)

The 1010 Aesthetic Experience of Contemporary Art Students will study the changing definitions of art and artists over time and the role of art as it relates to philosophical, ethical and societal issues. The course also examines the formal elements of art and the standards by which a work of art is examined and judged. Other unit topics include aesthetic philosophy, identity, ritual, racism, sex/gender, politics, commerce and societal responsibility as demonstrated by art historical examples concentrating on contemporary arts. Students will have written coursework and studio work. Lab fees and Field trip required.

ART1030: Art Appreciation Through Drawing (3)

This introductory course in art appreciation examines mark-making as the essential and primary means of expression. Lecture, visual aids, research writing and units of drawing explore the creative impulse of artists like Leonardo da Vinci, Paul Klee, Pablo Picasso and untrained outsider artists. The student will develop a primary vocabulary of form, materials and methods for creative expression through studio work. Creativity and creative problem solving strategies are considered in the context of everyday life. Lab fee required. PREREQUISITE: None

ART1100: Art Appreciation Through Painting (3)

This course considers painting as it has developed from the early 19th century to the present through text, written assignments and studio exercises. Visual aids and other resources familiarize the student with various Modernist artistic movements and individual artists. Studio work allows the student to better understand the formal principles of design, the nature of paint as a medium and the practice of creative endeavor. Field trip and Lab fee required.

PREREQUISITE: None

ART1110: Studio Painting (3)

This is a studio arts course wherein the student will develop technical and expressive skills in the medium of paint. The student will explore realistic and conventionalized rendering in a pop idiom. They will gain understanding of the creative processing of an idea to result in a tangible product. Background information on pop art will be provided through slides, visual aids and video from which the student will develop their own ideas. Students will learn about the relationship of pop art to commercial culture and the postmodern age in which we live. Lab fee required. PREREQUISITE: None

ART1120: Craft and Design (3)

This is a course that develops an appreciation of the arts from the aesthetic and contextual appreciation of the utilitarian, practical and sometimes not so practical, objects most frequently referred to as crafts. The course will examine the relationship of fine art to craft, the craft object as product of particular cultures, the utilitarian and ritual purposes to which these objects are put to use and how their creation corresponds to these purposes. The course will demonstrate how craft reflects the age in which it was created and craft as it relates to industry and contemporary society. There will be opportunities to learn how these crafts are made through hands on practice. Lab fee required. PREREQUISITE: None

ART1200: Museum Studio Art Beginner: Introduction to Drawing (1)

Train your eye to see and foster the ability to represent the 3-dimensional world on flat surface. Learn how to create the illusion of spatial depth and develop techniques for creating a portfolio of beautiful drawings. To the first class, bring charcoal pencil and pad of drawing paper, 12"x9" or larger - Canson or Strathmore brands recommended. Supply list provided at registration. Fee charged

ART1201: Museum Studio Art Beginner: Intro to Oil Painting (1)

Fee charged

ART1202: Museum Studio Art Beginner: Beginning Watercolor (1)

Fee charged

ART1203: Museum Studio Art Beginner: Photorealism/Scientific Illustration (1)

The course is designed to teach students different perspective techniques, 3-D illustration and photorealism using different media such as: black and white pencils, color pencils, pen and ink and paint. In addition, it provides an opportunity for students to learn scientific illustration, specifically in the field of biology, botany and taxonomy where such skill are often helpful. For all levels. Supply list provided. Fee charged

ART1240: Museum Studio Art Intermediate: Basic Drawing: Atelier Class Method (1)

Fee charged

ART1241: Museum Studio Art Intermediate: Beginner/Intermediate Oil Painting (1)

Fee charged

Biology

BIO1020: Animal Diversity in Massachusetts (4)

This course covers the animals of Massachusetts with a focus on the mammals, birds, reptiles and amphibians, as well as some freshwater fishes. The species found in western Massachusetts are emphasized. Diversity, conservation and human interactions with these animals are investigated. The laboratory will consist of viewing sample specimens of animals found in Massachusetts, learning about their characteristics and natural history and may include outdoor field work to locate species or evidence of their existence. One two-hour laboratory period per week with laboratory fees. PREREQUISITE: None

IO1100: General Biology I (4)

This is a survey course of the basic physical and chemical principles essential to an understanding of molecular biology and its applications to the basic concepts of cellular morphology, physiology, cellular behavior, modern genetics, evolution and ecology. One two-hour laboratory period per week with laboratory fee. This course is intended for non-science majors and may be used to satisfy the general education requirement for scientific awareness. PREREQUISITE: None

BIO1101: General Biology I Laboratory (0)

Basic laboratory techniques in biology will be stressed to illustrate chemical principles, cellular concepts, parasitism, modern genetics and principles of plant biology and ecology. CO-REQUISITE: BIO1100

BIO1110: General Biology II (4)

This course examines the structure and function of mammalian organ systems and their evolutionary development. One two-hour laboratory period per week with laboratory fee. This course is intended for non-science majors and may be used to satisfy the general education requirement for scientific awareness. PREREQUISITE: None. BIO1100 recommended.

BIO1111: General Biology II Laboratory (0)

A continuation of BIO1101, this laboratory course emphasizes the microscopic and macroscopic examination of mammalian organ systems. PREREQUISITE: Permission of instructor. CO-REQUISITE: BIO1110

BIO1130: Environmental Biology (4)

This is an introductory course that emphasizes the biological aspects of environmental science. It is usually taken by non-science majors to meet the general education requirement for scientific awareness or by students who would like to consider the biology major and are interested in an ecology/environmental science focus. The course examines how ecosystems function and covers the issues of natural resource management, population dynamics and pollution control throughout the world. Purchase of a lab kit through mail order is required for the online version of this course. One two-hour laboratory period per week. Laboratory fee charged. PREREQUISITE: None

BIO1131: Environmental Biology Laboratory (0)

Students who need to fulfill their lab science requirement should take this lab in conjunction with BIO1130. Laboratory exercises will emphasize appreciation of the natural world, acquisition of basic biology lab skills, critical thinking, environmental problem solving and use of experimental techniques in environmental biology. CO-REQUISITE: BIO1130

BIO1150: Introduction to the Health Professions (1)

This course is designed to instruct the student in the options available as the student considers postgraduate training for a career in the health professions, including medical school, veterinary school, dental school, physician's assistant programs, optometry school, podiatry school, or even a graduate program with application to human health. Emphasis will be placed on maximizing

the resources available at AIC to develop a resume and academic preparation. This course is recommended to freshmen intending to enter the health professions. PREREQUISITE: BIO1400 or CHE1600

BIO1200: Human Anatomy and Physiology I (4)

This course presents the basic patterns and organizational theories of the human body, including topics of interest for students seeking careers in the health sciences, using a systems approach from cellular levels and support systems to control and regulation. One three-hour laboratory period per week with laboratory fee. PREREQUISITE: None

BIO1201: Human Anatomy and Physiology I Laboratory (0)

Laboratory to accompany Human Anatomy and Physiology I. Topics will include study of cell structure and function, histology of human tissues, bone structure, muscle structure and function, and structure of the human nervous system.

CO-REQUISITE: BIO1200

BIO1210: Human Anatomy and Physiology II (4)

This course continues the systematic exploration of the human body, including clinical considerations of the endocrine, cardiovascular, immune, respiratory, digestive, urinary and reproductive systems. One three-hour laboratory period per week with laboratory fee.

PREREQUISITE: BIO1200 or permission of instructor

BIO1211: Human Anatomy and Physiology II Laboratory (0)

Laboratory to accompany Human Anatomy and Physiology II. Students will examine the structure and function of the nervous system, special senses, endocrine, immune, respiratory, cardiovascular, renal, and reproductive systems

CO-REQUISITE: BIO1210

BIO1300: Principles of Microbiology (4)

This course introduces the student to the biology of microorganisms and viruses. The course is geared toward students in the health science fields and covers human pathogens and their control and the immune response. Laboratory exercises cover microbial diversity and techniques used to identify bacteria. One three-hour laboratory period per week with laboratory fee.

PREREQUISITE: None

BIO1301: Principles of Microbiology Laboratory (0)

Laboratory to accompany BIO 1300, Principles of Microbiology. Students will learn techniques of microbial culture, isolation, and specialized staining.

CO-REQUISITE: BIO1300

BIO1400: Biology I (4)

This course is intended for students majoring in biology. It is an introduction to living organisms through the topics of molecular biology, biochemistry, cell biology and genetics. One three-hour laboratory period per week with laboratory fee. PREREQUISITE: None

BIO1401: Biology I Laboratory (0)

This laboratory course accompanies BIO 1400, Biology I. Topics explored in lectures will be demonstrated in a laboratory setting

CO-REQUISITE: BIO1400

BIO1500: Biology II (4)

This course is intended for students majoring in biology. It is an introduction to living organisms through the topics of taxonomy, evolution, the diversity of life and physiology. One three-hour laboratory period per week with laboratory fee. PREREQUISITE: None

BIO1501: Biology II Laboratory (0)

This laboratory course accompanies BIO 1500. The topics covered include evolution, diversity of organisms and ecology. Quantitative analysis is included in some labs. A comprehensive survey of major groups of organisms and their characteristic structures will be investigated. Some introductory ecology is explored including at least one field trip.

CO-REQUISITE: BIO1500

BIO1850: Writing for the Health Professions (1)

This course is designed to instruct students in how to write well on their application essays when they apply to a post-graduate school in the health professions and to learn the types of writing that are normally part of a career in that profession. This course is recommended to sophomores intending to enter the health professions. PREREQUISITES: BIO1400 or CHE1600 and ENG1202 or ENG1602

BIO2200: Pathophysiology (3)

A study of concepts and information about disease as it occurs in the individual, this course involves the study of pathologies pervading all systems and those unique to specific organ systems. PREREQUISITES: BIO1200, BIO1210 and BIO1300 or BIO2430, CHE1210 or CHE1600 and CHE1700

BIO2400: Comparative Vertebrate Anatomy (4)

A comparative study of the classes of vertebrates, this course emphasizes the evolution of morphological characteristics. One three-hour laboratory period per week with laboratory fee. PREREQUISITES: BIO1400 and either BIO1500 or BIO1200 and BIO1210

BIO2401: Comparative Vertebrate Anatomy Laboratory (0)

This is a comprehensive survey of vertebrate structure of major vertebrate groups, including tissues and organs of body systems. Representatives of jawless fishes, cartilaginous fishes, bony fishes, amphibians and mammals are studied by observing tissues, organs and through dissection. Some quantitative measurements are studied. Vertebrate diversity is studied, including past and present groups. CO-REQUISITE: BIO2400

BIO2410: Animal Histology (4)

This course includes a comprehensive presentation of mammalian microscopic anatomy. The organization of tissues, organs and organ systems will be examined. One three-hour laboratory period per week with laboratory fee. PREREQUISITES: BIO2400 or BIO1200 and BIO1210

BIO2411: Animal Histology Laboratory (0)

Laboratory to accompany BIO 2410 Animal Histology. Students will examine the microscopic structure of mammalian cells and tissues. CO-REQUISITE: BIO2410

BIO2430: Microbiology (4)

The student will study the biology of representative microorganisms and viruses with emphasis on prokaryotic structure, metabolism, genetics and diversity. Food microbiology is also covered. The laboratory focuses on the diversity and identification of bacteria. One three-hour laboratory period per week with laboratory fee. PREREQUISITES: CHE1210 or CHE1600 and CHE1700 (CHE1210 and CHE1700 may be taken concurrently with BIO2430) and either BIO1200 and BIO1210, or BIO1400

BIO2431: Microbiology Laboratory (0)

Laboratory course to accompany BIO 2430, Microbiology. Topics explored in lectures will be demonstrated in a laboratory setting. Students will learn techniques of microbial culture, isolation, and specialized staining. CO-REQUISITE: BIO2430

BIO3150: Review of Basic Science (1)

This course is designed as a review of basic sciences topics for students who intend to apply to a health professional school, including medical school, dental school, veterinary school, physician's assistance programs and graduate programs focusing on a field with impacts on human health. The intent of the course is to provide a refresher course for advanced students who may require knowledge of basic science in order to advance to professional school. This course is recommended to juniors and seniors who have completed at least two years of introductory science courses and intend to enter the health professions. PREREQUISITES: CHE1600 and JUNIOR STATUS

BIO3200: Human Functional Anatomy (3)

This course introduces the student to basic concepts of kinesiology, biomechanics and anatomy as applied to human motion. Primary areas of study will include the foundations of kinesiology, functional anatomy, posture, gait, and motion analysis. PREREQUISITE: BIO1200, BIO1201, BIO1210, BIO1211 or concurrent enrollment in BIO1210 and BIO1211, PHY 1600 or permission of instructor.

BIO3400: Cell Biology (4)

This course is an ultrastructural examination of cellular organelles, with emphasis placed on molecular activity and the communication between the internal and external environments of the cell. One three-hour laboratory per week with laboratory fee. PREREQUISITE: BIO1400, CHE1600 and CHE1700, or permission of instructor

BIO3401: Cell Biology Laboratory (0)

Laboratory course to accompany BIO 3400, Cell Biology. Topics explored in lectures will be demonstrated in a laboratory setting.
CO-REQUISITE: BIO3400

BIO3410: Immunology (4)

The principles of immunology are presented, including the general properties of the immune response, lymphocyte specificity and activation, immune-genetics, antigen-antibody interactions, congenital and acquired immune-deficiencies, the functions of cytokines and serology. The laboratory includes exercises and experiments illustrating the lecture topics. One three- hour laboratory period per week with laboratory fee. PREREQUISITES: BIO201, BIO1300, BIO1400, BIO1500 or BIO2430, CHE1600 and CHE1700 or permission of the instructor.

BIO3411: Immunology Laboratory (0)

Laboratory course to accompany BIO 3410, Immunology. Topics explored in lectures will be demonstrated in a laboratory setting. CO-REQUISITE: BIO3410

BIO3420: Comparative Embryology (4)

This course presents the general principles and concepts of comparative vertebrate embryology accompanied by an evaluation of pertinent advances in developmental biology. One 3 1/2-hour laboratory period per week with laboratory fee. PREREQUISITES: BIO2400 or BIO1200 and BIO1210

BIO3421: Comparative Embryology Laboratory (0)

The structure of animal embryos is investigated including the stages of development of the sea urchin, frog, chicken and humans. Additional vertebrates and invertebrates are investigated to a lesser extent and all included organisms are compared. Experiments investigating the conditions that regulate developmental stages are performed. CO-REQUISITE: BIO3420

BIO3430: Animal Physiology (4)

Physiological control mechanisms are examined on cellular and organismal levels. Emphasis is placed on the relationship of structure to function, and the role of underlying regulatory processes. One three-hour laboratory period per week with laboratory fee. PREREQUISITES: BIO2400 or BIO1200 and BIO1210; CHE1600, CHE1700, or permission of the instructor

BIO3431: Animal Physiology Laboratory (0)

Laboratory course to accompany BIO 3430, Animal Physiology. The laboratory includes experiments and exercises illustrating principles of homeostasis, muscle action, nerve transmission, cardiovascular function, fluid balance, and sensory function. CO-REQUISITE: BIO3430

BIO3440: Ecology (4)

This course covers the fundamental concepts of how organisms interact with each other and with their environment. There is use of taxonomy and practice in finding key characteristics of organisms to focus on keying and identifying organisms in the lab and in the field. Also, quantitative analysis of data is performed regarding basic ecological concepts in the lab, in the field and through the use of software. One three-hour laboratory period per week with laboratory fee and three field trips per semester. PREREQUISITES: BIO1400 and BIO1500

BIO3441: Ecology Laboratory (0)

Laboratory to accompany BIO 3440, Ecology. Topics covered include identification of organisms and field sign; using dichotomous keys; competition and carrying capacity; animal behavior; water and soil analysis and basic sampling techniques. Some field trips are included to investigate some aspects of both aquatic and terrestrial ecosystems. CO-REQUISITE: BIO3440

BIO3450: Genetics (4)

This course covers the principles of genetics from Mendel to modern genetic techniques used in biotechnology. One three-hour laboratory period per week with laboratory fee.

PREREQUISITES: BIO1400, BIO1500, either BIO1300 or BIO2430, and CHE1600, CHE1700

BIO3451: Genetics Laboratory (0)

Laboratory course to accompany BIO 3450, Genetics. Topics explored in lectures will be demonstrated in a laboratory setting. Emphasis will be placed on problem-solving applicable to modern genetics. CO-REQUISITE: BIO3450

BIO3460: Environmental Microbiology (4)

A study of the activities, interactions and distribution of microorganisms in the environment, this course emphasizes the biogeochemical cycles, importance of microorganisms in ecosystems and microbial biodegradation of pollutants and other substances. The laboratory will introduce students to the techniques of isolation, identification and enumeration of microbes from nature.

One three-hour laboratory period per week with laboratory fee. PREREQUISITES: BIO1300, BIO2430, BIO3440, CHE1600, CHE1700

BIO3461: Environmental Microbiology Laboratory (0)

Laboratory course to accompany BIO 3460, Environmental Microbiology. Topics explored in lectures will be demonstrated in a laboratory setting. One three- hour laboratory period per week with laboratory fee.CO-REQUISITE: BIO3460

BIO 3470: Virulence in Microbial Pathogens (4)

This course introduces the student to virulence factors in microbial pathogens. Topics examined include microbial structures and their relationship to basic mechanisms of bacterial pathogenesis; structure, function, and genetics of bacterial toxins; and host resistance and immunity.

Antimicrobial compounds, vaccines, and mechanisms of antimicrobial resistance will be covered. The course will also discuss pathogenic organisms of major public health importance, diseases caused, and their epidemiology. One 3-hour laboratory period per week with laboratory fee. PREREQUISITE: BIO1300/1301 or BIO 2430/2431, or permission from instructor

BIO 3471 Virulence in Microbial Pathogens Lab (0)

Laboratory to accompany BIO3470. Laboratory exercises will cover molecular, genetic, and biochemical approaches to characterize and identify disease-causing agents. CO-REQUISITE: BIO3470

BIO3800: Special Topics (3-4)

This course provides an opportunity for the Biology department to present varied topics of interest in modern biological science. It allows for an advanced treatment of topics introduced in

foundation coursework. The course is listed for variable credit to allow for flexibility of topic selection and the option to run the course with a laboratory component. It is likely to run most frequently as either a 3 credit lecture/discussion or a 4 credit lecture/discussion/lab course. Laboratory hours, credits and fees will be determined by topic. PREREQUISITES: BIO1400 and BIO1500 and Permission of instructor

BIO4030: Molecular Biology (4)

This course explores the foundations of molecular biology and surveys many applications of molecular biology in academic, medical, industrial and agricultural fields. Throughout the course, ethical and social concerns related to these applications are highlighted. The laboratory portion of the course emphasizes hands-on training in recombinant DNA techniques and computational analysis of data. Recent advances in large-scale genomic sequencing, whole-genome functional analysis, computational molecular biology and bio-informatic topics are also covered. One three-hour laboratory period per week with laboratory fee. PREREQUISITES: BIO1400, BIO1500, CHE1600 and CHE1700. BIO3450 is recommended

BIO4031: Molecular Biology Laboratory (0)

Laboratory course to accompany BIO 4030, Molecular Biology. Topics explored in lectures will be demonstrated in a laboratory setting. CO-REQUISITE: BIO4030

BIO4200: Wildlife Biology and Conservation (4)

This course will introduce the student to the biology of wildlife management, including a brief history of conservation management and current issues in wildlife management. The primary emphasis is on techniques used in the study of vertebrate populations and their interactions with humans. Principles of vertebrate population ecology/dynamics will be investigated. One three-hour per week laboratory with laboratory fee. PREREQUISITES: BIO1400 and BIO1500 or permission of instructor

BIO4201: Wildlife Biology and Conservation Laboratory (0)

This lab will require students to learn and apply field and lab techniques common in the field of wildlife biology such as mark and capture techniques, radio telemetry, chemical immobilization and necropsy procedures. Field trips and review of current literature in applied techniques will be included. CO-REQUISITE: BIO4200

BIO4210: Mammalogy (4)

An in-depth review of anatomical and physiological adaptations is comparatively applied to a study of the mammalian orders. The evolution, geographic distribution and taxonomy of local mammals are emphasized and topics of particular interest to students will be examined. One three-hour laboratory period per week with laboratory fee. PREREQUISITE: BIO2400 or instructor's permission

BIO4211: Mammalogy Laboratory (0)

Laboratory course to accompany BIO 4210, Mammalogy. Topics explored in lectures will be demonstrated in a laboratory setting. CO-REQUISITE: BIO4210

BIO4220: Vertebrate Zoology (4)

This course involves the in-depth study of the classes of vertebrates with emphasis placed on morphological and physiological grades of organization. The evolution, geographic distribution and taxonomy of local vertebrates are also stressed. Independent student investigations will be designed, performed and presented. One three-hour laboratory period per week with laboratory fee. PREREQUISITE: BIO2400, restricted to Juniors and Seniors majoring in biology.

BIO4221: Vertebrate Zoology Laboratory (0)

Laboratory course to accompany BIO 4220, Vertebrate Zoology. Topics explored in lectures will be demonstrated in a laboratory setting. CO-REQUISITE: BIO4220

BIO4350: Evolution (3)

Mechanisms of variation and adaptation in individuals and populations will be examined with emphasis on historical and current concepts of speciation and systematics. PREREQUISITES: BIO1300, BIO2400, BIO2430, minimum junior standing as a biology major or permission of instructor.

BIO4698: Directed Study (3)

Students wishing to pursue directed study in advanced or specialized areas in any of the 300-level courses may do so with departmental permission. A thesis and final oral presentation is required. Laboratory work within the area of independent studies may be pursued under the provisions of BIO4833 or BIO4834 with laboratory fee. PREREQUISITE: Permission of the department.

BIO4798: Directed Study (3)

This is a continuation of BIO4698. PREREQUISITE: BIO4698

BIO4803: Senior Seminar in Biology (3)

The student will present seminars on current topics of biological research. Oral presentation techniques will be emphasized and a term paper is required. PREREQUISITE: Restricted to seniors majoring in biology.

BIO4804: Senior Seminar in Human Biology (3)

The student will present seminars on current topics of biological research. Oral presentation techniques will be emphasized and a term paper is required. PREREQUISITE(S): Restricted to seniors majoring in biology. Restricted to seniors majoring in human biology.

BIO4833: Research Problems (1-4)

Biology majors will have the opportunity to conduct supervised research on individual research problems or to assist staff members in their research. Laboratory hours, credits and fees will be determined on an individual basis. A research paper and presentation is required.

PREREQUISITE: Permission of Department Chair.

BIO4834: Research Problems (1-4)

This is a continuation of BIO4833. Laboratory hours, credits and fees will be determined on an individual basis. PREREQUISITE: BIO4833

Business

BUS1407: Business Communications (3)

This course provides students with the tools and techniques to effectively communicate and present reports and ideas in the business environment. Included in the course is the proper construction of business reports, letters, memos and other communiques. Also included is the proper construction of a business presentation complete with visual aids (presentation tools such as PowerPoint). The course also provides the student with the use of information research techniques to find, analyze and evaluate published business information and properly cite references. The student is given the opportunity to develop a recommendation to a business scenario and present it both in writing and orally. PREREQUISITES: ENG1201, ENG1202

BUS3000: Business Law (3)

This course introduces students to the fundamentals of law and the legal system as these apply to business transactions. Specific topics covered in the course are: contracts, agency, intellectual property rights, negotiable instruments, forms of business ownership, personal property and real property. PREREQUISITE: Junior or senior status

BUS4899: Business Internship (1-12)

The object of the internship program is to give the student practical experience in a corporate, government, or other non-profit organization. Intern assignments should match the student's future vocational plan. Coursework include, but are not limited to, an introductory paper discussing what the student expects to learn in this setting, instead of the classroom, and a final paper summarizing the internship experience. The course credits vary from 1-12 academic hours. Credits awarded will be determined by the number of hours actually worked in the organization. This course may be repeated for additional credit. PREREQUISITES: Business major or minor, preferably of junior or senior status or with the approval of the instructor and division chair.

Chemistry

CHE1100: Chemistry and Society I (4)

This course is an introduction to some basic concepts in chemistry in the context of major issues of concern in today's world. Topics related to the environment will be covered and include: the chemistry of air pollution, ozone depletion, the greenhouse effect and climate change, energy, acid rain and water pollution. The laboratory presents experiments that support the topics discussed in class to illustrate how chemistry is practiced and to demonstrate how chemists solve problems. The course is intended for non-science majors and may be used to satisfy the general education requirement for scientific awareness. PREREQUISITE: None

CHE1101: Chemistry and Society I Laboratory (0)

This is the laboratory to accompany CHE1100, Chemistry and Society I. Basic laboratory techniques in chemistry will be covered in experiments to complement the topics explored in classroom lectures. One two-hour laboratory session per week with laboratory fee. CO-REQUISITE: CHE1100

CHE1110: Chemistry and Society II (4)

This course is an introduction to some basic concepts in chemistry in the context of major issues of concern in today's world. Topics related to the health and well-being of humans will be covered and include plastics and polymers, nutrition, medicines and drugs, genetic engineering and DNA, forensic chemistry and art and science. The laboratory presents experiments that support the topics discussed in class to illustrate how chemistry is practiced and to demonstrate how chemists solve problems. The course is intended for non-science majors and may be used to satisfy the general education requirement for scientific awareness. PREREQUISITE: None

CHE1111: Chemistry and Society II Laboratory (0)

This is the laboratory to accompany CHE1110, Chemistry and Society II. Basic laboratory techniques in chemistry will be covered in experiments to complement the topics explored in classroom lectures. One two-hour laboratory session per week with laboratory fee. CO-REQUISITE: CHE1110

CHE1200: Introduction to Chemistry (4)

This course surveys the fundamentals of chemical science, including the structures of elements and compounds, states of matter, properties of some important substances and the chemistry of aqueous solutions. The laboratory introduces the use of basic chemical apparatus in observing chemical phenomena and making scientific measurements. This course is not accepted toward a science major. PREREQUISITE: None

CHE1201: Introduction to Chemistry Laboratory (0)

This is the laboratory to accompany CHE1200, Introduction to Chemistry. Experiments that complement the lecture material will be performed. One three-hour laboratory per week with laboratory fee. CO-REQUISITE: CHE1200

CHE1210: General, Organic and Biological Chemistry (4)

This course provides the basic principles of inorganic and organic chemistry and an introductory understanding of the basic biological molecules that make up the cell, along with the biochemical reactions that allow it to function. General chemistry topics include ionic and molecular compounds, properties of liquids and solutions and acids and bases. The organic chemistry material includes the basic principles of the major families of organic compounds, their properties, nomenclature and chemical reactions. The biological portion presents proteins and amino acids, enzyme and coenzyme chemistry, carbohydrates and lipids. This is a one-semester course intended primarily for nursing majors. PREREQUISITES: CHE1200 or a recent high school chemistry course.

CHE1211: General, Organic and Biological Chemistry Laboratory (0)

This is the laboratory to accompany CHE1210, General, Organic and Biological Chemistry. Experiments that complement the lecture material will be performed. One three-hour laboratory per week with laboratory fee. CO-REQUISITE: CHE1210

CHE1600: General Chemistry I (4)

This course presents fundamental principles of chemistry including a study of atomic and molecular structure, stoichiometry and the states of matter. It is an introductory course for

science majors and is the course required for admission to professional schools in the health sciences. It may also be used to satisfy the college's general requirement in science. CO-REQUISITE: CHE1602 PREREQUISITE: MAT1840 or concurrent enrollment in MAT1840

CHE1601: General Chemistry I Laboratory (1)

This course covers the basic laboratory techniques in general chemistry and illustrates chemical principles through laboratory experiments. One three-hour laboratory session per week with a laboratory fee. CO-REQUISITE: CHE1600

CHE1602: General Chemistry I Review (0)

This is the recitation period accompanying CHE1600, General Chemistry I. CO-REQUISITE: CHE1600

CHE1700: General Chemistry II (4)

This course includes a study of important aspects of chemistry, including chemical kinetics, acids and bases, equilibrium, thermodynamics, electrochemistry and the chemistry of aqueous solutions. CO-REQUISITE: CHE1702 PREREQUISITE: CHE1600

CHE1701: General Chemistry II Laboratory (1)

This course involves instruction in further laboratory techniques appropriate to the growing competence of the students, and encourages exploration of the chemical principles being discussed in lecture through the use of laboratory experiments. One three-hour laboratory session per week with a laboratory fee. CO-REQUISITE: CHE1700

CHE1702: General Chemistry II Review (0)

This is the recitation period accompanying CHE1700, General Chemistry II. CO-REQUISITE: CHE1700

CHE2200: Introduction to the Scientific Literature (1)

This course provides an introduction to the ways scientists communicate their theories and findings including scientific journals, seminars, poster sessions, etc. Students will assess the quality of journal articles, write papers in the scientific idiom and make oral presentations. The library and computer databases will be covered. PREREQUISITE: CHE1600 or permission of the instructor

CHE2400: Organic Chemistry I (3)

This course is an integrated study of the bonding and structure of organic compounds with emphasis on reaction types, reaction mechanisms and synthesis; the chemistry of hydrocarbons and alcohols is covered in depth. PREREQUISITE: CHE1700

CHE2401: Organic Chemistry I Laboratory (1)

This laboratory course teaches students a suite of basic techniques for the preparation and identification of organic compounds, including extraction, multiple distillation techniques, thin layer chromatography, gas chromatography, polarimetry, IR spectroscopy, refractive index, various purification methods, and others. One three-hour laboratory session per week with a laboratory fee. CO-REQUISITE: CHE2400

CHE2500: Organic Chemistry II (3)

This course introduces the common techniques of organic spectroscopy before moving on to the chemistry of important functional groups including as ketones, aldehydes, amines, carboxylic acids and their derivatives, ethers, epoxides, aromatic compounds and others. PREREQUISITE: CHE2400

CHE2501: Organic Chemistry Laboratory II (1)

This course builds on the students' increasing understanding of the laboratory techniques of Organic Chemistry to explore the chemical principles being covered in the co-requisite lecture (CHE2500). Experiments may include the synthesis of polymers, azo dyes, or other molecules of interest, Friedel-Crafts Acylation, quantitative analysis of S_NAr reactions, or others. One three-hour laboratory session per week with a laboratory fee. CO-REQUISITE: CHE2500

CHE2600: Analytical Chemistry (4)

This course presents a comprehensive examination of electrolytic solutions, including acid-base, oxidation-reduction and solubility equilibria and provides an introduction to modern analytical methods. PREREQUISITE: CHE2500

CHE2601: Analytical Chemistry Laboratory (0)

This laboratory course consists of the analysis of representative inorganic unknowns by gravimetric, volumetric, and spectroscopic methods. One three hour laboratory session per week with a laboratory fee. CO-REQUISITE: CHE2600

CHE3400: Physical Chemistry I (3)

A mathematical approach to chemical laws and theories is presented, including a study of the properties of gases, chemical thermodynamics, chemical equilibrium, phase equilibrium and electrochemistry. PREREQUISITES: CHE1700 and MAT2500

CHE3401: Physical Chemistry Laboratory I (1)

The student will conduct experiments that illustrate the application of fundamental laws to actual systems. Formal reports are required. One three-hour laboratory session per week with a laboratory fee. CO-REQUISITE: CHE3400

CHE3500: Physical Chemistry II (3)

This course is a study of chemical kinetics and an introduction to quantum mechanics and statistical mechanics with applications to chemical systems. PREREQUISITE: CHE3400

CHE3501: Physical Chemistry Laboratory II (1)

The student conducts experiments that elucidate the physical behavior of chemical systems, particularly with respect to the principles being covered in the co-requisite lecture (CHE3500). One three-hour laboratory session per week with a laboratory fee. PREREQUISITE: CHE3401
CO-REQUISITE: CHE3500

CHE3600: Advanced Inorganic Chemistry (3)

Studies of atomic and molecular structure are applied to representative non-metal compounds and coordination compounds and topics of current interest such as inorganic reaction

mechanisms, catalysis, solid-state and bioinorganic chemistry are covered. PREREQUISITE: Four semesters of college chemistry

CHE3601: Advanced Inorganic Chemistry Laboratory (1)

This laboratory course is the study of the synthesis of inorganic compounds and their characterization by chromatographic and spectrophotometric methods. One three-hour laboratory session with laboratory fees. CO-REQUISITE: CHE3600

CHE3650: Spectroscopy of Organic Compounds (3)

This course is a study of the modern spectroscopic techniques used to characterize organic compounds, including nuclear magnetic resonance, mass spectrometry, UV and IR spectroscopy. PREREQUISITE: CHE2500

CHE3651: Advanced Organic Laboratory Techniques (1)

This laboratory course explores the synthesis, separation, purification and characterization of organic compounds using various advanced techniques. One three-hour laboratory session with a laboratory fee. PREREQUISITE: CHE2501 CO-REQUISITE: CHE3650

CHE4050: Instrumental Analysis (4)

This course examines the theory and instrumentation of optical electro-chemical and chromatographic methods of chemical analysis in current use in industry and research. PREREQUISITE: CHE2600 or permission of the instructor.

CHE4051: Instrumental Analysis Laboratory (0)

This is the laboratory course that accompanies CHE4050, Instrumental Analysis. Experiments will be performed that support the topics covered in lecture. One three-hour laboratory session per week with laboratory fees. CO-REQUISITE: CHE4050

CHE4200: Biochemistry I (3)

This course examines the structure and function of the principal molecular components of living systems, including proteins, nucleic acids, carbohydrates and lipids. The study of enzyme function and catabolism is also included. PREREQUISITE: CHE2500

CHE4201: Biochemistry I Laboratory (1)

This course is an introduction to methods of studying biomolecules. Techniques for the purification and analysis of DNA, proteins, carbohydrates and lipids are explored along with some chemical reactions commonly used to manipulate these molecules. One three-hour laboratory session per week with laboratory fees. PREREQUISITE: CHE2501, CO-REQUISITE: CHE4200

CHE4300: Biochemistry II (3)

This course examines the control of enzymes and their kinetics, biochemical signaling processes and energy metabolism. Other topics may be explored such as photosynthesis, the physiology of fuel metabolism and others. PREREQUISITE: CHE4200

CHE4301: Biochemistry II Laboratory (1)

Students build on their growing command of the biochemistry laboratory techniques by starting with a bacterial culture and isolating, purifying and characterizing the kinetics and inhibition of the organism's enzymes. Other experiments will cover methods for studying the metabolism of intact cells and cell organelles. One three-hour laboratory session per week with laboratory fees. PREREQUISITE: CHE4201 CO-REQUISITE: CHE4300

CHE4600: Physical Biochemistry (3)

The principles of physical chemistry will be applied to systems of biochemical interest, including a study of the solution properties, transport and thermodynamic and optical properties of biochemical systems. PREREQUISITE: CHE3400 or permission of instructor

CHE4601: Physical Biochemistry Laboratory (1)

This laboratory course involves the experimental study of the structure and physical properties of biochemical systems through techniques such as absorption and fluorescence spectroscopy, optical rotation, gel chromatography, electrophoresis, osmosis and viscosity measurements. One three-hour laboratory session per week with laboratory fees. CO-REQUISITE: CHE4600

CHE4698: Directed Study (3)

The student will conduct individual laboratory or theoretical work under the supervision of a staff member. Laboratory hours and fees will be arranged on an individual basis. PREREQUISITE: Permission of the instructor.

CHE4840: Senior Seminar (2)

In this course, each student conceives, develops, and carries out a laboratory research project in the area of chemistry or biochemistry. The investigation will be an extension of techniques and skills acquired in previous chemistry courses, ending with a written research paper and oral presentation. This course serves as the culminating experience for the biochemistry and chemistry majors. PREREQUISITE: This course is limited to biochemistry and chemistry majors in their senior year.

CHE4841: Senior Seminar Laboratory (0)

This is the laboratory course accompanying CHE4840, Senior Seminar. One three-hour laboratory session per week with laboratory fees. CO-REQUISITE: CHE4840

CHE4899: Internship (3)

Student internships provide professional learning experiences in positions relevant to the field of chemistry. Credit assignments will be determined on an individual basis. PREREQUISITE: Permission of the department chair

CHE4900: Chemistry Research (1-6)

This course is designed for a student, working with a faculty member, to develop, plan and execute an individualized laboratory research project in biochemistry or chemistry. The student and faculty member will hold, minimally, one meeting per week to discuss the student's progress on the project. At the end of the semester the student will submit a written research paper and give an oral presentation to the members of the department. The course may be taken a

maximum of two times for a maximum of 6 total credits. Lab fee required. PREREQUISITE: Junior or Senior status only, with at least 4 semesters of chemistry and permission of the Chair

Communication

COM1201: Introduction to Journalism I (3)

An introduction to the basics of print Journalism, including reporting, editing, newsroom management, news judgment, news writing and an overview of ethical and legal concerns. Students will analyze the way different local media cover breaking and feature news. The course provides the basic skills required for identifying, gathering, writing and editing news stories for newspapers. CO-REQUISITE: ENG 1100, ENG1201 or ENG1601 or permission of instructor

COM1202: Introduction to Journalism II (3)

Building on the skills taught in COM1201, students will learn to develop news sources, cover beats, such as the courts and local politics and write feature length news stories including breaking news, obituaries and government. Students will learn the rights of reporters and use of the Freedom of Information Act to gain access to public records. PREREQUISITE: COM1201

COM1212: Introduction to Video Production (3)

This course is based on the theoretical and practical exploration of design and production techniques for video as a medium of communication. Students will learn the basics of video production - the use of digital video cameras, rules for shooting professional level video, and techniques for storytelling through the use of moving pictures. PREREQUISITE: None

COM1281: Introduction to Mass Communication (3)

Students will study theories of mass communication and the role that mass communicators play in modern society. The rise of print and electronic media will be discussed in detail. Special attention will be given to the rights, responsibilities and practices of mass media and merging trends. PREREQUISITE: None

COM1400: Introduction to Broadcasting (3)

The Communication Department programs and operates AIC RADIO as a learning laboratory for our students. This course provides an overview of the broadcasting business and provides training in various aspects of broadcasting, including scheduling, traffic, advertising and ratings, basic engineering, announcing and practice in news and informational radio. Laboratory fee charged. PREREQUISITE: None

COM1410: Digital Photography I (3)

Fundamental visual art principles constitute the basis of effective visual communication. The hands-on course explores these fundamentals while applying the creative approaches unique to digital photography. Students learn how to use advanced digital cameras, archive their images and create online portfolios. In addition, students will develop a framework to analyze and evaluate photographs, whether created by themselves or others. Laboratory fee charged. PREREQUISITE: None

COM2200: Information and Technology (3)

This course will provide students with the foundational knowledge and skills in the use of library resources and common computer tools. It will be broad enough in scope to enable students to continue learning independently as well as to build discipline-related knowledge and skills both within and beyond the college curriculum. Legal and ethical considerations will be addressed. PREREQUISITE: ENG1202 or ENG1602

COM2220: Classic Films of Sci-Fi, Horror and the Super Natural/Occult (3)

An appreciation and examination through lecture and discussion of classic science fiction, horror and supernatural/occult films. Will focus on legendary directors, actors, composers and special effects technicians from the 1920's through recent release. Screened films will include: 'The Lost World' (1925), 'King Kong' (1933), James Whale's 'Frankenstein' (1931), 'The Invisible Man' (1933), Todd Browning's 'Dracula' (1931) and 'Freaks' (1932), 'Nosferatu' (1922), 'The Thing' and 'The Day the Earth Stood Still' (both 1950's), 'The Ghost and Mrs. Muir' and 'Blithe Spirit' (both 1940's), 'M' (1931), 'The Cabinet of Dr. Caligari' (1919), 'Rosemary's Baby' (1968), The British classic thrillers, 'Rebecca' (1940) and 'Dead of Night' (1945) and 'Dr. Jekyll and Mr. Hyde' with Barrymore, March or Tracey. PREREQUISITE: None

COM2401: Radio Programming and Production (3)

This course provides students with the production techniques and programming applications necessary to work at a music radio station. In addition to learning different music programming formats, students will gain hands-on experience on the air at AIC RADIO. Student training includes writing and producing station liners, stagers and positioning statements using state of the art digital audio editing systems, producing live broadcasts and phone drops, as well as discussion of taste and sensibility issues, FCC requirements, interpreting ratings data and developing an on-air personality. Laboratory fee charged. PREREQUISITE: None

COM2411: Digital Photography II (3)

This course builds on and deepens work with the fundamental visual art principles introduced in Digital Photography I. Students will employ advanced techniques using digital cameras and the college's digital darkroom (Adobe Photoshop). Students will enhance their online portfolios, as well as create hands-on communication projects that benefit the college community. The framework for analyzing and evaluating images will be expanded. Laboratory fee charged. PREREQUISITE: COM1410

COM2460: History of Photojournalism (3)

This course is a survey of photojournalism, tracing the development from Civil War origins to contemporary practice. Changes in photographic technology and the resulting impact on the craft will be examined. Students will discuss the role of photojournalists who record history in a society built on images. PREREQUISITE: ENG1201 or ENG1601 or permission of instructor.

COM2500: Newspaper/Publishing Lab (1)

Students will learn the skills necessary to produce editions of the college newspaper (bi-monthly) as well as additional publications including the Criterion literary magazine, print flyers and advertising utilizing the Mac In Design package which includes Photoshop, In Design (layout

and design) and other graphic applications. This course would be required for students working on the Yellow Jacket. PREREQUISITE: None

COM2501: Video Laboratory (1)

Students will learn the skills necessary to produce television and other video projects at professional standards. The college is aggressively pursuing opportunities to broadcast and/or cablecast college events ranging from sports, campus events, video on demand, as well as developing additional TV content. Students will participate in these projects as videographers, writers, editors, directors and lighting and sound technicians. No more than 3 credits of this course may be applied towards the Communication or New Media Major. PREREQUISITE: COM1212

COM2502: Broadcasting Laboratory (1)

Students will learn the skills necessary to produce professional quality radio programming including production values, building personality through bumpers, liners and station IDs; as well as practice in digital audio editing. PREREQUISITE: COM1400

COM2503: New Media Lab (1)

This laboratory is designed to facilitate hands-on training using various forms of media technology. This lab will support department efforts related to non-traditional media outlets. This course may be taken three times. PREREQUISITES: Junior or Senior status and permission of the Instructor.

COM2603: Broadcast Speaking (3)

Students sharpen their public speaking and radio and television speaking skills using digital audio technology. Students participate in a range of activities from simple 'stand ups' in videos, newscasts for radio and television and even doing play by play or color for the over 100 webcasts of AIC sporting events the department produces each year. PREREQUISITE: None

COM2630: Writing for Media (3)

An introduction to the basic principles and techniques of writing for the media. Formats include informational, persuasive and entertainment content for a variety of audiences across multi-media - traditional media like radio, TV and print as well as web sites, bulletin boards and even e-mail and text messages. Students will write copy for news (print and broadcast), the web, advertising, public relations, television and the screen as well as personal and professional correspondence. PREREQUISITE: COM1202, or by permission of the instructor.

COM2631: Visual Communications (3)

This course is a thorough introduction to the many theories and practical aspects of visual culture and communications. Student will explore both the production and consumption of visual images. Historical, physiological, perceptual and cognitive aspects of visual communication will be studied in this course. Critical analysis methods and ethical implications of electronic and print media images will be discussed. PREREQUISITE: None

COM2700: Radio Storytelling (3)

On radio and podcasts, audio can tell powerful and compelling stories. In this course, students will learn how to tell stories in sound utilizing the techniques of radio production and reporting. Topics that will be covered include: writing for radio, interviewing, field recording, narration and audio editing. In addition to production exercises, students will listen to and discuss work from leading producers from across the country. PREREQUISITE: None

COM2840: Internet Communication and Design (3)

A production course that focuses on social aspects of Internet communication and the implications of digital media on the World Wide Web. Students explore the history, structure, function and social impact of the Internet and the web. Students will critique web sites, learn Hypertext Markup Language and other appropriate codes, construct simple web pages and integrate multimedia and streaming media into their websites. PREREQUISITE: COM2200 or MIS1220

COM2870: Writing Television Comedy (3)

This course examines television comedy with an emphasis on writing scripts for half hour sitcoms and shorter format comedies. PREREQUISITE: ENG1202 or ENG1602

COM3200: Film as Literary Narrative (3)

In this course, the basis of our study is comprised of the careful viewing and detailed intensive analysis of five (5) contemporary American classics. Students analyze technique and content, as well as artistic vision, linking dramatic action to technical elements that define film as an art form. PREREQUISITE: None

COM3201: Public Relations (3)

Students will explore theories of Public Opinion, Mass Communication and Audience Research and apply that learning toward creating targeted messages in media such as print, direct mail, broadcast and cable television, web and mobile phone applications. PREREQUISITES: COM1202 and COM2200

COM3202: Advertising (3)

Emphasis is placed on practical use of advertising in the operation of the ordinary business, including the study of the various media available and their use. Sufficient time is spent on the role of advertising in the marketing mix and its effects upon our economy. Included is the study of the fundamentals of advertising creation: research, appeals, copy, illustration, layout and reproduction. A study of the advertising agency includes analyses of current advertising campaigns and types of media chosen for such campaigns. PREREQUISITES: MKT1450 or permission of instructor

COM3240: Media Law and Ethics (3)

This course covers the rights and responsibilities of mass media practitioners such as reporters, editor, etc., as well as the impact of conglomeration on mass media. This course looks at the values of those who work in the news business and the moral dilemmas they face in an increasingly complex and litigious society. The course includes lectures, case studies and guest speakers. Topics covered include privacy and an overview of libel law and the impact of

conglomeration on the news business in general. PREREQUISITES: ENG1202 or ENG1602 and COM2200

COM3260: Introduction to Screen Writing (3)

This course will teach students how to write screenplays. Topics covered include plot and story development, concept and character. Students will be required to complete the first act of a feature length screenplay as part of their coursework. Other topics include writing for television and marketing screenplays. PREREQUISITE: Permission of the instructor.

COM3261: Interactive Media (3)

Digital multimedia projects in mass communication will be developed from among advertising, journalism, public relations, radio and television genres. The purpose of this course is for students to produce multimedia projects. In the process, students will use their individual writing, reporting, photographic and audio/video skills to develop a concept, produce separate elements and finally assemble the project. This project, whether burned to a DVD or posted on the web, will include text, graphics, photos, audio and video. Laboratory fee charged. PREREQUISITES: COM1400, COM1410, COM2630, COM2840, COM2631

COM3280: Interpersonal Communications (3)

This course studies major theorists in interpersonal communication. The course establishes communication as the process by which individuals define themselves and by which they are defined. Focus will be on such theorists as Sapir, Worf, Phillipsen and Hymes. PREREQUISITE: None

COM3290: Great Directors (3)

One approach to cinematic studies is to consider the films of certain recognized great directors. Among the directors to be considered in this course are Alfred Hitchcock, Spike Lee and Francois Truffaut. PREREQUISITE: None

COM3400: Radio Station Management (3)

Students will learn the basics of managing a commercial radio station. Among the topics to be covered will be traffic, promotions, programming and ratings and administration of various radio station departments. PREREQUISITE: COM2401

COM3402: Investigative Reporting (3)

Students learn how to research and write investigative journalistic pieces. Particular attention will be paid to sources, public records and global searches, as well as privacy and ethical issues. Students will be required to write a lengthy investigative reporting project. PREREQUISITES: COM1201, COM1202

COM3410: Sports Writing (3)

This course presupposes the student's ability to write clear and concise stories of publishable quality under deadline pressure. Topics covered include the elements of a good sports story, newspaper, television and radio coverage and developing sources of sports information. Topical sports issues such as salary caps, women's sports and pseudo-sports such as the WWE will be

discussed. Students will also explore participatory sports such as fishing and are free to pursue their own sports interests in print and broadcast media. PREREQUISITE: None

COM3450: Feature and Opinion Writing

Students will learn to write feature stories and opinion pieces for newspapers and magazines. In addition to learning the elements of good feature and opinion writing, this course shows how to take story ideas and turn them into published articles for newspapers, magazines and literary journals. Current feature and opinion stories will be discussed. Students will write a minimum of 15 pages (4500 words) in the genres. PREREQUISITE: None.

COM3462: Advanced Photography (3)

This course cultivates the development of a student's personal photographic style. Students will consciously explore a range of genres, such as nature photography, abstract photography, commercial photography and landscape photography. Students will also investigate a variety of tools, ranging from shooting film to using studio lighting. Culminating projects that benefit the college community will be created. Lab fee charged. PREREQUISITES: COM1410 and COM2411

COM3492: Representation in American Cinema: The Gangster Myth (3)

This course considers the idea that media is a teacher of social ideas and behavior. Specifically considered in this course is the presentation of Italian-Americans in gangster films ranging from Public Enemy to the Godfather series. Other genres of film, Nature films for example, may also be offered if they consider the topic of representation in film. PREREQUISITE: None

COM3493: History of Cinema (3)

The cinema has emerged as one of the most powerful socializing forces in modern society. This survey course traces the development of modern film in the 20th Century. PREREQUISITE: None

COM3500: Reviewing the Arts (3)

Students will learn to critique television, film, theater, music, dance, art and photography. Students will review plays, movies and television programs or other art and entertainment forms each week, developing the skills needed to write professional reviews. In addition to learning the necessary terminology, print and media reviews will be analyzed. PREREQUISITE: None

COM3600: Seminars in Communication: Women in Media (3)

The department offers a wide range of special interest seminars on topics in Communication ranging from African roots in contemporary music to the role of Women in media. PREREQUISITE: None

COM3601: Seminars in Communication: (3)

The department offers a wide range of special interest seminars on topics in Communication ranging from African roots in contemporary music to the role of Women in media. PREREQUISITE: None

COM3623: Sports Marketing (3)

This course acquaints students with the sports marketing field with emphasis on marketing mix and basic marketing functions as they apply to the sports industry. Specific strategies in sports promotion, sporting goods and health and fitness markets are explored. PREREQUISITE: MKT1450

COM3632: Radio & TV News Programming (3)

An advanced course in targeting broadcast news and informational programming to specific demographic groups. Student will assess actual and hypothetical markets, target opportunities for new programs and develop research based pitches for their programming projects. Laboratory fee charged. PREREQUISITE: None

COM3650: Marketing Communication Strategies (3)

This course introduces a model of the IMC (integrated marketing communications) planning process and the steps taken in developing a marketing communications program. Research-based examinations of organizations needs for programs that can meet the global challenges and their impact. Promotions Management, Communication Process and Ethical Issues will be discussed. PREREQUISITE: MKT1450

COM3660: Television News Production (3)

Expanding upon the basic video skills learned in COM3661, students will produce television news segments. Special emphasis will be placed on news judgment, script writing, production values such as sound and lighting and the use of maps, graphics and video footage to enhance reportage. Students will gain practical experience behind and in front of the camera in the College's state-of-the-art digital television production facility. Students will learn how to direct and produce television news segments, write scripts and, ultimately, produce a half-hour television news broadcast. Laboratory fee charged. PREREQUISITE: None

COM3661: Advanced Video Production (3)

Building on the skills learned in COM1212, students will write, produce and edit short narrative films, documentaries and feature length, broadcast quality video productions. Laboratory fee charged. PREREQUISITE: COM1212

COM3670: Editing and Producing Video (3)

Students will create, write, produce and edit video content for television and the web. Laboratory fee charged. PREREQUISITE: Permission of the instructor.

COM3680: Communication Research (3)

This course explains the basic concepts of media research. Included are measurement and methodologies for measuring the effectiveness and impact of mass mediated messages (from radio, newspaper and TV to web site hits). Recognition tests, recall and association tests, opinions and attitude ratings, projective methods, laboratory testing and content analysis are each explained and studied. Research applications focus mainly, but not entirely, on consumers of mass media. Quantitative as well as qualitative methods are discussed in detail.

PREREQUISITES: COM1201, COM1202, & COM1400. Students should have also completed their general education requirements in statistics. Students must have at least junior standing.

COM3682: Mass Media Effects (3)

Expanding on the theoretical background provided in COM1281, the students will consider current topics in mass media effects such as violence, mean world syndrome, gender and race portrayals, the breakdown of regional diversity in the 3623 U. S. and international media trends. In addition to the dominant role played by television in contemporary American society, emerging technologies such as the Internet and interactive media will be explored.

PREREQUISITE: COM1281

COM3695: Special Topics Seminars (3)

Periodically, the department offers special seminars in specific timely subject areas. Typically, these are film courses that focus on a special topic such as Independent Films, Documentaries and Film Noire. Although other seminars have been offered from African Music to Women's issues. Students can take different seminars for credit. PREREQUISITE: None

COM3830: Digital Media Applications (3)

This course provides an introduction to the convergence of video, audio and computers and wireless and other transmission methods. The course covers the technical and creative aspects of digital video photography, editing and sound, emphasizing the potential of multiple platform presentation including television, cable, video on demand, the web and fixed and emerging media. Compression, non-linear editing, burning to media such as DVD or CD and developing seamless interfaces are also taught. Laboratory fee charged. PREREQUISITES: COM1400, COM1410, COM2630, COM2840, COM2631

COM4400: Convergence: The Communication Revolution (3)

This course is an upper level seminar focused on emerging communication technologies and their potential applications. Students will engage in self-driven investigations of emergent technologies and their attendant social consequences. Students will use research tools such as secondary analysis of social surveys, interviews, focus groups and experiments to develop presentations, debates and discussions centered on the increasing significance of communication technologies in modern life as well as concerns about dependence on and access to these technologies. PREREQUISITES: Introduction to Mass Media and at least one other media theory course in communication or social sciences methods. The students should have also completed their general education requirement in statistics.

COM4899: Internships (3)

One of the strengths of the communication program is the close relationship the program enjoys with the local, regional and national media. Communication students are required to take at least three credits of professional learning experience in the media and are encouraged to take as many as 12 credits. Students document their professional learning through a compilation of published stories, radio air checks and television demo tapes; this, combined with their resume and a practice interview, are the basis of the student capstone learning experience in communication. Students have completed internships at 91.9, WAIC, WWLP TV-22, WGGB TV-40, WAQY Rock 102, WHDH and WBZ in Boston and NY1 in New York City. Summer internships can be

arranged so that students continue their professional growth during recess and the program already has a proud record of graduates being placed in media jobs. PREREQUISITES: Permission of the department chair and approval of the dean of the School of Arts, Education and Sciences. PREREQUISITE: None

Criminal Justice

CRJ1400: Introduction to the Criminal Justice System (3)

An introductory survey course designed to provide the student with an overview of the system. Theories of criminal behavior, criminal law and procedures are introduced and studied as they apply to the criminal justice components of law enforcement, the courts and corrections. PREREQUISITE: None

CRJ2224: Corrections (3)

An overview of the correctional system. Topics for study and discussion include historical development, theories of punishment, sentencing structures, the functions of different types of institutions, management techniques and problems in today's correctional operations. This meets the requirement as a writing intensive course in the major. PREREQUISITES: CRJ1400 and ENG1201

CRJ2295: Substance Abuse Issues in Criminal Justice (3)

This course examines the impact of drugs and alcohol use and abuse on the individual, society and criminal justice system. The course will focus on the various categories of abusable substances, their physical and psychological effects and the continuum of treatment modalities used in combating chemical dependency. Because drug and alcohol use account for the single largest category of criminal arrests and convictions in the U. S., specific focus will be on the criminal justice system's responses to drug and alcohol related crimes, law enforcement, innovative treatment approaches and drug testing technologies. PREREQUISITE: CRJ1400

CRJ2302: Statistics (3)

This course is an introduction to statistical methods as they are used in the social sciences. Both descriptive and inferential statistics are covered, including sampling, probability and hypothesis testing. Specific parametric and non-parametric analyses include analysis of variance, the t-test, Chi-square and correlation. PREREQUISITE: None

CRJ2322: Law Enforcement (3)

This course presents an overview of the development of law enforcement within the criminal justice system. Study and discussions will focus on such topics as police roles and responsibilities, departmental organization and in-depth consideration of the law enforcement functions associated with modern enforcement agencies. PREREQUISITE: CRJ1400

CRJ2350: Criminal Justice Research (3)

This course introduces students to scientific methodology as it is related to criminal justice in order for students to become sophisticated research consumers and producers. This course provides students with an understanding of the methods of research available to criminologists, the connection between theory and data and the ability to comprehend the logic behind statistical

tests of significance. Understanding the development and testing of hypotheses, data collection, data analysis and presentation of findings according to professional standards is the underlying theme of the course. PSY 3615 or SOC 2631 may be substituted for this requirement.

PREREQUISITE: CRJ2302

CRJ2421: The Juvenile Justice System (3)

An in-depth look at the juvenile justice system from its historical origins to current practices. Topics include: emerging science and adolescent brain development as it affects a child's decision-making; varied causes of delinquent behavior; how to address violent child behavior that affects public safety in the home or in a community; landmark legal cases; and specific procedures used in the juvenile justice system. PREREQUISITE: CRJ1400

CRJ2426: Probation and Parole (3)

This course examines the development and professional practice of federal and state probation and parole systems. Emphasis is placed on organization, roles and responsibilities of these systems, as well as the significant impact of court decisions on delivery of services. This meets the requirement as a writing intensive course in the major. PREREQUISITES: CRJ1400 and ENG1201

CRJ2451: Legal Aspects of the Criminal Justice System (3)

The course is designed to give an overview of legal principles which provide a framework for the criminal justice system. An analysis of cases and statutes, pertinent to areas under consideration, is emphasized together with a coverage of fundamental aspects of legal research. Areas covered include investigation, initial appearance, arraignment, preliminary examination, trial, guilty pleas or conviction, sentence and release. PREREQUISITE: CRJ1400 Sophomore Status or higher

CRJ3240: Criminal Procedures (3)

This course examines the rights of those accused of criminal wrongdoing, from the time they become suspects, through incarceration. Topics covered include issues surrounding search and seizure, right of counsel, right against self-incrimination, use of force, right to medical treatment, sentencing guidelines, identification procedures and protection from cruel and unusual punishment. Additionally, topics include court rules governing trial procedures and the roles the defense and prosecuting attorneys play in the adjudication of criminal cases. PREREQUISITES: CRJ1400, CRJ2322, CRJ2451 Junior/Senior status

CRJ3331: Terrorism

This course is designed as an interactive process between the professor and the students in which we discuss: how behaviors acquire the label of being acts of terrorism; forms of terrorism facing cities and towns in the United States; detection and prevention-where have we succeeded, where have we failed; the role of local law enforcement in the federal response to homeland security issues; responsibility of local police to deter crime beyond their own borders; and whether and why we label certain domestic behaviors as terrorist activities, and the impact doing so has on government response. PREREQUISITES: CRJ1400, CRJ2451 Sophomore status or higher

CRJ3441: Criminal Law (3)

This course explores the body of written law that defines crimes and specifies punishment. Substantive criminal law emphasizes the nature, history and purpose of criminal law, its constitutional limits, general principles of criminal liability, the defenses of justification and excuse and the specific elements of crimes. PREREQUISITES: CRJ1400, CRJ2451 Sophomore status or higher

CRJ3520: Criminal Investigation (3)

The course will introduce the student to basic criminal investigation theories and techniques. The development of contemporary criminal investigation and criminalistics will be examined, as well as crime specific investigative technology. PREREQUISITE: CRJ1400

CRJ3530: Victims and Witnesses in the Criminal Justice System (3)

This course focuses on the plight of victims and witnesses of crime from legal, social and psychological perspectives. Topics include the history of victimology, victim experiences, victim's rights and official criminal justice system responses to victims and witnesses. Restorative justice concepts are explored throughout this study. PREREQUISITE: CRJ1400

CRJ3636: Community Relations and the Criminal Justice System (3)

A course designed to explore the interpersonal expectations and relationships between criminal justice practitioners and community members. The content will focus on basic psychological and sociological principles (including attitudes, perception, self-image, stereotypes, subcultures and rumor), as well as discretion and their application to the interaction between criminal justice practitioners and community members. PREREQUISITES: CRJ1400, SOC1100, PSY1401 Junior/Senior Status Majors only

CRJ3641: Comparative Criminal Justice Systems (3)

This course compares the U. S. criminal justice system with selected foreign systems. A cross-cultural overview will study the nature, theories and mechanisms for fighting crime and dealing with criminals in different societies. An end goal will attempt to discover innovative ways that may deal with crime in the United States. This meets the requirement as a writing intensive course in the major. PREREQUISITES: CRJ1400, CRJ2322, CRJ2224, CRJ2451 and Junior/Senior Majors only.

CRJ3842: Criminology (3)

This course examines the nature and complexity of crime as a social problem. The measurement, techniques of data collection and patterns of crime are explored as well as various classical, biological, psychological and sociological theories of crime causation. Throughout the course, policy implications of the content matter will be considered. PREREQUISITES: CRJ1400, PSY1401, SOC1100 Sophomore Status or higher

CRJ3844: Ethics in Criminal Justice (3)

The ethics curriculum is designed to further the goals of professionalization of the criminal justice system. The course is designed to lay a foundation for our students to better make moral decisions as they face inevitable ethical dilemmas as practitioners in the field of criminal justice. Students will first be required to analyze various theories of moral decision making, including,

but not limited to, the theories of moral imperatives and utilitarianism. Throughout the semester, students will be applying these theories to practical situations. This will be accomplished by presenting hypotheticals to the class and requiring the class to analyze the hypotheticals individually and in-group discussions. PREREQUISITE: CRJ1400

CRJ4860: Senior Seminar (3)

A course designed as a culminating experience for criminal justice majors. Students will be involved in library research and discussion of critical aspects of the criminal justice system. Position papers on various controversial issues relative to the criminal justice system will be prepared, presented and defended during the course of the semester. This meets the requirement as a writing intensive course in the major. PREREQUISITE: Senior status Majors only

CRJ4880: Directed Study (3)

An individualized program of reading, library research and interviewing, under direction of a faculty member. PREREQUISITE: None

CRJ4979: Criminal Justice Practicum (3-9)

A supervised work experience for majors in criminal justice. Students are expected to obtain a criminal justice related site at which they will have the opportunity to observe professionals in action and to take part in the activities of the agency they have chosen, thereby utilizing and improving skills learned through that observation along with those from classroom study. This is traditionally a three credit course for which it is expected that the student will spend ten hours per week at their chosen site. Approval of additional credits will require a proportionally greater number of weekly hours committed to the site. This meets the requirement as a writing intensive course in the major. Students must enroll for a minimum of 3 credits. This course may be taken in more than one semester for additional credit up to a total of 9 credits. PREREQUISITES: Senior status and permission of practicum director. Minimum 2.0 GPA

Economics

ECO1000: Survey of Economics (3)

This is a survey course developed for the non-economic and non-business school major, designed to explore in a non-technical manner economic issues of importance to both the macro and micro economy. Potential topics to be covered include: an examination of the workings of a market system, inflation, economic growth, unemployment, fiscal and monetary policy, international trade, consumer demand, market structure and firm theory, income distribution and poverty and antitrust, agricultural and environmental policies. PREREQUISITE: None

ECO1010: World Economic Geography (3)

The course provides a systematic framework for understanding the contemporary world that we now live in. It is a world of interconnecting countries possessing special combinations of natural, cultural, social, political and economic environments. The course will help the student to develop an appreciation of these countries and their individual impact on the rest of the world. This will lead to a better understanding of not only the old world order but, more importantly, the new world now evolving. The course breaks the world down into 12 geographical realms, each of which will be reviewed in detail. PREREQUISITE: None

ECO1401: Macroeconomics (3)

This course is devoted to the study of the fundamental principles and processes of an economic system, with special emphasis on the coordination and control of the United States economy. Emphasis is on the macroeconomic approach. PREREQUISITE: None

ECO1402: Microeconomics (3)

This course examines individual decision making in various applied economic environments. Areas of application include international trade, market structures, labor markets and various U. S. institutional environments, both public and private. Basic emphasis is on the microeconomic approach. PREREQUISITE: None

ECO2210: Labor Economics (3)

This course studies the economic principles of labor markets and human resource economics. Issues concerning labor supply and demand, wage differentials, the role of education, investment in human capital, unemployment, discrimination, income inequality and labor unions are discussed, with emphasis on application to the U. S. institutional framework. PREREQUISITES: ECO1401, ECO1402

ECO2420: U.S. Economic History (3)

This course is a survey of U. S. economic history from its colonial beginnings to the present, with emphasis on the interaction of economic forces and historical development. Basic economic innovations, ranging from the utilization of unique forms of U. S. transportation to the innovative American system of manufacturing, will be analyzed. The importance of immigration policy and the status of minorities in the development of the American economy will also be examined. PREREQUISITES: ECO1401, ECO1402

ECO2600: Principles of Insurance (3)

This course is designed to provide a broad understanding of general theory and practice with emphasis upon those principles common to all special fields: property, life, disability, liability, workers' compensation, fidelity and automobile insurance. Accounting majors may take this course for economics credit. PREREQUISITES: ECO1401, ECO1402

ECO2613: Microeconomic Theory (3)

This course provides the student with an opportunity to develop a thorough analysis of demand, supply, production and cost relationships, monopoly, competition, oligopoly, labor markets and the operation of industry in the modern American economy. Individual decisions of consumption, production and labor supply are emphasized. PREREQUISITES: ECO1401, ECO1402

ECO3210: Macroeconomic Theory (3)

This course allows the student an opportunity to develop a thorough understanding of the macro-economy through an analysis of the effects of fiscal and monetary policy on aggregate output, interest rates, the price level and inflation in the domestic economy and abroad. Special emphasis is placed on recent U. S. experience with inflation and unemployment and several new proposals

designed to counter cyclical behavior and stagnant growth in the mature U. S. economy.
PREREQUISITES: ECO1401, ECO1402

ECO3320: Important Economists Contributions to Economic Thought (3)

This course presents a study of the most important individuals in the development of modern economic thought. Both early and contemporary economists will be discussed and their specific contributions will be related to current economic theory and practice. PREREQUISITES: ECO1401, ECO1402

ECO4200: Economics of Managerial Decisions (3)

The course introduces the student to the practice of economic reasoning in the solution of real world managerial decision problems. In addition to developing the theoretical and analytical tools of economic decision making, this course enables students to develop judgment skills required in the application of managerial economics. Emphasis is placed on the use and application of economic analysis in clarifying problems, in organizing and evaluating information and in comparing alternative courses of action. PREREQUISITES: ECO1401, ECO1402, MGT1400. Open to juniors and seniors

ECO4894: Directed Study (3)

Selected readings chosen in accordance with the student's interests. PREREQUISITES: Senior standing and the permission of the instructor.

Education

EDU2102: Introduction to Education: Fieldwork (Undergraduate level) (1)

A one-credit course offered for sophomores (and junior transfer candidates) in the fall for undergraduate Education minors. This course is designed to introduce candidates to public school settings in suburban and rural locations. Partnerships are established with five school districts and candidates will take fieldtrips to various locations for classroom observations (early pre-practicum fieldwork). A lab fee will be charged to cover transportation costs.
PREREQUISITES: ENG1201, ENG1202

EDU2103: The MTEL Prep Course (Sophomore Status) (1)

The MTEL preparatory course is a seven-week, one-credit course that prepares students for the communication and literacy portion of the Massachusetts Test for Educator Licensure (MTEL). While the course focuses on writing, reading and the various types of MTEL questions, emphasis is placed on writing fundamentals (grammar, mechanics, punctuation) and on reading comprehension. Students write and edit essays, read and summarize passages, learn test-taking strategies and take practice exams. Students take the Communication and Literacy MTEL at the conclusion of the course. *NOTE: Open only to Education students who intend to take the Communication and Literacy Massachusetts Test of Educator Licensure upon conclusion of the course, or unless granted permission by the Director of the 4+1 program. A Lab fee is charged, and it assures a one-time Communications and Literacy MTEL registration fee reimbursement (once proof of registration has been provided to the office of the Dean in the School of Education).* PREREQUISITES: ENG1201, ENG1202

EDU3200: Principles of Education: Early Childhood, Elementary, Moderate Disabilities (PreK-8) (3)

An introduction to teaching that examines the dispositions, knowledge and skills of the 21st century educator. An overview of American education will focus on historical and contemporary trends in teaching, learning and curriculum. Diversity in American classrooms, including students with special needs, limited English proficiency, economic or social disadvantage, gifted and talented, etc., will be examined in keeping with current practices such as, inclusion, differentiated instruction, ELL support and response to intervention. Students will engage in initial lesson plan construction selecting topics in science, Massachusetts geography and social studies. Reference to the principles and learning standards of the Massachusetts Curriculum Frameworks (CCSS) is required. Field experience required. PREREQUISITE: Junior status

EDU3201: Principles of Education: Middle/Secondary (3)

An introduction to teaching that examines the dispositions, knowledge and skills of the 21st century educator. An overview of American education will focus on historical and contemporary trends in teaching, learning and curriculum. Diversity in American classrooms, including students with special needs, limited English proficiency, economic or social disadvantage, gifted and talented, etc., will be examined in keeping with current practices such as, inclusion, differentiated instruction, ELL support and response to intervention. Students will engage in initial lesson plan construction selecting topics in science, Massachusetts geography and social studies. Reference to the principles and learning standards of the Massachusetts Curriculum Frameworks (CCSS) is required. Field experience required. PREREQUISITE: Junior status

EDU3210: Child Growth and Development (3)

This course is an introduction to the study of the child from conception to the onset of adolescence. Basic concepts of child development, especially those related to learning and social development are stressed, with special emphasis on pre-school and kindergarten age groups. PREREQUISITE: PSY1401

EDU3321: Introduction to Special Education (3)

The purpose of this course is to investigate developmental factors and influences that impact child growth and learning for the special needs child. The course will provide students with the necessary knowledge and skills to identify those children who have special needs and study the ways and means that may be used to aid these children. Students will explore current early identification strategies and techniques as well as Response to Intervention (RTI) procedures used to facilitate struggling learners in the educational setting. State regulations (Chapter 766) and Federal requirements (IDEA) will be covered in depth, as well as information about services provided and/or available to students by other agencies. An analysis of local/district/state data will be included. Students will acquire knowledge of how to use technology and assistive technology with special needs students and its curriculum implications. This includes Autism and Attention Deficit Disorder (w/wo hyperactivity). Course participants will gain an understanding of the educational problems which mild, moderated or severe handicaps imposes on a special needs child or youth and how this applies to the preparation and implementation of the Individual Educational Plan (IEP). PREREQUISITE: Junior status

EDU4300: Teaching Reading & Language Arts: Early Childhood, Elementary, Moderate Disabilities (3)

A survey of theories, practices and techniques of reading instruction for children in grades preK-8. Various methods and materials used in the teaching-learning process will be examined, including the informal diagnosis and assessment of reading skills. The Massachusetts English Language Arts Curriculum Frameworks, as well as related documents for English language learners and guidelines for special education students will be central to developing and presenting reading strategy lessons. Instructional accommodations for diverse learners will explore methods in sheltered English language immersion, special education, gifted and talented enrichment and compensatory strategies for rural and urban poverty populations. Field work experiences and a diagnostic case-study assignment will integrate all course components. On-line research of the National Reading Panel Report and other professional sources will supplement course learning. Field experience is required. PREREQUISITES: EDU3200, EDU3201, EDU3321, Senior status

EDU4301: Teaching Mathematics: Early Childhood, Elementary, Moderate Disabilities (3)

Prospective educators will examine theoretical and developmental models of mathematics instruction in order to plan and implement effective instruction based on the diverse cognitive, language and developmental needs of students. Using technology to access national and local district assessment data, students will analyze and identify areas of need within the mathematics curriculum and engage in instructional decision-making. Demonstrations and micro-teaching will reference the Massachusetts Mathematics Curriculum Framework. Field experiences are required for initial licensure. PREREQUISITES: MAT1200/1201 or equivalent, EDU3200/3201, EDU3321, Senior status

EDU4302: Multisensory Teaching of Language Skills (3)

This course will examine the basics of a multisensory, structured language curriculum for teaching reading, writing, spelling, comprehension and composition to diverse groups of students including those with reading problems, language disorders, cognitive disabilities, mild and moderate specific learning disabilities and English Language Learners. There will be hands-on experience as well as exemplary lessons exploring best practice strategies to facilitate the development of reading and language skills. The students will learn how and where the sounds of English are made, how to introduce phonemic awareness activities and how to teach sound-symbol associations in a logical, scientific way according to latest research. Students explore the qualities of children's and adolescent literature, including the various genres, meaning, voices and visual elements that are central to engaging learners through literature. Students will become proficient with regard to terminology relating to instructional standards and techniques in the areas of reading, written language and content areas such as Science and Social Studies. They will become familiar with the use of identified best practice strategies for use in both specialized and the general education inclusive settings. PREREQUISITES: EDU3200/3201, EDU3321, Senior status.

EDU4311: Teaching Mathematics: Middle/Secondary (3)

This course provides a study of secondary and middle mathematics curricula and various methods for planning instruction for all learners and evaluation in the classroom. A survey of current textbooks, instructional materials and testing materials will be included. Changes and

developments in the area of teaching mathematics will be addressed utilizing the Massachusetts Curriculum Frameworks and current professional literature. Field experience is required. PREREQUISITES: EDU3201, EDU3321, Math coursework, Senior status.

EDU4320: Reading and Communication in the Middle/Secondary Schools (3)

This course addresses the developmental reading and language needs of the middle and high school student in the content area classroom spanning from "learning to read" to "reading to learn." The strategic use of multiple texts, including 21st century technology literacies, will be presented using micro-teaching lessons to demonstrate effective practice. Using technology to access national and local assessment data, students will analyze and identify areas of need within the English language arts and their intended subject area to guide instructional decision-making. Instructional accommodations for diverse learners will explore methods in sheltered English language immersion, special education, gifted and talented enrichment and compensatory strategies for rural and urban poverty populations. Field work experiences and a diagnostic case-study assignment will integrate all course components. On-line research of the National Reading Panel Report and other professional sources will be integral to course learning. Field experience is required. PREREQUISITES: EDU3200/3201, EDU3321, Senior status.

EDU4341: Assessment and Curriculum for Early Childhood (3)

This course examines a full range of effective early childhood programs and curriculum. State curriculum documents, along with a variety of assessments, materials and teaching strategies are examined for their effectiveness in addressing the diverse cognitive, language and developmental characteristics of young learners. Particular consideration is given to special needs of children with limited English proficiency, cognitive or language deficits, learning disabilities, economic or social disadvantage, etc. The administration and interpretation of informal and formal screening and evaluation procedures will be used to assess individual students. Assessment findings are used to plan instruction for young children with and without special needs. PREREQUISITES: EDU3200, EDU3321, EDU300, PSY2450, Senior status.

English

ENG1100: Foundations of Writing (3)

English 1100 is a course that helps students develop fluency and confidence in their writing in preparation for the demands of ENG1201. The course focuses on improving writing through application and practice with an emphasis on grammar, punctuation, mechanics and other fundamentals. Students examine writing as a process and engage in activities such as brainstorming, drafting, revising and proofreading. Enrollment in ENG1100 is determined by performance on a placement test. PREREQUISITE: None

ENG1201: English Composition (3)

English Composition 1201 is a writing-intensive course that prepares students for all levels of academic discourse. Emphasis is placed on the art of persuasion, on the development of students' critical thinking skills and on key rhetorical concepts such as audience, purpose and voice. Students learn the various steps to the writing process, from brainstorming to final revision and learn the importance of writing coherent, unified and organized essays that are fundamentally and mechanically sound. Though primarily a writing course, English Composition 101 also helps

students see the connection between reading and writing. In addition, students learn the art of academic research and documentation. ENG1201 is determined by performance on a placement test or by satisfactory completion of ENG1100. PREREQUISITE: None

ENG1202: Analytical Writing (3)

ENG1202 is an advanced writing course and is designed to extend reading and writing skills developed in English 1201. Emphasis is placed on critical and analytical writing and the analysis and interpretation of texts. Students are exposed to a variety of texts from fields across the curriculum. They write essays in response to what they read by formulating and defending a thesis, by synthesizing sources and by evaluating information and ideas from multiple perspectives. In addition, students demonstrate an ability to do research and to document their work in the major academic styles. PREREQUISITE: ENG1201

ENG1601: Advanced First-Year Composition (3)

This course is an accelerated version of ENG1201. Enrollment in ENG1601 is determined by high performance on a placement examination or invitation into the AIC Honors Program. PREREQUISITE(S): Approval of the English department as based on the results of the writing placement examination, a student's status in the Honors Program or permission of the instructor. Note: No student who has received credit for ENG1201 may receive credit for ENG1601

ENG1602: Advanced First-Year Composition and Literature (3)

This course is an accelerated version of ENG1202. PREREQUISITE: Enrollment in ENG1602 is open only to those students who either have earned an A in ENG1201 or have earned at least a B in ENG1601. Note: No student who has received credit for ENG1202 may receive credit for ENG1602

ENG2213: Public Speaking (3)

This course provides practice in the construction of speeches, analysis of appeals to various audiences and development of the speaking voice. It is a practical course offered to fit the needs of students in all fields. In cases of over-enrollment, seniors will be given preference. PREREQUISITE: ENG1202 or ENG1602 or permission of the instructor

ENG2410: Western World Literature I (3)

This is a survey of outstanding literature of the Western World from Homer to the Renaissance. There will be selections from, as well as complete works of, such authors as Homer, the Greek dramatists, Virgil and Dante. This meets the requirement as a writing intensive course in the major. PREREQUISITE: ENG1202 or ENG1602

ENG2420: Western World Literature II (3)

This course surveys literature extending from Neo-Classical to modern literature. Selections include Racine, Moliere, Swift, Flaubert, Tolstoy and Dostoyevski. PREREQUISITE: ENG1202 or ENG1602

ENG2430: Survey of American Literature (3)

This course provides a one-semester overview of American literature from the colonial period to the present. Authors studied may include Poe, Emerson, Thoreau, Hawthorne, Douglass,

Melville, Whitman, Dickinson, Twain, Frost, Hemingway, Faulkner, O'Neil and Williams.
PREREQUISITE: ENG1202 or ENG1602 or Permission of the Instructor. Note: this course may not be counted toward the requirements for the English major

ENG2500: Literatures of the Non-Western World (3)

This course includes selections of poetry, fiction, drama and memoir - works from established and esteemed writers from around the globe: Eastern Asia, South East Asia, the Middle East, Africa, Latin America and the Caribbean. Each piece and its author are placed within the context of his/her culture. PREREQUISITE: ENG1202 or ENG1602

ENG2510: Survey of British Literature (3)

This course provides a one-term overview of British literature from the medieval period to the twentieth century. Authors may include Chaucer, Shakespeare, Donne, Swift, Wordsworth, Keats, Tennyson, Browning, Auden, Yeats and others. PREREQUISITE: ENG1202 or ENG1602. Note: this course may not be counted toward the requirements for the English major

ENG2520: African American Literature (3)

This course surveys highlights of African American literature. Writers include Douglass, Washington, DuBois, Hurston, Toomer, Bontemps, Hughes, Walker, Wilson and Morrison. PREREQUISITE: ENG1202 or ENG1602

ENG3200: Topics in Literature (3)

A series of courses that concentrate on a single significant topic in literature. Representative topics include: In Search of the American Dream, Nobel Prize Winners in Literature and the City in Literature. PREREQUISITE: ENG1202 or ENG1602

ENG3210: The Drama in English (3)

This survey examines the genre of drama in western culture beginning with ancient Greece, followed by a study of Roman drama. The focus then moves to the morality and mystery plays of the Middle Ages. Representative plays from the Renaissance, the Neoclassical period and the modern era including the Theater of the Absurd will complete the course, which will explore how drama shapes and is shaped by culture and how individual dramaturgy distinguishes one playwright from another. PREREQUISITE: ENG1202 or ENG1602

ENG3280: The Novel in English (3)

This course is a study of representative novels by major British and American novelists since 1800. Novelists may include Austen, the Brontes, Eliot, Dickens, Melville, Twain, Lawrence, Woolf, Joyce, Hemingway and Faulkner, as well as other major figures. PREREQUISITE: ENG1202 or ENG1602

ENG3290: The Short Narrative (3)

This course explores the short story genre through reading a wide variety of short fiction, beginning with innovators such as Edgar Allan Poe and continuing through the twentieth and twenty-first centuries with writers such as D. H. Lawrence, Joyce Carol Oates, James Baldwin,

Alice Walker and Nadine Gordimer. Short fiction from various cultures, both eastern and western, will be read. The elements, unique to the short story and the challenge the genre itself presents by virtue of its brevity will be the focus. The role of the short story within the context of the societies that produce it will be discussed. PREREQUISITE: ENG1202 or ENG1602

ENG3380: The Bible as Literature (3)

This course is a study of some of the literary qualities of the Old and New Testaments, with added attention given to the historical development of the English Bible. PREREQUISITE: ENG1202 or ENG1602

ENG3400: Major Authors in American Literature, 1492-1865 (3)

This course is a historical survey of American literature and its relation to American culture from its beginnings in 1492 through the Civil War. Authors studied may include Bradford, Bradstreet, Edwards, Franklin, Jefferson, Poe, Emerson, Thoreau, Hawthorne, Douglass, Melville, Whitman and Dickinson. PREREQUISITE: ENG1202 or ENG1602

ENG3410: Major Authors in American Literature, 1865-Present (3)

This course is a historical survey of American literature and its relation to American culture from the Civil War through the present. Authors studied may include Twain, Chopin, Frost, Hemingway, Faulkner, O'Neil, Williams, Updike and Walker. PREREQUISITE: ENG1202 or ENG1602

ENG3430: Women Writers (3)

This course surveys British and American women writers from the 19th and 20th centuries. Authors will include: Jane Austen, Emily Dickinson, Willa Cather, Virginia Woolf, Toni Morrison and Maxine Hong Kingston. PREREQUISITE: ENG1202 or ENG1602

ENG3440: Children's Literature

This course is designed to acquaint students with quality children's literature, both for their own pleasure and for their standards in working with their own children or students outside of class. Enduring masterpieces of children's literature as well as contemporary works will be included. PREREQUISITE: ENG1201, ENG1202 or ENG 1601, ENG1602

ENG3450: Environmental Literature (3)

This course surveys works by such environmental writers as Henry David Thoreau, John Muir, Rachel Carson, Edward Abbey, Annie Dillard, Aldo Leopold, Barry Lopez, Terry Tempest Williams, Al Gore, William Cronon and Bill McKibben. PREREQUISITE: ENG1202 or ENG1602 or permission of the instructor

ENG3480: Major British Authors from 800 to 1780 (3)

This course studies the founders of the British Literary Tradition. Authors include Chaucer, Spenser, Jonson, Donne, Milton, Pope, Swift and Johnson. PREREQUISITE: ENG1202 or ENG1602

ENG3490: Major British Authors from 1780 to Present (3)

This course surveys representative authors of the Romantic, Victorian and Early Modern Period, including authors Blake, Wordsworth, Byron, Austen, Dickens, Eliot, Browning, Conrad, Lawrence, Woolf and Joyce. This meets the requirement as a writing intensive course in the major. PREREQUISITE: ENG1202 or ENG1602

ENG3800: Shakespeare (3)

A study of selected plays arranged chronologically. Representative plays from Shakespeare's comedies, tragedies, histories and romances are studied. PREREQUISITE: ENG1202 or ENG1602

ENG4200: Writing Seminar (3)

This is an advanced, writing-intensive course. Students will progress in a workshop setting through a series of assignments culminating in an individually chosen project. Each student will compile a portfolio of his or her writing. Students will be asked to evaluate their own work and to comment upon that of their classmates. In addition, some attention will be given to rhetorical theory. PREREQUISITE: ENG1201 or ENG1601, ENG1202 or ENG1602

ENG4375: Approaches in Literary Study (3)

This course will acquaint students with a wide range of critical approaches to literature in order for them to become better critical readers themselves. Texts will range from such classical critics as Aristotle, Johnson and Poe to such recent theorists as Miller, Fish and Derrida. PREREQUISITE: ENG1202 or ENG1602

ENG4411: History of the English Language (3)

English 4411 is a study of the major trends in the development of English as it has grown from a dialect of West German to a major world language. Organized chronologically, the course will give some attention to ways in which modern linguistics has enhanced our understanding of language history. PREREQUISITE: ENG1202 or ENG16024

ENG4694: Directed Study (1)

Directed study involves readings and papers. A student may take a maximum of six hours of credit in English 399 during any single term and twelve hours altogether. The course is ordinarily limited to English majors who have senior status, fifteen hours of English courses beyond ENG1201 and ENG1202 and a B average in English. In exceptional cases, a student who is not an English major may be allowed to take directed study. PREREQUISITES: Permission of faculty advisor, course instructor and department chair.

Exercise Studies

EXS1100: Introduction to Exercise Science (3)

This entry level course in Exercise Science provides information on selected topics in the field of exercise science and other related health science disciplines which include: history of exercise science, anatomy, exercise physiology, exercise epidemiology, nutrition, biomechanics, motor control/learning, and sport psychology. This course is designed to introduce students to the field

and to prepare students for advanced courses in the Exercise Science curriculum.

PREREQUISITES: None

EXS1200: Health Science Professions (3)

This course explores the various disciplines in the field of Health Sciences. Topics to be covered on each discipline include: history, educational requirements, licensure requirements, employment trends, and salary ranges. An emphasis is placed upon how the disciplines work together in the professional workforce and in an educational setting. PREREQUISITES: None

EXS2300: Motor Development and Learning (3)

The course will examine the development of gross and fine motor skills over the lifespan in healthy populations. The course will also examine factors that influence the learning of new motor skills (Motor Learning) as a result of practice and/or experience. PREREQUISITES: EXS1100

EXS2400: Sport and Exercise Nutrition (3)

This course introduces basic nutritional concepts with application to exercise and athletic performance. An emphasis is placed upon energy expenditure during aerobic and anaerobic exercises, athletic diets, nutritional supplements, and the role of ergogenic aids in performance. PREREQUISITES: EXS1100

EXS3100: Human Biomechanics (3)

This course introduces students to the concepts of human body mechanics as they apply to human movement. An emphasis is placed upon the mechanics of movement pertaining to exercise, physical activity, and sports. Students will become knowledgeable of the anatomical and mechanical principles which govern human motion and understand how the structure of the body links to function. PREREQUISITES: EXS1100 and BIO1200/1201

EXS3200: Injuries and Evaluation of Lower Extremities (3)

This course encompasses common injuries which affect the athletic population and includes orthopedic evaluation, assessment, management and rehabilitation of the lower extremities and the peripheral joints. This course will be a combination of lecture and laboratory format for instruction. PREREQUISITES: BIO1200/1201

EXS3300: Physiology of Exercise (3)

This course explores the physiological effects of human physical activity. Topics to be covered include, the neuromuscular, cardio-respiratory, biochemical, and metabolic responses and adaptations to exercise/training. PREREQUISITES: EXS1100 and BIO1200/1201

EXS2100: Research Methods (3)

This course introduces students to the basic concepts of research methodology and terminology. It includes the identification of relevant research problems, examination of various research methods, and an introduction to statistical procedures/designs. PREREQUISITES: PSY2302

EXS3400: Injuries and Evaluation of Upper Extremities (3)

This course encompasses common injuries which affect the athletic population and includes orthopedic evaluation, assessment, management and rehabilitation of the upper extremities and the peripheral joints. This course will be a combination of lecture and laboratory format for instruction. PREREQUISITES: BIO1200/1201

EXS4100: Therapeutic Exercise (3)

This course is designed to introduce and explore therapeutic exercise techniques. Students will gain an understanding of the theories and application methods of therapeutic treatments commonly used in rehabilitation programs on individuals recovering from exercise-induced injuries. PREREQUISITES: EXS3100 and EXS3300

EXS4200: Exercise Testing and Prescription (3)

This course introduces preventative and rehabilitate exercise program designs, basic concepts of electrocardiography, and exercise testing/prescription guidelines via the American College of Sports Medicine. PREREQUISITES: EXS3300

EXS4300: Exercise for Special Populations (3)

This course examines the recommended procedures for exercise testing and prescription in healthy and diseased populations. The course covers basic physiology of each condition along with the impact of exercise training on the health outcomes of each population. PREREQUISITES: EXS3300

EXS4400: Gerokinesiology (3)

This course is designed to discuss the physiological processes of aging and how exercise impacts the aging process. Students will explore and develop exercise programs for the older adult population. The various cardiovascular, orthopedic, hormonal, and metabolic issues which commonly effect older adults are discussed and taken into consideration when developing an exercise plan. PREREQUISITES: EXS3100 and EXS3300

EXS4500: Research Seminar (2)

This course is designed to apply basic research skills to current literature in the field of Exercise Science. Students will gain an understanding of how to analyze different types of literature and what types of research designs are appropriate in various settings. An emphasis on APA style writing is also explored. PREREQUISITES: EXS2100 and Junior Status

EXS4600: Therapeutic Modalities (3)

This course introduces students to the theoretical and clinical aspects of therapeutic modalities with regards to athletic rehabilitation. The physiological effects along with proper indications and contraindications are discussed with each modality. Proper application procedures are emphasized. PREREQUISITES: EXS3100 and EXS3300.

Finance

FIN2003: Managerial Finance (3)

This course introduces the student to financial management with emphasis on the identification and solution of the financial problems facing business enterprises. Basic financial analysis is examined in concert with management of working capital, management of long-term assets, cost of capital and long-term financing. Quantitative analytic techniques are used to introduce students to improved forecasting and planning methods. PREREQUISITES: ECO1401, ECO1402, ACC1601

FIN3200: Principles of Insurance (3)

This course is designed to provide a broad understanding of general theory and practice in risk management with emphasis upon those principles common to all areas: property, life, disability, liability, workers' compensation, and automobile insurance. The course also deals with issues of health insurance and the impact of government restructurings in this field with unique challenges. PREREQUISITE: FIN2003

FIN3202: Investments (3)

The course presents the organization and functions of the securities markets, types of investments, investment theories relating to risk and return on investments and an appraisal of modern techniques in bond and stock valuation. PREREQUISITE: FIN2003

FIN3210: Spreadsheet Applications and Financial Modeling (3)

This course trains students in the preparation and presentation of spreadsheets and financial models using MS Excel software. Topics covered include: financial functions (NPV, IRR, annuities, FV), capital budgeting, optimization of objective functions under constraints, the capital assets pricing model, forecasting, time series and regression analysis, inventory and working capital management, ratio analysis. The focus is on developing skills that are directly applicable in the current workplace environment. PREREQUISITES: FIN2003, ACC1201, ACC160, knowledge of MS Excel

FIN3240: Money and Banking (3)

The course presents the essentials of money and banking with special reference to developments of recent years. Balanced emphasis upon both theoretical and practical aspects of the subject is the basis for interpretation of problems such as inflation, recession, the interest rate structure and national debt. PREREQUISITE: 6 hours of economics and/or finance courses

FIN3800: Advanced Managerial Finance (3)

The course is designed to help students master the theory and applications of financial management. Emphasis is on the analytical aspects of financial problem solving using theory and concepts applied to a business setting through the use of case examinations. The importance of advanced quantitative techniques and the useful application of capital budgeting techniques are stressed. The material covered and the cases and problems examined offer an opportunity to assess and understand daily decisions on risk and return facing the practicing manager. PREREQUISITE: FIN2003

FIN3840: Public Finance (3)

This course studies theories and techniques used at all levels of government management of an economy. Expenditure, receipt, budget and debt policies will be emphasized. PREREQUISITE: FIN3200

FIN4010: Commercial Banking (3)

The student will study the structure, operations and role of commercial banks. Attention will be given to sources and uses of funds, liquidity, earnings, capital structure and regulation. PREREQUISITE: FIN2003

French

FRE1201: Elementary French Language and Culture I (3)

This is a basic course designed for students who have had little or no experience with the French language. The course includes drills in pronunciation, elementary conversation, grammar and writing and the use of a cultural approach text. This is a comprehensive language course teaching the four skills of reading, writing, speaking and listening. PREREQUISITE: None

FRE1202: Elementary French Language and Culture II (3)

A continuation of FRE1201. PREREQUISITE: FRE1201 or permission of the instructor

Healthcare Management

HCM2200: American Healthcare System (3)

This course provides an overview of the American healthcare system. Beginning with a historical look at healthcare in the United States, students will examine the important demographic, social and economic issues that challenge the current healthcare delivery system and will gain an understanding of the difficulty in meeting the needs of both providers and consumers in this nation's quest for equal access to quality care. The course pays special attention to the impact of government initiatives on the healthcare sector. PREREQUISITE: None

HCM2610: Healthcare Management (3)

This course studies the management of healthcare organizations including hospitals, ambulatory and long-term care facilities. It focuses on their organizational structures and functions as it addresses key issues pertaining to the delivery of care, services offered and their value to the community they serve. PREREQUISITE: None

HCM2620: Healthcare Marketing (3)

This course provides insight into the rapidly growing area of healthcare marketing. Building on a basic foundation of marketing principles, it focuses its attention on marketing for healthcare providers, organizations, health-related products and medical devices. PREREQUISITE: None

HCM3230: Ethical and Legal Issues in Healthcare (3)

This course examines the ethical and legal framework of the healthcare system and the issues that healthcare managers must deal with in order to address effectively the concerns of stakeholders, comply with governmental regulations and act in concert with the ethics of the

medical professions. It includes analysis of the legal challenges of malpractice, patient confidentiality and conformity to administrative guidelines. It also applies classical theories of ethical decision making - utilitarianism, deontology, social justice - to issues faced by those managing healthcare establishments such as patient rights, use of human subjects and tissues in medical research, end of life decisions and protection of intellectual property. PREREQUISITE: HCM2200 or permission of the instructor

HCM3440: Managing Healthcare Information (3)

This course introduces the student to the technology, legislation and industry practices of the ethical management of healthcare information (Healthcare Informatics). The student will be exposed to latest trends, technologies and best practices in managing healthcare information. The student will develop a functional understanding of HIPPA, information systems, data quality, informatics and the value of medical databases. Legal and ethical issues related to health information technology and health information exchanges will be explored. PREREQUISITE: HCM2200 or permission of the instructor

HCM4240: Healthcare Economics and Finance (3)

This course provides a comprehensive overview of the financial structure, market forces, government policies and regulations, controls and techniques that apply to the healthcare sector of the economy. It examines the perspectives of multiple stakeholders - patients, physicians, hospitals, insurance companies and government - in allocating costs and realizing profits from the delivery of healthcare. It also provides grounding in the financial tools and techniques of needed to analyze complex healthcare problems and recommend sound solutions that maximize benefits to all parties while minimizing costs. PREREQUISITE: HCM2200 or permission of the instructor

History

HST1400: Western Civilization I (to 1500) (3)

An introductory survey of the historical evolution of Western Civilization from its ancient origins to AD1500. This course introduces the students to methods of and issues in historical investigation. Its comprehensive approach includes the study of social and economic elements, religion, philosophy, literature, art, politics, and institutional developments. PREREQUISITE: None

HST1410: Western Civilization II (since 1500) (3)

An introductory survey of the historical evolution of Western Civilization from AD1500 to the present. This course introduces students to methods of and issues in historical investigation. Its comprehensive approach includes the study of social and economic elements, religion, philosophy, literature, art, politics, and institutional developments. PREREQUISITE: None.

HST1420: World History I (to 1500) (3)

This course will provide a survey of World History from the origins of humanity to the Fifteenth Century, just before the European "voyages of discovery" that brought the Americas and Pacific into contact with the rest of the world. It will focus on the development of major civilizations

around the globe with a special interest in the political, economic, cultural and other ties between these civilizations. PREREQUISITE: None

HST1430: World History II (since 1400) (3)

This course will provide a survey of World History from the Fifteenth Century to the present. It will focus on the global contacts and connections created since Columbus's voyage in 1492 as well as on important political, economic, social and cultural trends that have contributed to the creation of the modern world. PREREQUISITE: None

HST1510: U.S. History to 1877 (3)

A survey of the evolution of the United States from its colonial origins to the end of Reconstruction, this course explores the significant social, economic, intellectual and political developments, including state history of Massachusetts. PREREQUISITE: None

HST1520: U.S. History Since 1877 (3)

A survey of the evolution of the United States from the late 19th century to the early 21st, this course explores the significant social, economic, intellectual and political developments during "the American Age" of global history, including state history of Massachusetts. PREREQUISITE: None

HST1600: Introduction to African American Studies (3)

The course will introduce students to the key texts, concepts, and debates in the interdisciplinary field of African American Studies. PREREQUISITE: None

HST2420: Presidency and Congress (3)

The powers, function and inherent conflicts of the Congress and the presidency are examined with emphasis placed on the historical development of institutions. PREREQUISITE: POL1400, any 1000- or 2000-level history course or permission of instructor

HST2440: Civilization of the Ancient Mediterranean (3)

A survey of major themes in the cultural history of the Ancient Mediterranean world, beginning with the near east and continuing through Greek and Roman civilization. These cultures were remarkable for the scope of their intellectual achievements, ambition and power. As a result, the study of classical civilization is the traditional basis of a liberal education, providing a vital understanding of the moral and intellectual roots of current ideas on morality, politics, language and literature. This course explores the history of the Mediterranean world from the time of Homer to the fall of the Roman Empire. Topics include: Greek and Roman mythology, the philosophy of Plato and Aristotle, Greek and Roman theater, Latin classics (Seneca, Cato, Caesar, Tacitus, Livy) and major styles of art and architecture. PREREQUISITE: None

HST2500: American National Elections (3)

This course examines the structure of both presidential and congressional elections and the resultant consequences of those structures. The historical development of elections is emphasized. A case study of either the presidential or congressional midterm election will be analyzed with special attention given to campaign strategies. PREREQUISITES: POL1400, any 1000- or 2000-level history course or permission of instructor

HST2601: Knights, Popes and Ladies: The Middle Ages (3)

A study of medieval Europe. This course will focus on the institutional, intellectual and cultural aspects of the period, especially as they became the foundation for the Western heritage of today's world. Covering from late antiquity to the Italian Renaissance, the topics will include social and economic study as well. PREREQUISITE: None

HST2610: European Integration (3)

This course will explore the topic of European integration from a variety of perspectives, including those of history, political science and sociology. The first half of the course will concentrate on the pre-history and history of the European communities leading to the creation of the European Union in November 1993. Then, it will look at the European Union's institutions and how they function, the relationship between the member states and the European Union and special issues that face the European Union today. PREREQUISITE: None

HST2615: Early Modern Europe (3)

This course surveys the history of Europe from the end of the Middle Ages to the eve of the French Revolution. Topics covered will include the Renaissance; the Reformation and the era of Religious Wars; Europe's global contacts and colonization; early modern economy and society; the rise of the Absolutist state; and the Scientific Revolution and the Enlightenment. PREREQUISITE: None

HST2616: Modern Europe (3)

This course surveys the history of Europe from the French Revolution to the present. Topics covered will include the French Revolution and the Napoleonic era; the Industrial Revolution and its impact; liberalism, nationalism, Marxism, Darwinism, and other important political, cultural, and intellectual movements of the nineteenth century; European imperialism; the World Wars, the Great Depression, and the rise of "totalitarian" ideologies; and post-1945 Europe, including the Cold War and European integration. PREREQUISITE: None

HST2631: Introduction to Historical Research and Writing (3)

This seminar will introduce students to the basic issues and methods involved in the academic discipline of history. It will require them to write a paper based on independent research on a topic related to the theme chosen by the instructor for the seminar. PREREQUISITES: At least one 1000- or 2000-level history survey course plus sophomore standing or higher. Students must earn a grade of C- or better for this course to count towards their history major or minor degree requirements. Permission of instructor required if not a history major or minor.

HST2690: Twentieth-Century Global History (3)

A systematic examination of world history from the international rivalries leading to World War I through the early twenty-first century. Emphasis will be on the political, economic and cultural evolution of global society and the forces that unify as well as fragment that society. PREREQUISITE: None

HST3100: Coming to America: Immigration and Ethnicity in American History (3)

This course will examine immigration and ethnicity in American history and life. In order to do so we will examine successive waves of free and forced immigration from Europe, Africa, Asia and the Americas, from the 1600's to the 2000's. Particular attention will be paid to the nature of the immigrant experience and the regulation of immigration. PREREQUISITE: Any 1000- or 2000- level history course or permission of the instructor

HST3325: The First World War (3)

This course will begin by reviewing the nineteenth century international system and discuss the reasons why the war broke out in August 1914. It will then examine the course of the war on all fronts including the home fronts of the belligerent countries, including its arts and literature. Finally, it will consider the Paris Peace Settlement of 1919 and war's long term consequences, including its place in historical memory around the world. PREREQUISITE: Any 1000 or 2000 level History or Political Science course or permission of the instructor

HST3327: The Second World War (3)

The Second World War was the bloodiest conflict in recent history. It had a profound impact on our world. This course will explore the international system in the 1920s and 1930s and the various factors that led to the outbreak of the conflict in Europe and Asia. It will then examine the course of the global war itself, including its impact on civilians. Finally, it will consider the consequences of the war and how it is remembered in various countries today. PREREQUISITE: Any 1000 or 2000 level History or Political Science course or permission of the instructor

HST3401: The Cold War (3)

This course will examine the international history of the Cold War. Special emphasis will be placed not only on the rivalry between the United States and the Soviet Union but also on how the entire world between 1945 and 1991 was influenced by the competition between the different ideologies and socio-economic systems that those countries represented. It also will suggest how the Cold War has continued to influence our present era. PREREQUISITE: Any 1000- or 2000-level History course or POL2401 or permission of instructor

HST3402: Modern Germany (3)

This course will focus on German history from the late nineteenth century to the present. Topics covered include the creation of a German nation state in the form of the Second Empire in 1870-71, politics and society in imperial Germany, the origins of the first world war and the collapse of the empire in 1918, Germany's first experiment with democracy between 1918 and 1933, the rise of national socialism with its devastating consequences, the era of two German states after 1945, one on each side of the Cold War and the unexpected peaceful reunification of 1989-90. PREREQUISITE: Any 1000- or 2000-level History course or permission of the instructor

HST3411: History of Warfare (3)

This course provides a general survey of the practices and purposes of war through the ages. Special attention will be given to theories of aggression and to reasons for war. Tactics, strategy and major battles of great military commanders will be covered. PREREQUISITE: Any 1000- or 2000-level History course or permission of the instructor

HST3413: The American Radical Tradition (3)

This course will examine the nature and significance of the American Radical Tradition from 1776 to the present. The radical movements to be examined will be selected from among the following: American Revolution; Abolitionism, Women's Rights and Suffrage; Populism; Labor Movement; Socialism and Communism; Civil Rights and Black Power; the New Left; Feminism; the Gay and Lesbian Movement; the Environmental Movement. PREREQUISITE: Any 1000 or 2000 level History course or POL 1400 or permission of the instructor.

HST3415: Special Topics: (3)

HST 3415 covers a topic of historical interest not addressed in other courses offered by the History Department. It will be offered periodically based on the needs and interests of faculty and students. PREREQUISITE: Any 1000- or 2000-level history course or permission of the instructor

HST3430: African-American History Since 1619 (3)

Topics to be examined will include slavery and racism, abolitionist and antislavery movements, Civil War and Reconstruction, Jim Crow, the Great Migration, the Depression and New Deal, World War Two and Cold War, Civil Rights and Black Power and the impact of de-industrialization, unemployment and incarceration. Emphasis will be placed on the experience of African-Americans and their contributions to the development of a democratic society. PREREQUISITE: Any 1000- or 2000-level history course or permission of the instructor

HST3440: From Slavery to Freedom: African American History to 1877 (3)

The course will examine the African American experience from 1400 to 1877. Topics will include African slavery, the rise of the Transatlantic Slave Trade, slavery and racism in Colonial America, the American Revolution and slavery, Antebellum slavery in the South, abolitionist and antislavery movements in the North, the Civil War and emancipation and reconstruction. Emphasis will be placed on the African and African-American experience and the contributions of African-Americans to the growth of democracy. PREREQUISITE: Any 1000 or 2000 level history course or permission of the instructor

HST3441: African American History Since 1877: Reconstruction to Present

The course will examine the African American experience from 1877 to the present. Topics will include Civil War and Reconstruction, Jim Crow, Great Migration and World War One, the New Negro, Great Depression and New Deal, World War Two and the Cold War, the Civil Rights Movement, Black Power, the Post-Civil Rights Era and the Obama era. PREREQUISITE: Any 1000-2000 level history course or permission of the instructor.

HST3500: The Supreme Court in American History (3)

A study of the historical role of the U. S. Supreme Court and its impact on American society, including an examination of issues of political theory and major court cases. PREREQUISITE: Any 1000- or 2000-level history course or POL1400 or permission of the instructor

HST3660: History of Political Thought I (3)

This course surveys the ideas of leading political thinkers from ancient times to the Renaissance. Figures such as Plato, Aristotle, St. Augustine, St. Thomas, Ibn Khaldun and Machiavelli will be discussed. PREREQUISITE: Three previous courses in History and/or Political Science

HST3661: History of Political Thought II (3)

This course surveys the ideas of leading political thinkers from early modernity through to the present day. Figures such as Bodin, Hobbes, Locke, Montesquieu, Rousseau, Burke, Hegel, Marx, and Mill will be discussed. PRE-REQUISITE: Three previous courses in History and/or Political Science

HST3700: American Political Thought (3)

This course is a study of the evolution of American political thought from 1776 to the present day with special reference to the liberal tradition. Among the figures surveyed are Hamilton, Madison, Calhoun, Sumner, Dewey, Santayana, Skinner, Marcuse and others. This course is not open to freshmen. PREREQUISITE: Three previous courses in History and/or Political Science

HST4697: Senior Project (3)

This course is the capstone experience for all history majors. Students will select a topic in conjunction with the instructor and write a substantial paper based on independent research. It is offered every semester and may be taken either in the fall or spring of the senior year. PREREQUISITE: Majors only. Senior standing or permission of instructor

HST4898: Independent Study (3)

Students may pursue supervised reading and/or research in topics they find especially interesting for one, two, or three credit hours. Advance arrangement and permission of the department chair required. PREREQUISITES: Junior or senior status and permission of the instructor

HST4899: Internship (3)

This course allows history majors to enhance their knowledge of historical research or public history by designing their own internship at a local museum, archive, or similar institution. They will be required to work a regular number of hours (usually ten) each week during the semester. Besides fulfilling the expectations of their on-site supervisors, they must also write regular reports for their faculty supervisor. This course is offered every semester. It also may be taken over the summer if the internship opportunity is located outside of the greater Springfield area. In this case, it is expected that the participant will work a full-time schedule covering at least several weeks for their sponsoring institution. Students may take it only once for academic credit. PREREQUISITE: Majors or minors only, junior or senior standing. Internship must be arranged at least one semester in advance with the sponsoring institution and approved by the history department chair.

Honors Program

HON1104: First Semester Honors Seminar (3)

This course introduces participants to college life, American International College and to the Honors Program. Issues covered include the purpose of higher education, planning a course of study, the culture and history of AIC, how to make the most of one's time at college, as well as special topics at the instructor's discretion. PREREQUISITE: Enrollment is determined by selection for the Honors Program.

HON2210: Honors Seminar in the Field of Cultural Awareness (3)

This seminar explores a special topic in the humanities and liberal arts. Subjects will vary each semester. PREREQUISITE: Participation in the Honors Program or invitation from the instructor

HON2220: Honors Seminar in the Field of Social Awareness (3)

This seminar explores a special topic in the social sciences. Subjects will vary each semester. PREREQUISITE: Participation in the Honors Program or invitation from the instructor

HON4601: Honors Thesis Preparation (1)

Under supervision of a faculty advisor, students will devise a plan for an honors thesis and do exploratory research and reading for this purpose. The faculty advisor will specify the requirements for successfully completing the course, which may include producing a prospectus or outline for the thesis and an annotated bibliography of relevant scholarly works on the topic. Students will then write the actual thesis in HON4899, which is normally taken the following semester. PREREQUISITE: Participation in the Honors Program or invitation from the instructor

HON4899: Honor Thesis (3)

The thesis represents the capstone for the Honors Program and will require each student to work in close conjunction with a faculty advisor to produce an independent work of scholarship in their discipline. Standards will vary from major to major but students are expected to produce a substantial piece of written work or its equivalent. PREREQUISITE: HON4601

International Business

IBS1400: Introduction to International Business (3)

The course will explain business and management concepts from an international perspective. It will focus on the social, cultural, political, legal and economic environments that influence international business operations. The course will look at international trade theories, the evolution of regional economic integration arrangements, foreign direct investment, international business ethics, governmental intervention in international trade and the importance of the foreign currency exchange market. Coursework will include special research projects for class presentation and discussion. PREREQUISITE: None

IBS1420: Diverse Cultures of the World (3)

The course provides the student with an understanding of the many cultures that make up the world we now live in. Today's world is a global world made up of people with diverse cultural backgrounds. It is important to recognize cultural sensitivities that exist in every society. Cross-cultural awareness and understanding are critical to meaningful relationships and for success in every walk of life. The course will look at culture, verbal and non-verbal communications, religion and roles of women and will include a survey of geographical regions such as North America, Latin America, Asia, Europe, Middle East and Africa. Emphasis will be placed on the contemporary issues found in today's international environment. PREREQUISITE: None

IBS2650: International Human Resources Management (3)

The course provides an overview of international human resource management. The globalization of business is having a significant impact on human resource management. Decisions have to be made on how to staff international operations; where and how to recruit and select personnel; how to train employees for international assignments and evaluate their performance; what compensation to provide them; how to facilitate the return of international employees to their parent organization; and how to handle international labor relations. The course will include a class seminar on preparing for success in your career and an IHRM interview exercise. PREREQUISITES: IBS1400 or permission of the instructor.

IBS3400: International Economics (3)

The course provides an analysis of economic relationships among countries, including studies of the balance of payments, the international monetary system, governmental adjustment policies, the theory of international trade and international financial markets. The course will look at international economics from both a micro-and macro-economic perspective. The course includes research work into recent international economic issues and crises. PREREQUISITES: IBS1400, ECO1401 or ECO1402, or permission of the instructor.

IBS3410: International Marketing (3)

The course will provide the student with an understanding of the pertinent issues in international marketing. The course will explain the international environment (cultural, political and legal) and the influence it has on marketing goods and services in the global marketplace. The course will look at global marketing strategies; the need for creating global products to meet consumers' tastes and preferences; pricing strategies for global marketing; global advertising and other promotional strategies; international distribution systems; and assessing global market opportunities. Coursework will include special research projects and/or case studies for class presentation and discussion. PREREQUISITES: IBS1400, MKT1450 or permission of the instructor.

IBS3620: Management of Export/Import Business (3)

The course provides a comprehensive overview of the principles, concepts and practices involved in the management of the export and import operations of a multinational enterprise. The course will enable the student to develop an in-depth understanding of the mechanics involved in exporting and importing. The course will concentrate on export/import laws and documentation; international sale/purchase agreements; use of intermediaries; payment methods and financing options and government export/import assistance. The course will include a class project to develop an export/import operating manual for a multinational enterprise. PREREQUISITE: IBS1400 or permission of the instructor.

IBS3820: Global Supply Chain Management and International Negotiation (3)

This course is divided into two major topics. The first topic will address global logistics and supply chain management. Areas of interest will include international transportation modes, inventory control, packaging, storage, special trade outsourcing, logistics security, internet utilization and the environment. Emphasis will be placed on the future challenges in managing

global logistics and the supply chain. The second topic will address the principles and concepts involved in negotiating internationally. Areas of interest will include the stages of negotiations, cultural differences, development of business negotiation plans and contract writing based on negotiation results. The course will include a business negotiations simulation between a U.S. company and a foreign company. PREREQUISITE: IBS1400 or permission of the instructor.

IBS4430: International Organization and Administration (3)

This course provides an analysis of various models of international operations by focusing on the typical structures of doing business on a worldwide basis. Using the case study approach, students will look at the operational issues/problems faced by multinational enterprises. The course will also include a research project on how multinational enterprises organize and operate internationally. Open to juniors and seniors. PREREQUISITE: IBS1400 or permission of the instructor.

IBS4889: International Business Capstone Course (3)

This is a senior-level international business capstone course. The course objective is to provide seniors with a comprehensive course to review their knowledge and understanding of international business theories and concepts and their relationship to one another. The student will develop a system-level model of a U. S. company entering the international marketplace with the goal of becoming a multinational enterprise. The company will look at the different regions of the world and select the best country to enter. The U. S. company will decide on how to operate in that country looking at collaborative arrangements like joint venture, licensing and foreign production. The foreign operation will be used to market to other countries within the region with the long-term objective of marketing globally. The model will be interactive with sub-models and controlled scenarios to create a real world international business environment. PREREQUISITE: Senior IBS status or permission of the instructor.

IBS4890: Special Topics in International Business (3)

This is an advanced course designed to give the student the opportunity to do independent research work on specific international business topics, global regions or countries. Examples of topics can include: doing business in Asia, Europe, Latin America, Africa, or the Middle East, big emerging markets (BEM); and impact of U. S. laws on international business. PREREQUISITE: Senior status or permission of the instructor.

International Studies

INS2400: Model United Nations (1)

This course is intended for students of all majors who participate in AIC's Model UN Club to represent AIC at collegiate-level Model United Nations conferences held each semester at various campuses throughout the country. Students will be required to attend all meetings of the Model UN Club that are called to prepare for a conference, to research the policies of their assigned country, to prepare a written position paper for their country covering the specific issues they will be debating at the conference and to actively participate in a professional manner

at the conference itself. Students will learn the parliamentary procedures used at conferences, including how to write a resolution, the current issues facing the United Nations and how to conduct research on their country and its policies. New students will also be introduced to the United Nations and how it functions. This course can be repeated each semester that the AIC Model UN participates at a conference. PREREQUISITE: None

INS4800: International Studies Seminar (3)

A reading and research seminar for international studies majors and minors on contemporary topics in world affairs that will help students make connections between the various disciplines in which they have completed coursework for the program. Since the topics will change each time the course is offered, it is repeatable one time. PREREQUISITE: International studies major or minor in junior or senior year or permission of instructor

INS4890: Study Abroad (3)

Intended for students who are spending a regular semester abroad, the details are to be approved by the advisor and the dean of the School of Arts, Education and Sciences. Any requirements within the major must be approved by the appropriate chair or dean and requirements for general education must be approved by the dean of the School of Arts, Education and Sciences. PREREQUISITE: None

INS4899: Internship (3)

This course allows international studies majors to deepen their understanding of international affairs by pursuing an internship with a governmental or non-governmental organization that works in an international field. They will be required to work a regular number of hours (usually 10) each week during the semester. Besides fulfilling the expectations of their on-site supervisors, they must also write regular reports for their faculty supervisor. This course is offered every semester. It also may be taken over the summer if the internship opportunity is located outside of the greater Springfield area. In this case, it is expected that the participant will work a full-time schedule covering at least several weeks for their sponsoring institution. Students may take it only once for academic credit. PREREQUISITE: Majors or minors only, junior or senior standing. Internship must be arranged at least one semester in advance with the sponsoring institution and be approved by the director of the international studies program.

Italian

ITL1000: Conversational Italian I (3)

This course will enable students to develop the basics of oral skills, the main goal being to become functional in the language. The course will include guided practice in conversation to enhance communicative competence, small group discussions in Italian on practical topics and practice of colloquial and idiomatic speech patterns in Italian to emphasize correct pronunciation and intonation. Movies and other audiovisual material will be used to enrich the learning experience and acquaint students to aspects of Italian culture and society. PREREQUISITE: None

ITL1201: Elementary Italian Language and Culture I (3)

This is a basic course designed for students who have had little or no experience with the Italian language. The course includes drills in pronunciation, elementary conversation, grammar and writing and the use of a cultural approach text. This is a comprehensive language course: teaching the four skills of reading, writing, speaking and listening. PREREQUISITE: None

ITL1202: Elementary Italian Language and Culture II (3)

A continuation of ITL1201. PREREQUISITES: ITL1201, permission of the instructor

Management

MGT1400: Principles of Management (3)

This course offers an introduction to the principles of management and their application to business. The basic management concepts of planning, organizing, controlling, motivating, communicating, staffing and leading provide the basis for understanding of the management profession and a basis upon which higher level management courses can build more specialized knowledge. PREREQUISITE: None

MGT2400: Organizational Behavior (3)

This course provides a conceptual framework for understanding and studying the dynamics of behavior in organizational settings and for applying these concepts to improving organizational effectiveness. Included are personality, organizational theory and structure, the decision process, the communication process, group dynamics and leadership and conflict resolution. PREREQUISITE: MGT1400 or PSY1401 or permission of the instructor

MGT3200: Labor and Industrial Relations (3)

This course provides a broad investigation of labor-management relations. It encompasses the historical development of the labor movement, the legal environment and the nature of labor-management relationship. Current case decisions and role-playing exercises will be utilized to illustrate the process of contract negotiations and contract administration. PREREQUISITE: MGT1400 or permission of the instructor

MGT3201: Business and Society (3)

Current issues of ethics in society as they affect business behavior will be discussed. Topics include the social responsibilities of business, environmental issues, human rights and technological progress, business ethics and an analysis of global societal values. PREREQUISITE: Open to juniors and seniors

MGT3202: Leadership (3)

Leadership involves change and facing up to difficult decisions and situations. The intent of this course is to give a practical understanding of leadership, its demands, its wide variety of effective styles and both its positive and negative impacts on organization. PREREQUISITE: MGT1400

MGT3213: Human Resource Management (3)

This course examines the problems of personnel relationships in business and industry. Primary emphasis is placed upon the psychological factors in human relations; the purpose, organization

and functions of the personnel department, instruments of personnel control, such as interviewing, testing, the making of job analysis, classification, personnel education and training, employee incentives, retention and similar related topics. PREREQUISITE: MGT1400

MGT3661: Project Management (3)

This course introduces the techniques used to plan, manage and complete projects in accordance with guidelines to which all participants and beneficiaries have agreed. It distinguishes project management from general management and examines the principal concepts and methods that have been developed to manage projects successfully: defining project objectives, the Critical Path Method, application of Lean/Six Sigma and other quality techniques, team building and conflict resolution, allocation of resources - human, physical and financial, uses of probability to assess project time lines (PERT), GANNT Charts and project control through budgeting. Students will apply software to managing their own projects. The course also covers the general principles of Management Science and Systems Theory - giving students an understanding of how models can be used to improve the quality of management decision making. Classes will introduce students to these areas of project management. Students will then apply the techniques and concepts to running an actual project so that they master these important skills by using them. PREREQUISITE: Business Junior/Senior major or permission of the instructor

MGT4694: Directed Study (3)

Selected readings are chosen in accordance with the student's interests and background. PREREQUISITES: Senior status, written application setting forth objectives and reasons for the student's desire for a readings course, permission of the instructor and approval of the dean of the School of Business Administration

MGT4695: Special Topics in Management (3)

Descriptions change as topics vary. PREREQUISITE: permission of the instructor

MGT4800: Senior Policy Seminar (3)

This meets the requirement as a writing intensive course in the major. This seminar is designed to provide the student with an opportunity to apply the wide array of knowledge gained through his/her academic program through a professional and comprehensive business plan. The student's knowledge application will be assessed through the business plan and a series of examinations. PREREQUISITE: Senior status, management and business majors and minors

Management Information Systems

MIS1220: Applications of Microcomputers (3)

This course is a survey of microcomputers as used in today's environment. The student will become familiar with current trends and uses of microcomputers as well as hands-on exposure to spreadsheets, databases, word processors and operating systems. Students will be required to develop applications in each of the software areas. PREREQUISITE: None

MIS2310: Introduction to Management Information Systems (3)

This course provides an introduction to information systems from a business point of view. Subjects to be covered include: terminology, a survey of hardware and software, introduction to systems analysis and design, as well as an overview of the college's computer facilities. This meets the requirement as a writing intensive course in the major. PREREQUISITE: None

Marketing

MKT1450: Principles of Marketing (3)

Marketing is a key activity that enables businesses and organizations to achieve their goals by satisfying the needs of others through mutually beneficial relationships. This course will provide students with an understanding of important marketing theory and practices, including: the marketing concept, the marketing environment, market segmentation, product positioning, product and brand strategies, pricing strategies, marketing communication strategies, distribution strategies, consumer and business buying behavior and electronic marketing. PREREQUISITE: None

MKT2600: Consumer Behavior (3)

A thorough understanding of consumer behavior is the bedrock of any successful marketing strategy. Some of the topics to be covered with respect to their effect on consumer behavior include: consumer decision-making, attitudes and purchase intentions, cognition and emotion, cultural and social factors, learning theories, attention and perception of marketing stimuli and involvement. Theories and concepts will be drawn from marketing, psychology, communication and sociology. PREREQUISITE: MKT1450

MKT2610: Distribution Strategies (3)

Store organization, operation and control, including location, equipment, layout, buying, markup and merchandising techniques are examined. Minor emphasis will be placed on management problems in areas of pricing, selling and promotion, personnel, credit and inventory control. Integrated distribution strategies, the internet and social media will be examined. PREREQUISITE: MKT1450

MKT2700: Brand and Price Strategies (3)

Branding is endowing products and services with the power of a brand. Students will learn how to position brands and to create differences in the marketplace. Analysis of the market, competition, technology and cultural changes are fully examined. PREREQUISITE: MKT1450

MKT2710: Marketing Communication Strategies (IMC) (3)

This course introduces a model of the IMC (integrated marketing communications) planning process and the steps taken in developing a marketing communications program. Research-based examinations of organizations needs for programs that can meet the global challenges and their impact. Promotions Management, Communication Process and Ethical Issues will be discussed. PREREQUISITE: MKT1450

MKT3400: Professional Sales Development (3)

Professional sales is the primary personal communication tool used by businesses to find, create and retain customers. Firms and individuals with superior sales skills will have a competitive

advantage in the marketplace. The goal of this course is to expose students to the current state-of-the-art sales methods and skills used in business today. Students will learn through active participation and will receive the same type of professional sales training found in top corporations. Topics and methods include need-satisfaction selling, partnering skills, prospecting, SPIN questioning, handling objections and closing. PREREQUISITE: MKT1450

MKT3500: Advertising (3)

Emphasis is placed on practical use of advertising in the operation of ordinary business, including the study of the various media available and their use. Sufficient time is spent on the role of advertising in the marketing mix and its effects upon our economy. Included is the study of the fundamentals of advertising creation: research, appeals, copy, illustration, layout and reproduction. A study of the advertising agency includes analyses of current advertising campaigns and types of media chosen for such campaigns. PREREQUISITE: MKT1450 or permission of instructor

MKT3510: Entrepreneurship and Opportunity (3)

An overview of the entrepreneurship process starting with the individual, the creativity process, the entrepreneurial idea/concept and feasibility analysis and concluding with the business plan. Field trip(s) and guest speakers (e. g., alumni and faculty) appropriate to venture startup and infancy are incorporated. Topics include forms of business organization, patent/copyright laws, management, finance, store layout, employee theft and franchising. PREREQUISITE: MKT1450 or MGT1400

MKT3550: Entrepreneurship Management (3)

Your startup/inheritance/acquisition has grown and faces a new set of opportunities, problems and risks. Topics include foundations for long-term success, strategic planning, business development, sustainable growth and control systems in venture-specific, critical areas. Field trips and guest speakers from growing ventures are planned. PREREQUISITE: MKT1450 or MGT1400

MKT3600: Marketing Research (3)

The ability to secure and utilize market information is critical to successful decision making in business. The purpose of marketing research is to help managers make better and more profitable decisions by providing meaningful and cost-justified information. Students will learn about the role of marketing research in decision making and how firms practice marketing research by conducting their own research in group and class project(s) for real decision makers. Topics include problem definition, selecting and using secondary data, research design, qualitative research, designing surveys, sampling techniques, scaling and measurement issues and research validity. PREREQUISITE: MKT1450

MKT3620: Social Media and Digital Marketing (3)

Social media has changed much of the playing field in marketing and advertising. Through social media, customers now have access to the vast experiences of other customers to guide their purchase behavior. Conversation and participation are the norms in social media and social communities. Marketers now must embrace this new relationship with customers to be successful. In this course, students will learn about the different types of social media, create

social media marketing strategy and create content and engagement strategies for various social media and sites platforms such as Facebook, Twitter, blogs and YouTube. PREREQUISITE: MKT1450

MKT3691: Introduction to Wines (21 YEARS OF AGE OR OLDER) (3)

STUDENTS MUST BE 21 YEARS OF AGE OR OLDER. Students will be introduced to the major wine producing regions of the world and what consumers need to know to fully enjoy and appreciate wines. Fee charged. PREREQUISITE: None

MKT4694: Directed Study (3)

Selected readings are chosen in accordance with the student's interest as directed and approved by the instructor. PREREQUISITE: None

MKT4810: Strategic Marketing (3)

Crafting a winning superior strategy in the face of increasing global competition and turmoil in the business environment requires an approach that integrates and exploits organizational strengths to develop sustainable competitive advantage. Students will learn the process of developing marketing strategy as well as the latest developments in strategic thinking. The course will cover strategic marketing issues such as market segmentation and opportunity analysis, product and branding, pricing, marketing communications, distribution, marketing control and performance analysis. Students will explore these issues through case analyses, class and group projects, guest speakers and by creating a comprehensive marketing plan.

PREREQUISITE: MKT1450, junior and senior status or permission

Mathematics

MAT1052: Conceptual Understanding of Statistics (3)

This is an introduction to basic and conceptual statistics for students from all disciplines. It emphasizes the development of statistical literacy. Topics include principles and applications of statistics, order of operations, evaluating formulas, problem solving, basic probability, logic, probability distributions, concepts and data analysis and tables and graphs. Upon completion, students should be able to interpret data, statistical concepts and statistical calculations. This course is designed to prepare students for more advanced statistics and give them the confidence to pursue statistics at a higher level. PREREQUISITE: None

MAT1200: Elements of Mathematics (3)

This course presents fundamental concepts about the numeration system (decimals, fractions) including meanings, applications and operations. In addition, the fundamentals of Number Theory are presented. A major goal is to understand the concepts well enough to explain the ideas in a fundamental way making use of concrete examples. Open only to elementary education majors. PREREQUISITE: Elementary Algebra

MAT1201: Elements of Math II (License in Elementary and Moderate Disabilities) (3)

This course presents selected fundamental elementary concepts in the areas of 1) Patterns, relations and algebra, 2) Geometry and 3) Measurement. Open only to those students seeking license in Elementary and Moderate Disabilities. PREREQUISITE: MAT1200

MAT1250: Finite Mathematics I (3)

This course presents numbers, linear equations, linear inequalities, matrix algebra with applications, linear programming and the simplex method. The course is designed for business administration majors. PREREQUISITE: None

MAT1260: Finite Mathematics II (3)

This course examines sets, counting techniques, probability, decision theory, statistics and Math of Finance. PREREQUISITE: None

MAT1310: Statistics in Occupational Therapy (3)

This course presents the principles of statistics that are applied to the analysis of data pertinent to the field of occupational therapy. Topics include descriptive and inferential statistics, probability distributions, hypothesis testing, estimation, analysis of variance, non-parametric statistics and linear regression analysis. The course will make active use of technology by requiring the use of computer software. PREREQUISITE: None

MAT1430: Foundations of Statistics (3)

This course examines the various tools and techniques used in analyzing quantitative data, including descriptive statistics, probability and random variables, sampling design, theory of estimation and hypothesis testing for parameters of a single population, student 't' and normal distributions. A year of high school algebra is recommended but not required. The course will make active use of technology by requiring the use of computer software. PREREQUISITE: MIS1220 or a working knowledge of a computer spreadsheet

MAT1630: College Algebra (4)

This course presents a survey of college algebra to include sets, field properties, solution of equations and inequalities, functions, graphing, the factor theorem, analytic geometry and exponential and logarithmic functions. The course will make active use of technology by requiring the use of a graphing calculator. PREREQUISITE: One year of both Algebra and Geometry

MAT1840: College Algebra and Trigonometry (4)

This course is an in-depth survey of algebraic and geometric problem solving techniques, including solutions of polynomial equations and inequalities, curve sketching techniques and trigonometry from the triangular and functional standpoint. The course will make active use of technology by requiring the use of both a graphing calculator and computer software. PREREQUISITES: One year of both Algebra and Geometry and permission of the instructor or MAT1630

MAT2004: Biostatistics (3)

This course presents the principles of statistics as applied to the analysis of biological and health data. Topics include descriptive statistics, probability distributions, hypothesis testing, analysis of variance, non-parametric statistics and regression analysis. The course will make active use of technology by requiring the use of computer software. PREREQUISITE: MAT1840

MAT2030: Statistical Analysis for Business Decisions (3)

This course stresses the application of probability and statistics in business decision-making using cross sectional and historical data. The course begins with estimation and hypothesis testing for parameters of two populations. The Chi-square distribution is applied to contingency tables and the F distribution is applied to analysis of variance with emphasis on statistical decision-making models. Time series analysis, linear regression and correlation models are constructed and estimated. The traditional tests of statistical significance are applied and the models are examined in light of the assumptions underlying the least-squares technique. The course will make active use of technology by requiring the use of computer software.
PREREQUISITES: MAT1430, MIS1220 or a working knowledge of a computer spreadsheet

MAT2400: Calculus I (4)

This course discusses limits, continuity, derivatives, maximum and minimum problems, related rates and Mean Value Theorem. The course will make active use of technology by requiring the use of a graphing calculator and computer software. PREREQUISITE: MAT1840 or permission of the instructor and the department chair

MAT2500: Calculus II (3)

This course includes the study of integration, applications of the definite integral, transcendental functions and methods of integration. The course will make active use of technology by requiring the use of a graphing calculator. PREREQUISITES: MAT2400, enrolled in MAT2501

MAT2501: Calculus II Laboratory (0)

This lab presents computer applications of the ideas and techniques discussed in MAT2500. CO-REQUISITE: MAT2500

MAT2600: Calculus III (3)

This course includes the study of hyperbolic functions, polar coordinates, vectors and parametric equations, l'Hopital's Rule, sequences, infinite series, limits, continuity, partial differentiation, optimization and multiple integration for functions of several variables. The course will make active use of technology by requiring the use of a graphing calculator. PREREQUISITE: MAT2500

MAT2601: Calculus III Laboratory (1)

This lab presents computer applications of the ideas and techniques discussed in MAT2600. CO-REQUISITE: MAT2600

MAT2816: Linear Algebra (3)

This course includes the study of Gauss-Jordan elimination, matrices, determinants, real vector spaces, dot product, Gram Schmidt process, linear transformations and eigenvalues. The course will make active use of technology by requiring the use of a graphing calculator.
PREREQUISITES: MAT2500, permission of instructor

MAT3203: Differential Equations (3)

This course examines ordinary and partial differential equations, particularly of the first and second orders, including geometrical interpretations and applications. PREREQUISITE: MAT2600

MAT3894: Directed Study (3)

This course provides directed study on special topics in mathematics. PREREQUISITE: Permission of the department chair

Music

MUS1000: Music Appreciation I (3)

The aim of this course is to increase the student's understanding and enjoyment of music and to strengthen one's ability to benefit, as a listener, from music. The course will begin with the materials of music and introduce examples of music from the Baroque through the 20th century periods of music. PREREQUISITE: None

MUS1010: American Musical Theater (3)

A comprehensive overview of musical theater in America from its inception in the United States at the turn of the century, through the era of Rodgers and Hammerstein, Sondheim, Andrew Lloyd Webber and the concept musical of today. PREREQUISITE: None

MUS1020: Jazz, Its Evolution and Impact (3)

This course traces the course of jazz from the African's musical heritage to the New World through work songs, spirituals and blues, the birth of jazz in New Orleans and its dissemination to St. Louis, Chicago, Kansas City and New York. PREREQUISITE: None

MUS1030: Opera Appreciation (3)

This course surveys and assesses our cultural heritage in the performing art of opera. Beginning with Mozart, the evolution of operatic expression is traced through examination of favorites in the Italian, French and German traditions. A course requirement is the participation of students on a class trip by bus to the Metropolitan Opera House in New York City. A fee to cover field trip is charged. PREREQUISITE: None

MUS1040: Supernatural in Opera (3)

A study of operas that contain elements of the supernatural based on great literature from Shakespeare, Goethe and others. Otherworldliness is the uniting theme as witches, gods and goddesses, the theft of a person's reflection, animals that speak and dragons that do magic connect musically. A course requirement is the participation of students on a class trip by bus to the Metropolitan Opera House in New York City. A fee to cover field trip is charged. PREREQUISITE: None

MUS1050: Rock: Musical Evolution and Social Impact (3)

A history of rock and roll, tracing its diverse American influences from the 19th Century Blues, 20th Century pop music and Rhythm and Blues to its emergence as a recognizable style in the 1950s. In addition to a study of its musical basis, there will also be an understanding of the

relationship between the music and its symbiotic relationship with 20th Century history and society. PREREQUISITE: NONE

Nursing

NUR2540: Introduction to Professional Nursing (3)

Introduces the components of the organizing framework of the nursing major. Explores the history, definition, philosophy and role of professional nursing. Environmental forces, e. g., socioeconomic and cultural, that impact on nursing practice are presented. Selected ethical and legal aspects of nursing practice are identified. PREREQUISITES: BIO1200, BIO1210, BIO1300, PSY1401, SOC1100, ENG1100, ENG1202, CHE1210 may be taken concurrently. CO-REQUISITES: NUR2541 and NUR2755

NUR2541: Introduction to Professional Nursing Laboratory (0)

This laboratory experience introduces computational concepts required for professional nursing practice. Concepts include (but are not limited to) systems conversion, ratio and proportion, dosage calculations and intravenous calculations supported with a computerized assisted learning program. CO-REQUISITE: NUR2540

NUR2755: Pathophysiology-Pharmacology I (3)

This course will examine the concept of human disease states and discuss their clinical management with an emphasis on nursing interventions. Major body systems addressed in this course include, cardiovascular, pulmonary, neurologic, renal, hematologic and endocrine systems. In addition, appropriate pharmacological interventions for select disease states are also discussed. Drugs will be presented by classification, groups and prototypes. Principles of drug action, including pharmacokinetics and pharmacodynamics, nursing considerations and client teaching for each prototype will be emphasized. PRE-REQUISITES: BIO1200, BIO1210, BIO1300. CO-REQUISITE: NUR2540, NUR2541, PSY2450, CHE1210

NUR2756: Pathophysiology-Pharmacology II (3)

This course will examine the concept of human disease states and discuss their clinical management with an emphasis on nursing interventions. Major body systems addressed in this course include, gastrointestinal/genitourinary, renal, cardiovascular, and musculoskeletal systems. In addition, appropriate pharmacological interventions for select disease states are also discussed. Drugs will be presented by classification, groups and prototypes. Principles of drug action, including pharmacokinetics and pharmacodynamics, nursing considerations and client teaching for each prototype will be emphasized. PRE-REQUISITES: BIO1200, BIO1210, BIO1300, NUR2755, PSY2450, CHE1210.

NUR2840: Fundamentals of Professional Nursing Practice (6)

Introductory concepts of the art and science of professional nursing practice are presented and integrated into clinical practice. Gordon's Functional Health Pattern is introduced as the fundamental assessment tool. All aspects of the nursing process and the three levels of prevention (primary, secondary and tertiary) are discussed and used as a basis for nursing

practice to facilitate adaptive responses to stressors affecting physiological and safety needs.
PREREQUISITES: NUR2540, NUR2541, NUR2755, PSY2450, CHE1210

NUR2841: Fundamentals of Professional Nursing Practice Laboratory (0)

Selected nursing interventions and physical assessment skills are practiced and applied in providing care to adults in the clinical setting. CO-REQUISITE: NUR2840

NUR3540: Nursing Research (3)

This course includes discussion of nursing theories and research methods. Emphasis is placed on critical analysis of published nursing research. Attention is paid to ethical issues and the contribution of research in developing nursing theory and improving nursing practice.

PREREQUISITES: All prerequisites for NUR3740. CO-REQUISITE: NUR3740.

NUR3600: Ethics and Law of Health Care for Nursing (3)

The legal and ethical aspects of the nurse's role in leading and managing safe and effective patient-centered care are examined in this course. The ethical responsibilities of the nurse as well as decision-making models related to health care situations will be discussed. The content focuses on the identification and analysis of legal and ethical concepts and principles underlying nursing practice and health care. For RN to BSN students only

NUR3650: Advanced Concepts in Nursing Practice (3)

Building on previous knowledge and skills applicable to the practice of professional nursing, this course enhances the transition of registered nurses to the baccalaureate prepared professional nurse role. Emphasis is on the challenging role of the nurse in today's global healthcare system. Content focuses on the interrelated concepts of nursing theory, models of health and illness, evidence-based practice, critical thinking and clinical judgment. Changes in the health care environment and the impact on the professional nurse's role as part of the inter-professional healthcare team are discussed. For RN to BSN students only

NUR3740: Adult Medical Surgical Nursing (9)

This course provides students with the opportunity to continue application of the nursing process. Emphasis is placed on assessment and diagnosis, expansion of planning and implementation and beginning use of evaluation. In acute care settings, students provide health care to adults experiencing stressors affecting biophysical needs. Students apply the nursing process in primary, secondary and tertiary levels of prevention. PREREQUISITES: NUR2756, NUR2840, PSY2302

NUR3741: Adult Medical Surgical Nursing Laboratory (0)

Evidence based nursing interventions are applied in providing care to adults in a variety of clinical settings. CO-REQUISITES: NUR3740

NUR3940: Family Centered Nursing (10)

This course focuses on the role of the professional nurse in assisting the family and its individual members to adapt to stressors of the childbearing and childrearing phases of the life cycle.

Students learn to apply the nursing process to meet the needs of families along the health-illness continuum. Clinical experiences include nursing care of the antepartal, intrapartal and postpartal woman and her newborn, well and hospitalized children and their families. Health teaching activities occur in various healthcare settings. PREREQUISITES: NUR3740, NUR3540 CO-REQUISITES: NUR3941, NUR3942

NUR3941: Family Centered Nursing Laboratory (0)

Evidence based nursing interventions are applied in providing care in family centered clinical settings. CO-REQUISITES: NUR3940, NUR3942

NUR3942: Family Centered Nursing Process (2)

In this course, the family system is analyzed as it responds to stressors throughout the life cycle. A variety of approaches to family analysis are considered throughout the course. Students apply the nursing process in studying the roles, functions, values and communication patterns within the family. Teaching-learning principles are implemented in completing a health teaching project in the community. Students apply the nursing process in primary, secondary and tertiary levels of prevention. PREREQUISITES: NUR3740, NUR3540 CO-REQUISITES: NUR3940, NUR3941

NUR4200: Health Promotion and Care of Vulnerable Populations (3)

This course will examine the role of nursing in providing care to vulnerable populations within the community. Theories of community health and nursing practices will be discussed as well as concepts of health promotion and preventative care for vulnerable individuals, families, groups and communities. Content focuses on risk reduction, health maintenance and promotion of high level wellness to individuals, families and groups of all ages throughout the health continuum. PREREQUISITES: NUR4200. For RN to BSN students only

NUR4250: Global Issues in Nursing Practice (3)

This course introduces global health care systems and models and their influence on health disparities in the delivery of healthcare. Content provides a foundation to examine factors influencing the health of communities and populations locally, nationally and globally. Basic public health principles and sciences are used to identify factors that influence promote and maintain health of populations. The use of epidemiological data and knowledge of environmental health, social determinants of health, genetics/genomics and the influence of culture on health behaviors will be discussed. PREREQUISITES: RN to BSN students only, NUR4200

NUR4340: Community Focused Nursing (6)

In this course, nursing and public health principles are synthesized and applied to assessing, promoting and preserving the health of populations. Learning experiences assist students to conceptualize the complexities of community dynamics (cultural, economic, political and social) as they impact on the health of the community. Students apply the nursing process in primary, secondary and tertiary levels of prevention. PREREQUISITES: NUR3940, NUR3941, NUR3942

NUR4341: Community Focused Nursing Laboratory (0)

Evidence based nursing interventions are applied in providing care across the health care continuum in the community clinical setting. CO-REQUISITE: NUR4340 and NUR4351.

NUR4351: Psychiatric/Mental Health Nursing (6)

This course focuses on developing knowledge and skills in applying the nursing process with individuals and families experiencing stressors affecting psychosocial needs. Students expand previous knowledge of human behavior and interpersonal relationships. Behavior is viewed on a continuum from healthy, adaptive responses to unhealthy, maladaptive responses. Therapeutic use of self as a nursing approach is emphasized in providing care in day treatment and inpatient settings. Students investigate selected mental health issues and analyze professional roles within the context of primary, secondary and tertiary levels of prevention. PREREQUISITES: NUR3940, NUR3941, NUR3942. CO-REQUISITES: NUR4340 and NUR4341.

NUR4370: Healthcare Informatics (3)

This course provides an overview of nursing informatics and electronic modalities that assist in patient and client management. The automation of data management through information systems, expert systems and telecommunications will be examined in the context of health care informatics. The use of technology to help make decisions and to improve the health status of the individual, family and community will be emphasized. Legal and ethical implications of informatics and technology in healthcare are addressed. RN to BSN students only

NUR4400: Introduction to Evidence-based Practice (3)

This course focuses on the development of nursing knowledge and the improvement of nursing practice through current relevant evidence. Research methods are examined and current issues are analyzed in relation to the implementation of evidence-based practice in selected settings. Content includes identification of clinical questions, analysis of evidence for potential solutions/innovations, planning and implementing practice changes, evaluating outcomes and identifying gaps in nursing knowledge. Processes for leading and managing practice changes through the use of evidence-based research to promote effective or positive patient outcomes are explored. For RN to BSN students only.

NUR4532: Senior Seminar I (1)

This course will assist the student in preparing for the National Council Licensing Examination for Registered Nurses (NCLEX-RN). The student will be required to complete content modules and attend computerized practice sessions in preparation for a culminating computerized exit examination and success on the NCLEX-RN examination.

NUR4533: Senior Seminar II (1)

A continuation of Senior Seminar I. Students will complete the content modules and take culminating exit exam. PREREQUISITE: NUR4532

NUR4534: Directed Study (1-3)

In-depth examination of nursing practice topic. PREREQUISITE: Department permission required

NUR4540: Trends and Issues in Health Care (2)

In this course, students will continue to develop their ability to synthesize knowledge, skills, concepts and theories essential for effective professional nursing practice. Students examine issues that affect clients and healthcare systems. Consideration is given to the impact of cultural,

economic, ethical, legal, political, professional and social issues upon nursing practice. PREREQUISITES: NUR4340, NUR4341, NUR4351, NUR4532; CO-REQUISITES: NUR4340, NUR4341, NUR4351, NUR4533, NUR4940, NUR4941.

NUR4600: Leadership and Management in Nursing (3)

This course focuses on synthesis of theories and concepts related to leadership and management such as, critical thinking, clinical judgment or reasoning, change theory, conflict resolution, delegation and changes that impact the health care delivery system. The role of the nurse as leader and manager is explored in depth with a special emphasis on the role of the nurse as change agent. The course will provide practical information for the practicing nurse to strengthen problem solving, decision- making and critical thinking abilities, which are all vital in today's rapidly changing health care delivery systems. PREREQUISITES: NUR4400, NUR4200. For RN to BSN students only.

NUR4940: Complex Medical Surgical Nursing (6)

This course provides a framework for the student to assist individuals, families and groups in adapting to complex stressors. Emphasis is placed on the development of critical thinking and critical judgment while using the nursing process to assist clients to meet their biophysical and psychosocial needs. Health teaching activities and research findings are incorporated into nursing care. PREREQUISITES: NUR4340, NUR4341, NUR4532

NUR4941: Nursing Leadership (6)

Focus on the leadership process and development of the leadership role of the professional nurse. Students apply the nursing process in primary, secondary and tertiary levels of prevention. Students analyze leadership and management functions, characteristics, styles and roles. Interpersonal communication, staff development, change theory and assertiveness skills are applied. PREREQUISITE: NUR4340, NUR4351, NUR4352

NUR4999: Capstone Seminar (3)

This course provides the student the opportunity to synthesize previous knowledge and skills in a supervised practicum experience with the guidance and approval of the faculty. The clinical project provides students with the opportunity to explore a problem or issue of particular personal or professional interest that is related to one of the following nursing competencies: patient-centered care, teamwork/collaboration, evidence-based practice, quality improvement, safety or informatics (QSEN: <http://www.qsen.org>). PREREQUISITES: NUR 4600., For RN to BSN students only.

Occupational Therapy

OTR2900: Interprofessional International Service Learning (1)

This course is open to all students in the school of health sciences. Priority will be given to students enrolled in the occupational therapy graduate program. Students will participate in cultural education in an online, asynchronous format prior to travel. Students will spend 10 days abroad participating in service learning activities, which may include visits to an orphanage, daycare center, nursing home and an outpatient therapy center.

OTR4444: Directed Study (1-3)

This course is not part of the standard curriculum. Students may register for this course only by approval of the Program Director. PREREQUISITE: None

Philosophy

PHI1000: Introduction to Critical Thinking (3)

This course offers a careful examination of the various standards that must be observed if one is to read, write and think critically. It surveys common sources of confusion and error, such as ambiguity, vagueness, propaganda, political rhetoric, misleading advertising, misuse of evidence, improper reliance upon authority and tradition and other varieties of fallacious reasoning.

PREREQUISITE: None

PHI1200: Introduction to Philosophy (3)

This course provides a critical examination of several philosophical problems including the nature and scope of knowledge, the freedom-determinism issue, the question of the existence of a God and the status of moral judgments. PREREQUISITE: PHI1000 suggested

PHI1400: Philosophy through Literature (3)

This course offers an introduction to and critical analysis of, problems in philosophy, with special stress on those value aspects bearing directly upon the formulation of a philosophy of life. Selections from fiction and poetry, as well as the more traditional form of philosophic exposition, are read and discussed. PREREQUISITE: PHI1000 or PHI1200

PHI2010: World Religion (3)

This course is designed to be a hands-on survey of major religions of the world. In addition to reading the texts, students will visit a mosque, synagogue and church. The objective of the course is to determine key doctrinal points of each faith, identify common threads in each and observe how people practice their faith today. PREREQUISITE: None

PHI2030: Spirituality, Religion and Healing (3)

This course explores the context of the relationship that spirituality/religion may have on healing and considers the contemporary pioneers highlighting spirituality's role in healing. Students in this course will explore spirituality's concrete expression in a number of faith communities and their cultural understandings of disease, illness, healing, health and wellness. This course will offer insights to the support healing through attentiveness to the patients' interior life and encourages students to assimilate their own spirituality and/or religion for effective healing throughout their professional career. PREREQUISITE: None

Physical Therapy

PTR3201: Physical Therapy Orientation (1)

Physical Therapy Orientation is designed to educate the student about the history of physical therapy, financing and reimbursement in health care, the importance of effective communication

and the role of the physical therapist, physical therapist assistant, occupational therapist, speech language pathologist and nurse in healthcare. Students will also be introduced to medical terminology and medical abbreviations to prepare the undergraduate student for the professional phase of the physical therapy program. PREREQUISITE: open to 3rd year Pre-PT students only

Physics

PHY1010: Science for the 21st Century (3)

An introduction to the fundamental concepts of the physical sciences. Topics in physics, chemistry, astronomy and earth science will be studied. How these four areas of science are interrelated will be emphasized. Students must also enroll in PHY1011 to meet laboratory science requirements for general education. CO-REQUISITE: PHY1011, PREREQUISITE: None.

PHY1011: Science for the 21st Century Laboratory (1)

Physics 1011 Lab consists of a series of two-hour labs taken from physics, chemistry, astronomy and earth science. Lab topics include: motion, force, electricity, optics, physical and chemical change, ion identification, ion replacement and exchange reactions, properties of hydrogen and oxygen, crystal growth and properties of minerals and rocks among others. PHY1010 and PHY1011 together complete one 4-credit lab science general education requirement. One laboratory session per week with laboratory fees. CO-REQUISITE: PHY1010, PREREQUISITE: None

PHY1020: Earth Science for the Liberal Arts (3)

General, introductory earth science following a systems approach. Students will first learn what the building blocks of Earth are and the processes they undergo. Then the features and processes that continuously reshape the Earth's surface will be studied. Following will be a study of the Earth's interior and the processes driven from within that bear upon its surface. We will then study Earth's oceans, the atmosphere, weather and climate. Of particular importance will be the effects of the sun on the Earth. Students must also enroll in PHY1021 to meet laboratory science requirements for general education. CO-REQUISITE: PHY1021, PREREQUISITE: None.

PHY1021: Earth Science for the Liberal Arts Laboratory (1)

General, introductory earth science following a systems approach. Students will first learn what the building blocks of the Earth are and the processes they undergo. Then the features and processes that continuously reshape the Earth's surface will be studied. Following will be a study of the Earth's interior and the processes driven from within that bear upon its surface. We will then study the Earth's oceans, the atmosphere, weather and climate. Of particular importance will be the effects of the sun on the Earth. Students must also enroll in PHY1020 to meet laboratory science requirements for general education. One laboratory session per week with laboratory fees. CO-REQUISITE: PHY1020, PREREQUISITE: None

PHY1030: Physics for the Liberal Arts (3)

The course will explore the concepts of classical physics pertaining to motion, force, energy, momentum, electricity, magnetism, and light. A primarily qualitative introduction to modern

physics will follow which will include discussions regarding Special Relativity, Quantum Mechanics, particle and nuclear physics. Students must also enroll in PHY1031 to meet laboratory science requirements for general education. CO-REQUISITE: PHY1031, PREREQUISITE: None.

PHY1031: Physics for the Liberal Arts Laboratory (1)

A series of selected laboratory experiences to teach the fundamentals of scientific thinking and research and to support course content. Experiments on force, energy, heat, electricity, circuits and optics will be conducted. One two-hour laboratory session per week with laboratory fees. CO-REQUISITE: PHY1030, PREREQUISITE: None.

PHY1050: Astronomy for the Liberal Arts (3)

This is a general, introductory course in astronomy. Students study the physical properties and concepts concerning motion, gravitation, light and atoms. Students will explore the Earth-Moon system, the Solar System, the tools used by astronomers and the life cycles of stars and galaxies. The course emphasizes conceptual understanding. Students must also enroll in PHY1051 to meet laboratory science requirements for general education. PREREQUISITE: None.

PHY1051: Astronomy for the Liberal Arts Laboratory (1)

A series of selected laboratory experiences to teach the fundamentals of scientific thinking and research and to support course content. Experiments will include a study of gravity, light, optics and spectroscopy. Telescope observations will be made of the sun and one additional night observation as conditions permit. One two-hour laboratory session per week with laboratory fees. CO-REQUISITE: PHY1050, PREREQUISITE: None.

PHY1200: Physics of the Human Body (3)

A conceptual approach is used to understand the human body as a living system governed by the basic laws of physics. Topics include forces exerted by muscles, circulation of blood, nerve conduction, vision, perception of sound and effects of radiation. Lectures are augmented with demonstrations requiring student participation. PREREQUISITE: None

PHY1210: Physics of the Human Body Laboratory (1)

Students perform a series of experiments on force, torque, energy, heat, electricity, sound and optics to gain a deeper understanding and appreciation of the physical principle on which the human body functions. These experiments also include making EKGs, studying galvanic skin response, respiration and pulse rates. One two-hour laboratory session per week with laboratory fees. CO-REQUISITE: PHY1200, PREREQUISITE: None.

PHY1600: General Physics I (4)

This is a basic course that covers the fundamental principles of mechanics dealing with motion, force, energy and momentum. Newton's laws of motion will be applied to a broad range of practical problems involving real phenomena. Students will learn to develop working equations from basic concepts in order to solve problems. The course is taught without calculus. PREREQUISITE: MAT1840 with a grade of C or better

PHY1601: General Physics I Laboratory (1)

This course covers basic laboratory techniques in physics and illustration of the principles of physics through laboratory experiments. Students will become familiar with the processes and nature of making scientific measurements and the analysis of relationships between physical quantities. Experiments will be selected for the study of mechanics, vibration and thermodynamics. One three-hour laboratory session per week with laboratory fees. CO-REQUISITE: PHY1600

PHY1602: General Physics I Review (0)

This is the recitation period accompanying PHY1600, General Physics I.
CO-REQUISITE:PHY1600

PHY1800: General Physics II (4)

This is a continuation of PHY1600 covering the fundamental principles of electricity and magnetism. The course is taught without calculus. PREREQUISITE: PHY1600 with a grade of C or better

PHY1801: General Physics II Laboratory (1)

A continuation of PHY 1601. Experiments will be selected for the study of electricity, magnetism, light and modern physics. One three-hour laboratory session per week with laboratory fees. CO-REQUISITES: PHY1800

PHY1802: General Physics II Review (0)

This is the recitation period accompanying PHY1800, General Physics II. CO-REQUISITE: PHY1800

Political Science

POL1400: Introduction to American Politics (3)

This course provides an overview of American politics and government, focusing on Constitutional principles, national institutions of governance and political actors, such as political parties and the media. PREREQUISITE: None

POL1500: Comparative Politics (3)

This course provides a comparative examination of governmental and political systems with the American system considered as point of comparison in some cases. The course will focus on one or two areas of the world, such as the Middle East or Europe. PREREQUISITE: None

POL 2400 State and Local Politics (3)

This course focuses on the politics, institutions, and policy processes of state and local governments. State and local governments provide essential services, such as education and policing, and are considered the building blocks of democracy. In this course, comparisons will be made among states but much attention will be paid to the state of Massachusetts and the city of Springfield. PREREQUISITE: POL 1400

POL2410: International Relations (3)

This course is a study of the international community and of the forces that determine political relations among the nation states it comprises. Consideration is given to the character of the nation state, the nature and determinants of political power in a multistate system and the conduct of diplomacy. PREREQUISITE: POL1500 or POL1400

POL2420: Presidency and Congress (3)

The powers, function and inherent conflicts of the Congress and the presidency are examined with emphasis placed on the historical development of institutions. PREREQUISITES: POL1400, any 1000- or 2000-level history course or permission of instructor

POL2500: American National Elections (3)

This course examines the structure of both presidential and congressional elections and the resultant consequences of those structures. The historical development of elections is emphasized. A case study of either the presidential or congressional midterm election will be analyzed with special attention given to campaign strategies. PREREQUISITES: POL1400, any 1000- or 2000-level history course or permission of instructor. Course may be retaken once for credit with permission of instructor.

POL2520: Politics, the Media and Pressure Groups (3)

This course examines the role of the media in political life, considering its roles in polling, setting the agenda and providing political information. The structure of the media, including its ownership will be studied as will its influence as an interest group. PREREQUISITE: POL1400

POL2610: European Integration (3)

This course will explore the topic of European integration from a variety of perspectives, including those of history, political science and sociology. The first half of the course will concentrate on the pre-history of the European communities leading to the creation of the European Union in November 1993. Then it will look at the European Union's institutions and how they function, the relationship between the member states and the EU and special issues that face the EU today. PREREQUISITE: POL1500 FOR POLITICAL SCIENCE MAJORS

POL2620: Public Law (3)

This course is the study of the nature, function and power of the Supreme Court in the American political system via study of its decisions. Emphasis is placed on cases about separation of powers, federalism and economic liberties. PREREQUISITE: POL1400

POL2630: Civil Liberties (3)

Effectiveness of the legal system in protecting and promoting individual rights are examined and discussed via a reading of constitutional case law. Special attention is given to rights of the accused, freedom of speech and religion. PREREQUISITE: POL1400

POL 3231: Public Policy (3)

This course examines the dynamics of public policymaking in the U.S., especially at the national level. It combines an exploration of the theoretical and institutional framework of public policy with a treatment of specific issues of domestic policy. This course is not open to freshmen.

PREREQUISITE: POL 1400

POL3325: The First World War (3)

The First World War was arguably the most important event of the twentieth century. It had a profound impact on international relations, political ideas, the conduct of war, the global economy, Western society, culture and the arts. It altered the map of both Europe and the Middle East and set the stage for another world war as well as for decolonization. We are still living with many of its legacies today. This discussion-based course will begin by reviewing the nineteenth century international system and discuss the reasons why the war broke out in August 1914. It will then examine the course of the war on all its fronts including the home fronts of the belligerent countries, and arts and literature. Finally, it will consider the Paris Peace Settlement of 1919 and war's long term consequences, including its place in historical memory around the world. PREREQUISITE: Any 1000 or 2000 level History or Political Science course or permission of the instructor

POL3327: The Second World War (3)

The Second World War was the bloodiest conflict in recent history. It had a profound impact on our world. This discussion-based course will explore the international system in the 1920s and 1930s and the various factors that led to the outbreak of the conflict in Europe and Asia. It will then examine the course of the global war itself, including its impact on civilians. Finally, it will consider the consequences of the war and how it is remembered in various countries today.

PREREQUISITES: Any 1000 or 2000 level History or Political Science course or permission of the instructor

POL 3400 Public Administration (3)

A study is made of the politics and problems of implementing governmental policies with particular emphasis on organization, management, personnel, finances, responsibility and bureaucracy. PREREQUISITES: POL 1400, any 1000- or 2000- level course or permission of instructor

POL3401: The Cold War (3)

This course will examine the international history of the Cold War. Special emphasis will be placed not only on the rivalry between the United States and the Soviet Union but also on how the entire world between 1945 and 1991 was influenced by the competition between the different ideologies and socio-economic systems that those countries represented. It also will suggest how the Cold War has continued to influence our present era. PREREQUISITES: Any 1000- or 2000-level history course or POL2410 or permission of instructor

POL3402: American Foreign Policy (3)

In this course a study is done of the aims, instruments and conduct of American foreign relations, with particular reference to contemporary problems. Students will participate in case studies.

PREREQUISITE: POL1400 or POL2410

POL3412: Contemporary Problems in International Relations (3)

This course consists of an analysis of contemporary problems in the world community in light of the theories and concepts of international politics. Issues such as climate change, the placement of refugees, and international terrorism are examples of the problems considered.

PREREQUISITE: POL2410 or POL 1500

POL3413: The American Radical Tradition (3)

This course will examine the nature and significance of the American Radical Tradition from 1776 to the present. The radical movements to be examined will be selected from among the following: American Revolution; Abolitionism, Women's Rights and Suffrage; Populism; Labor Movement; Socialism and Communism; Civil Rights and Black Power; the New Left; Feminism; the Gay and Lesbian Movement; the Environmental Movement. PREREQUISITE: Any 1000 or 2000 level History course or POL 1400 or Permission of the instructor.

POL3500: The Supreme Court in American History (3)

A study of the historical role of the U. S. Supreme Court and its impact on American society including an examination of issues of political theory and major court cases. PREREQUISITES: Any 1000- or 2000- level history course or POL1400 or permission of the instructor

POL3642: Issues in Modern Political Thought (3)

Organized thematically, this course explores diverse issues current in modern political thought and pertinent to contemporary governments and societies. PREREQUISITES: 9 credits in Political Science Course may be taken more than once if change in topic.

POL3660: Political Philosophy I (3)

This course surveys the ideas of leading political thinkers from ancient times to the Renaissance. Figures such as Plato, Aristotle, St. Augustine, St. Thomas and Machiavelli will be discussed. PREREQUISITES: 9 credits in Political Science or History course

POL3661: Political Philosophy II (3)

This course surveys the ideas of leading political thinkers from early modernity through to the present day. Figures such as Hobbes, Locke, Rousseau, Burke, Marx and Mill will be discussed. PREREQUISITES: 9 credits in Political Science or History course

POL3700: American Political Thought (3)

This course studies American political thought from its Puritan origins to present day. The course is organized around defining moments of political thought, such as the Revolution, Constitutional Founding, Civil War, Great Depression and Civil Rights Movement with selections from mainstream and radical voices in each period. Readings include selections from James Madison, John Adams, Abraham Lincoln, Emma Goldman, Eugene Debs and Martin Luther King, Jr. PREREQUISITES: 9 credits in History or Political Science

POL4870: Seminar in Political Science (3)

In this course students will learn the research process. Special emphasis will be placed on research design. At a minimum, students will conduct a literature review, formulate a research

question and choose the appropriate research methods to answer that question. It is expected that students' topics will flow from their coursework in political science. **PREREQUISITES:** POL1400, POL1500, an additional 9 credits in Political Science, Junior or Senior status

POL4889: Political Science Practicum (3-9)

An internship in a government office, social agency or research department is required.

PREREQUISITES: Permission of instructor and the department chair – Course may be taken more than once for up to 9 credits

POL4894: Directed Study (3)

This is a series of independent readings to be conducted under the instructor's supervision.

PREREQUISITES: Advanced standing and permission of department chair – Course may be taken more than once

POL4899: Internship-NY State Assembly (15)

During the spring semester students participate in a formal internship program at the New York State Assembly in Albany. The program includes completion of an academic course, a four-day orientation about the state legislative process and seminar discussions. Students work 30 hours per week for a member of the assembly doing legislative research, constituent relations and other administrative tasks. Students must be accepted into this program to participate.

PREREQUISITES: Junior or Senior Status, POL1400

Psychology

PSY1401: General Psychology I (3)

This course covers the basic principles of behavior that make up the foundation of psychology. Emphasis is placed on the biological basis of behavior, sensation, perception, learning, language, memory, thinking, infancy and childhood. The methods of inquiry used in psychology are also emphasized. **PREREQUISITE:** None

PSY1501: General Psychology II (3)

Continuation of PSY1401 with an emphasis on the application of psychology to contemporary life. Topics include: motivation and emotion, social behavior, adolescence and adulthood, personality, abnormal behavior and psychotherapy, stress, health and psychology of the workplace. **PREREQUISITE:** PSY1401

PSY2302: Statistics (3)

This course is an introduction to statistical methods as they are used in the social sciences. Both descriptive and inferential statistics are covered, including sampling, probability and hypothesis testing. Specific parametric and non-parametric analyses include analysis of variance, the t-test, Chi-square and correlation. **PREREQUISITE:** None

PSY2408: Adolescent Psychology (3)

This course is a study of adolescent behavior including current theories concerning the nature of adolescence. Emphasis is placed on physical, emotional and cognitive forces and how they interact to shape the adolescent personality. PREREQUISITE: PSY1401

PSY2410: Psychology of Aging (3)

Life cycle studies have recently focused upon the middle and older years of the life span. These studies have revealed that the declines in aging aren't as universal, precipitous, nor inevitable as previously thought; indeed, each decade in middle years has its theme and task. It has also been found that many of the changes we associate with old age actually began during earlier periods of life. The focus in this course is on the origin and nature of these individual changes and phases. PREREQUISITE: PSY1501

PSY2414: Psychology of Human Sexuality (3)

Human sexuality is examined from the biological, cultural and psychological perspectives. Topics include sexual anatomy, childbirth, contraception, abortion, sexual development, sexual attitudes, adult sexual behavior and alternative sexual lifestyles. PREREQUISITE: PSY1501

PSY2420: Psychology of Death and Dying (3)

This course will focus on the many different aspects of death and dying. Some of the topics include: grief and bereavement, the hospice philosophy, children and death and dying and AIDS. This course is appropriate for psychology and sociology majors, nurses and nursing students, gerontology students and anyone interested in exploring this most fascinating subject. PREREQUISITE: PSY1501

PSY2450: Developmental Psychology (3)

The purpose of this course is to examine the concepts of human development from conception to old age. Specifically, the course looks at how physical, cognitive and socioemotional factors interact to influence learning, intelligence, language development and the growth of personality. Major theories and the research that supports or refutes them are examined. PREREQUISITE: PSY1501 or permission of instructor

PSY2600: Foundations of Psychology (3)

This course provides an overview of the fundamental skills to study psychology. Students should develop a better understanding of how to succeed in the major and psychology-related professions. Recommended for sophomores. This meets the requirement as a writing intensive course in the major. PREREQUISITES: PSY1401, PSY1501

PSY2610: Health Psychology (3)

This course provides a comprehensive overview of the field of health psychology. It is an extremely useful course for those planning to enter the healthcare field. The focus will be on adults, however, pediatric issues will also be covered. This course will examine the history of health psychology, mind-body connections, the effects of stress and behavioral factors in illness. More specifically, this course will examine coronary heart disease, hypertension, cancer,

psychoneuroimmunology, chronic pain, obesity and smoking cessation. General issues such as compliance with medical regimens and psychological disorders that may affect proper compliance with medical regimens will also be covered. PREREQUISITE: PSY1501

PSY2617: Cognitive Psychology (3)

An introductory examination of the field of human cognition. Topics include perception, attention, short and long-term memory, problem solving and decision making. Emphasis will be on understanding the scientific nature of the discipline. PREREQUISITE: PSY1401

PSY2620: Educational Psychology (3)

This course examines aspects of psychology related to human learning and the educational process. The course surveys topics such as learning, thinking, memory, intelligence, creativity, testing, motivation and mental development that are vital to teachers and valuable to anyone engaged in learning. PREREQUISITE: PSY1501

PSY2820: Advanced Statistics (3)

This course is a continuation of PSY2302, including a brief review of the material previously covered, such as probability, sampling and hypothesis testing for both parametric and non-parametric analysis. Presented for the first time are such topics as Factor Analysis of Variance, the within-subjects Analysis of Variance, the paired t-test and Chi-Square. PREREQUISITE: Students must earn a grade of C- or higher in PSY2302 or its equivalent

PSY2821: Advanced Statistics Laboratory (1)

An experiential lab to accompany PSY2820, this course emphasizes the entry, calculation and interpretation of statistical analyses using SPSS. Students will also learn and practice writing up statistical analyses in APA format. Exercises follow the statistical tests presented in PSY2820. PREREQUISITE: Students must earn a grade of C- or higher in PSY2302 or its equivalent. CO-REQUISITE: PSY2820

PSY3000: Psychology of Industry (3)

This course surveys industrial and organizational applications of psychology. Principles of individual differences are discussed that relate to career choice, career advancement, management and the workplace environment. PREREQUISITE: PSY1501

PSY3422: Physiological Psychology (3)

This course is an introduction to the physiological basis of psychology. It focuses on the human brain and nervous system as they relate to topics such as learning, memory, motivation, sensation, sleep, drugs and mental disorders. PREREQUISITE: PSY1401

PSY3600: Abnormal Psychology (3)

This course examines the historical perspectives of abnormal behavior and the nature, classification, etiology and treatment of a variety of psychopathologies. Intended for majors in psychology, nursing, criminal justice, occupational therapy, physical therapy, special education and human services. PREREQUISITE: PSY1501

PSY3607: Social Psychology (3)

This course examines human behavior as it is affected by various social situations. Topics include the study of attitudes, social attribution, altruism, aggression, group behavior and interpersonal attraction, among others. PREREQUISITE: PSY1501, recommended for juniors and seniors only

PSY3609: Social Influence (3)

This course will introduce students to social influence - from the theoretical origins in psychology to its applications in psychology, sociology, political science and business. The main goal of the course is to illuminate the social forces that impact people's daily lives - from choosing a brand of toothpaste to implementing organizational changes. By seeing how social influences operate in everyday situations, student can better understand why they feel and act as they do. Additionally, students will become more aware of attempts to influence them and will be more adept at influencing others. PREREQUISITE: PSY1501, recommended for juniors and seniors.

PSY3612: Personality (3)

In this course, theories and research directed toward understanding individual differences in thought, feeling and behavior are considered. Major focus will be on psychodynamic, humanistic, behavioral, cognitive and trait perspectives. Psychotherapies will be examined as implementations of personality theory. PREREQUISITE: PSY1501, Junior standing

PSY3615: Experimental Psychology (4)

This is a laboratory course dealing with the nature of science and scientific research methods. Although the emphasis is on experimentation, quasi-experimental designs and other research methods are covered in detail. Students carry out research projects, analyze the results and write APA-style research reports describing the research project. PREREQUISITES: PSY2600, PSY2820, PSY2821

PSY4245: Topics in Psychology (3)

The Topics in Psychology course addresses special topics not ordinarily covered in other departmental courses and often provides students with cutting-edge insights and experiences. Topics will vary each semester based on the expertise of the faculty member teaching the course. Students will be expected to read current research and literature on the selected topic, engage in class discussions of the reading and complete a course project. Course may be repeated twice if different topics, up to a total of 6 credits. PREREQUISITES: PSY1501, recommended for juniors and seniors only

PSY4598: Teaching Assistantships in Psychology (3-6)

A number of advanced psychology majors are selected each semester by the psychology department to act as TA's (teaching assistants) in several undergraduate courses. The TA's are expected to deliver lectures, be involved in an active tutoring program and to assist in both creating and scoring exams and quizzes, in short, to be involved actively in the total teaching process. This course may be repeated for credit with permission of the department up to a total of six credits. PREREQUISITE: Junior or senior status and permission of the department chair.

PSY4615: Experimental Methodology (4)

In this course, the student conducts his/her own original research project under the close supervision of the instructor. The project encompasses all phases of the research endeavor from conceptualization of the question, through data collection and analysis, to the written report in the format of the APA. Especially recommended for psychology majors considering graduate school. PREREQUISITE: PSY3615

PSY4698: Directed Study (3)

Part one of a two-part course. In these courses a student pursues in depth an individualized program of reading and/or research with a specific faculty member. These courses may be repeated for credit with permission of the department up to a total of six credits.

PREREQUISITES: Permission of chairperson of the department.

PSY4798: Directed Study (3)

Part two of a two-part course. In these courses a student pursues in depth an individualized program of reading and/or research with a specific faculty member. These courses may be repeated for credit with permission of the department up to a total of six credits.

PREREQUISITE: Permission of chairperson of the department.

PSY4830: History and Systems in Psychology (3)

This course addresses the roots of modern psychological thought and methodology from their origins in philosophy and the natural sciences through the refinement of psychology in its current form. The major theories, schools of thought and the people who have influenced the field of psychology will be examined. This course also serves as preparation for students who will be taking Graduate Record Examinations and for graduate study in psychology. This meets the requirement as a writing intensive course in the major. PREREQUISITE: PSY3615

PSY4899: Psychology Practicum (3)

Students are placed in off-campus settings such as detention centers, hospitals, senior citizen centers, alternative schools and halfway houses. Journals are maintained reflecting the student's activities and reflections while at the practicum site. An academic paper with citations from psychological literature is required covering some aspect of the practicum experience (i.e. client population, treatment approach, strategy for change, etc.). Detailed plans for the practicum are made in consultation with the instructor. A practicum completed in another department, which has an acceptable psychological component, may be used to fulfill this requirement. Students completing a double major only need to complete one Practicum experience.

PREREQUISITES: Psychology majors and minors only, Junior or Senior status and a GPA of 2.0 or higher.

Public Health

PCH1030: Introduction to Public Health Practice (3)

Overview of the basic principles of public health practice, including the infrastructure of public health, the tools employed by public health practitioners, biopsychosocial perspectives of public health problems, health promotion and prevention of disease and injury, quality assurance and improvement and legal and ethical concerns. PREREQUISITE: None

PCH2030: Global Health (3)

Overview of major global health issues; the socioeconomic, biological and environmental causes and consequences of disease and global health metrics, ethics, policies and practices.

PREREQUISITE: None

PCH2040: Epidemiology in Public Health (3)

Provides an introduction to principles of epidemiology with a focus on preparation to read and interpret research in public health. PREREQUISITE: None

PCH3031: Public Health Policy (3)

This course will examine the essential concepts, principles, organizational skills and political processes integral to the development, formation and analysis of public health policy. Senior Level. PREREQUISITE: PCH1030

PCH3066: Internship in Public Health (3)

The internship provides an opportunity for each student to apply the knowledge and skills acquired throughout the program by working under the guidance and direction of a public health professional. With the guidance of their program advisor, students may choose to complete the practicum in a public health setting that is of interest to them and aligns well with their career goals. PREREQUISITES: PCH1030, PCH2040

PCH3200: Disparities in Health (3)

The course will be situated within the historical context of the United States, including the social, political, economic, cultural, legal and ethical theories related to health disparities. Several frameworks regarding health disparities will be used for investigating and discussing the empirical evidence on disparities, research and outcome measurement issues, policy and policy formation concerns and intervention practices. Disparities will be discussed in terms of racial/ethnic differences in health and health outcomes as well as disparities among other subgroups (e. g., the poor, women, uninsured, disabled and non-English speaking populations) will also be included and discussed. PREREQUISITE: PCH1030

PCH3250: Environmental Health (3)

The ecological position of human populations within the global ecosystem and impacts of natural environmental factors and pollutants on human health will be explored. Specifically, how the body reacts to environmental pollutants, physical, chemical and biological agents of environmental contamination, vectors for dissemination (air, water, soil), solid and hazardous waste, susceptible populations, biomarkers and risk analysis, the scientific basis for policy decisions and emerging global environmental health problems. PREREQUISITE: PCH1030

PCH3630: Community Health Promotion (3)

Overview of community health within the context of public health practice. Students will discuss foundations of community health, explore major health concerns, analyze determinants of health and evaluate strategies to improve health of communities. PREREQUISITE: None

PCH3632: Program Planning & Evaluation (3)

Focuses on the knowledge, skills and strategies needed for planning, implementing and evaluating health education programs to facilitate health behavior changes in individuals, groups and communities. PREREQUISITES: PCH1030

PCH 3800: Special Topics in Public Health (3 or 4)

The course provides the opportunity for the Public Health Department to offer courses that allow students to pursue topics in depth that were introduced in the introductory course, PCH 1030 Introduction to Public Health. The course will be offered on a variable credit basis, as a 3 credit class lecture/discussion or a 4 credit lecture/discussion/lab.

PCH4430: Seminar in Public Health (3)

This course focuses on the integration of public health knowledge, skills and practice acquired during the program. Emphasis will be on summarizing, analyzing and synthesizing major key concepts and critically evaluating strategies to impact the health of the public. Focus will be on current health challenges locally and globally. Students also will complete the projects started as in PCH 4899 as part of the seminar. PREREQUISITES: PCH1030, PCH2030, PCH2040, PCH3630, PCH 4899

PCH4899: Capstone in Public Health (3)

Focuses on selecting and applying effective strategies and skills to plan, develop and implement a culminating project that integrates coursework and internship experience. Provides students with the opportunity to focus on a key health issue in the community and/or one that is related to their intended career goals as a public health professional. PREREQUISITES: PCH1030, PCH2030, PCH2040, PCH3630

Social Work

SWK2401: Introduction to Social Work (3)

This course studies the development of modern theory and social work methods in the various fields of social work, including case work, group work and community organizing. PREREQUISITES: SOC1100, 6 hours of psychology or permission of instructor

SWK3201: Social Case Work (3)

A primarily experiential and social work course for those seriously considering social work careers. Major topics covered include methods and techniques used in social casework, the interviewing process, role-playing and casework within the agency setting. PREREQUISITES: SWK2401, SOC1100, 6 hours of psychology or permission of the instructor

SWK3460: Social Work-Child Welfare I (3)

This course will focus on the knowledge, methods and skills of social work practice in the field of child welfare. It will provide an overview of the current children's welfare system services and practices. Students will explore and analyze the impact of services and practices on the child and family. In addition, students will examine the historical trends in services to children and their families within the framework of supportive, supplemental and substitute services that have evolved over time as part of the service structure in child welfare. While recognizing the impact of impoverishment, changing family structures and other aspects of pressures on contemporary

family life, attention will be given to social work approaches that encourage parenting strengths and home-based intervention options as preventive strategies in child welfare services.

PREREQUISITES: SOC1100, SWK2401, SWK3201, junior standing or permission of instructor

SWK3670: Special Topics in Social Work (3)

An offering of courses that vary. Examples of future anticipated courses include Women in Social Work, Social Work and Health, and Social Work Statistics. Prerequisites: None

SWK4899: Internships in Social Work (3)

The object of the internship program is to give the student practical experience in a social agency, business, organization, or institution. Intern assignments will be made in keeping with the student's future vocational plans. Coursework includes related readings, maintaining a journal and a final paper summarizing the internship experience. Credits awarded will be determined by instructor and department chair. PREREQUISITES: SOC1100, SWK2401, SWK3201, Junior standing, or permission of the instructor and department chair

Sociology

SOC1010: Introduction to Anthropology (3)

This course presents the fundamentals of anthropology. Both physical and cultural anthropological perspectives will be utilized. A holistic focus will be on the intersection of these two perspectives as they attempt to explain human social behavior. Main topics related to the role and results of natural selection include: territoriality, food acquisition, aggression, gender roles, marriage, reproduction, religion, socialization strategies and child rearing.

PREREQUISITE: None

SOC1100: Introduction to Sociology (3)

This course is designed to acquaint the student with working knowledge of the concepts used by sociologists and with the well-established generalizations in the field. Topics include socialization, primary groups, stratification, population and bureaucracy. This course is a prerequisite for all other sociology courses. PREREQUISITE: None

SOC1400: Social Problems (3)

This course examines what makes a social problem and an analysis of present areas of tension and social maladjustment, especially those associated with recent rapid social changes.

PREREQUISITE: SOC1100

SOC2400: Crime and Delinquency (3)

The extent and types of crime and delinquency in contemporary society and the criminologist's contribution to the analysis of causal factors are examined and discussed. PREREQUISITES: SOC1100, SOC1400

SOC2410: Deviance and Social Control (3)

This course introduces the sociological perspectives of deviant behavior, including social control theory, social disorganization theory, anomie theory, labeling theory and conflict theory. Scientific research on such deviant behaviors as prostitution, pornography and drug use will be

examined. Governmental deviance, corporate deviance and police deviance and the cost of these forms of deviance to society are explored. PREREQUISITES: SOC1100, SOC1400

SOC2420: Sociology of American Institutions (3)

This course focuses on the creation and maintenance of social institutions and the ways in which these congeries of organizations and structures shape human relations and experience. Particular emphasis will be placed on the educational system, government, the family, religion, the economy and the media. PREREQUISITE: SOC1100, SOC1400

SOC2430: Marriage and the Family (3)

An examination is made of the family as a major social institution and how family forms and roles vary across cultures. Topics include: ethnic and social variations in structure, single-parent families, parent-child interactions, non-traditional marriages and domestic violence. PREREQUISITE: SOC1100, SOC1400

SOC2600: Class, Status and Power (3)

This course is an in-depth exploration of the causes and consequences of social class inequality in the United States. Emphasis will be placed on an analysis of the multiple ways in which social and economic inequality operates to provide power and privilege to certain segments of society. The effect of social class inequality on racial and gender inequality is also considered. PREREQUISITE: SOC1100, SOC1400

SOC2621: Sociology of Aging (3)

Social aspects of aging over the life span will be discussed. Age-related changes, role transitions and outcomes of increased longevity will be presented. Special topics include: race, ethnicity, retirement, access to healthcare, long-term care, as well as death and dying. PREREQUISITES: SOC1100, SOC1400

SOC2631: Sociological Research Methods (3)

A study is made of methods used in sociological research with special emphasis on measurement and data collection. Time will also be devoted to the interview, questionnaire and recent sociological studies. PSY 3615 or CRJ 2350 may be substituted for this requirement. PREREQUISITES: SOC1100, SOC1400, PSY2302, sophomore standing

SOC2643: Sociology of Work (3)

This course examines the development and functioning of bureaucratic organization including both formal and informal aspects. The sociology of work will also be discussed with emphasis on occupations and professions and their performance expectations within the organization. PREREQUISITES: SOC1100, SOC1400

SOC2650: Sociology of Globalization (3)

The course will cover the social systems of former colonial nations in Africa, Asia and the Caribbean. Emphasis will be placed on their changing institutions: political, economic, educational and social as influenced by colonialism. PREREQUISITES: SOC1100, SOC1400

SOC2800: Classical Sociological Theory (3)

The student will study the outstanding theorists in the development of sociological thought. Special attention will be given to the works of Durkheim, Marx and Weber. Upper division students. PREREQUISITES: SOC1100, SOC1400, sophomore standing

SOC3243: Race and Ethnic Relations (3)

This course is an intensive study of selected ethnic and racial groups and subcultures in their structural and cultural aspects. Students will study how these affect their lifestyles in relation to dominant groups within the social system. Both classical and contemporary models of minority-dominant relations will be considered for their relevance toward an adequate understanding of contemporary social systems. PREREQUISITES: SOC1100, SOC1400, junior standing or by permission of the instructor

SOC3280: Sociology of Popular Culture (3)

This course examines popular culture from various sociological perspectives. Popular culture appears in many forms in our daily life such as the Internet, the media, film, music, comic books, video games, clothing fashions, and even the food we eat. We will explore the roles and influence popular culture has upon daily life by defining and analyzing the phenomenon with the aid of various sociological approaches that have been used to explain popular culture. PREREQUISITES: SOC1100, SOC1400, junior standing or by permission of the instructor

SOC3430: Sociology of Religion (3)

This course examines the impact of religion in American life, the changing religious landscape, profiles of America's religious groups, trends in individual religious commitment and the relationship between religion and politics in the United States. PREREQUISITES: SOC1100, SOC1400, junior standing or by permission of the instructor

SOC3440: Sociology of Health and Illness (3)

Societal expectations and reactions to health and illness in the United States will be examined. Institutions and current provider systems will be described. Discussion will center around the concept of the sick role and the reciprocal statuses (medical and allied health professions) involved. Alternative health options will also be discussed. PREREQUISITES: SOC1100, SOC1400, junior standing or by permission of the instructor

SOC3630: Gender and Society (3)

This course presents a sociological analysis of the status of women after the Women's Liberation movement. Special emphasis on roles, work, family, education and goals women have set for themselves not only in the United States but in other societies as well. PREREQUISITES: SOC1100, SOC1400, junior standing or by permission of the instructor

SOC3825: Special Topics in Sociology (3)

An offering of courses that vary. Examples of future anticipated courses include Social Demography, Sociology of Sexuality, Social Movements and Immigrant America. Prerequisites: SOC1100, SOC1400, junior standing or by permission of the instructor.

SOC4894: Directed Study (3)

Selected topics, chosen in accordance with the student's interests and background, are analyzed in depth. PREREQUISITES: Sociology major or minor, junior standing or by permission of the instructor and approval of the department chair

SOC4899: Internship in Sociology (3-9)

The object of the internship program is to give the student practical experience in a social agency, business, organization, or institution. Intern assignments will be made in keeping with the student's future vocational plans. Coursework includes related readings, maintaining a journal and a final paper summarizing the internship experience. Students must enroll for a minimum of 3 credits. This course may be taken in more than one semester for additional credit up to a total of 9 credits. PREREQUISITES: Sociology major or minor, junior standing or by permission of the instructor and approval of the department chair

SOC4896: Senior Capstone (3)

This course is taken towards the completion of the bachelor of arts degree in sociology and focuses on the integration of sociological knowledge, skills and practice acquired during the bachelor's degree course of study. The course provides an opportunity for each student to apply their knowledge and skills to "real world" hands on experiences by (1) conducting an original research project working under the guidance and direction of the course instructor, and (2) develop a career plan and portfolio of sociological skills and interests to pursue after graduation. PREREQUISITES: Sociology Major, Senior Status

Spanish

SPA1100: Spanish for Health Professionals (3)

This course provides students with a basic knowledge of the terms and expressions used in the field of health care. PREREQUISITE: None

SPA1201: Elementary Spanish and Culture I (3)

This is a basic course for students who have had little or no experience with the Spanish language. The course includes drills in pronunciation, elementary conversation, grammar and writing and the use of a cultural approach text. This is a comprehensive language course teaching the four skills of reading, writing, speaking and listening. PREREQUISITE: None

SPA1202: Elementary Spanish and Culture II (3)

This course is a continuation of SPA1201. PREREQUISITE: SPA1201 or permission of the instructor

SPA2211: Intermediate Spanish I (3)

The course will examine more complex grammatical/structural aspects of Spanish with expanded opportunities for listening, speaking, reading and writing practice. PREREQUISITE: SPA1202 or permission of instructor

SPA2212: Intermediate Spanish II (3)

This course is a continuation of SPA2211. PREREQUISITE: SPA2211 or permission of instructor

Speech Language Pathology

SLP1010: Human Communication and Disorders (3)

This course provides an introduction to the field of communication sciences and disorders including language, speech and hearing. Normal development and basic anatomy relevant to each of these areas will be discussed along with an overview of disorders of speech, language and hearing. Additional topics related to scope and practice of the profession, assessment overview, therapy overview, augmentative/alternative communication, sign language, etc. will be discussed. PREREQUISITE: NONE

SLP1050: Multicultural Issues in Language (3)

This course provides an introduction to culture and awareness of the diversity among cultures within our own society. Definitions of race, culture and ethnicity are discussed as well as the various cultures found within the United States. The history of immigration and the impact on the United States will be explored. In addition, communication and basic language development between English and non-English speaking cultures will be addressed. PREREQUISITE: NONE

SLP2010: Normal Speech and Language Development (3)

This course focuses on the acquisition of speech and language in children and the continued development of language over the life span and will include the biological basis of language, models of language development and the structure of language systems. PREREQUISITE: PSY2450

SLP3010: Speech-Language Disorders in the Educational Setting (3)

Study of the implications of a broad range of speech and language disorders on learning and academic performance which will include language processes that are related to literacy acquisition. Assessment and service delivery models in the educational setting will also be addressed. PREREQUISITE: None

SLP3050: Clinical Methods (3)

This course presents an introduction to clinical issues in providing services to persons with communication impairments. Case management, documentation, assessment and therapy principles as well as professional responsibilities and ethics are addressed. PREREQUISITE: None

SLP3099: Practicum (3)

This practicum allows the student to apply concepts and theories learned in previous classes via observation of assessment and therapy sessions in a variety of educational and clinical settings. Where permissible and practical, students will have the ability to participate in supervised speech, language and hearing interventions. PREREQUISITE: All courses in SLP sequence

Sports and Recreation Management

SRM1600: Management of Sports Industries (3)

Examines the principles and foundations of sports management and how the concepts of planning, organizing, leading and controlling apply to the sport enterprise. The focus is on the application of core management principles, including ethics, to provide a basis for understanding the development and oversight of sport organizations and for addressing current management issues facing this industry. PREREQUISITE: None

SRM2600: Event and Facility Management (3)

Examines the history of facility management and modern issues facing facility managers. The focus is on the application of management skills as applied to arena, stadium and event management. The course examines the requisite skills to run a facility, including understandings on management theory, facility operations, marketing, budgeting and legal considerations. PREREQUISITE: SRM1600

SRM2801: Sporting Goods Industry (3)

Examines the principles and foundations of the sporting goods industry. The focus is on the history, the current structure and the current challenges facing the industry. The students also gain an understanding of the role of vendors in the industry as well as learning about the channels of distribution, an understanding of how products are marketed in the sporting goods industry, the financial dimensions of the sporting goods industry and an appreciation for the growth of e-commerce in the sporting goods industry. PREREQUISITE: None

SRM2850: Communication in Sport (3)

This course will provide the student with an understanding of the sports communications industry. This course will cover the history and evolution of sports communication, the varying and expanding methodologies of sport communications (covering print, electronic and online media resources), understanding the importance of advertising and public relations, and the role they play in the media, sociological and legal aspects of sport communication, as well as careers in this sport communication and media industry. This course builds on and enhances skills learned in the introduction to Sports Management course and serves to compliment topics introduced in other courses such as Sports Law, Sports Economics and Facility Management. Note: Communication does offer a course in sports writing (COM3410), but it does not capture any of the other areas of sport communication, which are far more significant in today's sports industry. Additionally, COM3410 does not address any aspects of available careers or the evolution of communications. PREREQUISITE: None

SRM3203: Sports Psychology (3)

Examines psychological theories and research related to sport and exercise behavior. The course is designed to introduce students to the field of sport and exercise psychology by providing a broad overview of the major topics in the area. Students work to increase understanding of how psychological factors influence involvement and performance in sport, exercise and physical education settings and to increase understanding of how participation in sport, exercise and physical education influences the psychological makeup of the individuals involved. PREREQUISITE: Junior/Senior status

SRM3210: Sport Marketing (3)

Analyzes the application of marketing, promotion and public relations principles to sport industries. Explores issues in marketing of the sport enterprise, sport-related programs and facilities, products and services. Focuses on marketing sports as a commercial proposition and on relating sports as a support tool in the marketing of non-sport related products and services. Addresses the unique challenges and new trends in sport marketing. PREREQUISITE: MKT1450

SRM3211: Legal Issues in Sports and Recreation Management (3)

This course analyzes the legal principles and issues involved in the field of sports and recreation management. It explores tort liability, negligence and product liability, constitutional law, labor laws, personal freedom and individual rights, discrimination issues, due process and risk management. PREREQUISITE: Junior/Senior status

SRM3212: International Aspects of Sports Management (3)

This course analyzes the evolving nature of the global sports and recreational business environment with special focus on major events such as the Olympics, World Cup and Formula One. Integration of markets, regulatory institutions and policies and cultural factors are examined as driving forces as well as foreign entry strategies and operational decisions in the growth of sports throughout the global economy. PREREQUISITE: Junior or Senior status

SRM3401: Sport Finance and Economics (3)

Examines the application of financial methods and economic analysis to the sport enterprise. Focus is on understanding the sport organization as a business model. Techniques of labor economics are applied to the market for sport talent. Uses the tools of finance to assess the economic viability of sport enterprises - ratio analysis, return of investment, capital budgeting, taxation and cash flow and revenue enhancement through ticket sales, sponsorship and licensing. PREREQUISITE: ECO1401 and ECO1402

SRM4090: Current Issues in Sports Management (3)

This course deals with topics that are in the forefront of concern for managers in the sports industry. Among the topics covered are: events management, security issues (terrorism and crowd control), selection and compensation of key player, technical and administrative personnel, community standards and public policy, behavior and conduct of players and spectators. The course makes extensive use of case studies, guest speakers and field trips to major sporting sites in New England. PREREQUISITE: Junior or Senior status

Theater

THR1400: Introduction to Theater (3)

This course introduces students to theater as an interdisciplinary, collaborative art. Students will read and analyze plays from varied periods of theater history. The course content includes study of the art, craft, business and historical roots of drama, as well as theaters relationship to the fine arts. Students will attend the fall or spring play and write a formal theatrical critique and whenever possible will attend outside theatrical productions. Over the course of the semester students can expect to engage in a number of group projects including re-writing a scene from a

classical play in their own contemporary vernacular and writing a short play using only three words. PREREQUISITE: None

THR1420: Fundamentals of Acting/Acting I (3)

This course introduces students to the study and practice of acting for the theater. They will acquaint themselves with physical and vocal warm up activities to harness and understand of the actor's body. Students will read plays and will develop one monologue and one scene over the course of the semester from one of the plays read. Students will engage in acting exercises to enhance focus, clarity of thought, a better understanding text, a better understanding of objective driven action and vocal and physical transformation and character development. For each character played students will create a character biography and character journal prior to final performance of scene and monologue. This course also provides a space in which students can harness skills in public speaking, development of confidence and poise and focus in any given situation. PREREQUISITE: None

THR1430: Theater Workshop I (3)

Theater Workshop I is the first of three courses under the theater workshop designation. This course is an introduction to the play development process. Students can assume the duties of an actor, crew technician, crew costumer and crew props master. Students will be encouraged to work out of their areas of interest to work instead in the areas they know little about. As this section of Theater Workshop is meant for the student who is newly engaging theater each student will be working as an assistant and or supporting player in the process. This course is structured like a crew and company at a professional theater in that hierarchy is of great importance. There will be a lead in each area of study and the students in Theater Workshop I will assist and or apprentice under the more experienced theater students. In addition to other assigned work each student will write a formal evaluation of their work at the end of the semester. Students can take this course for 1, 2, or 3 credits depending on their credit load that semester. Each students work hours in the course will correlate with the credit(s) they are taking. Students can take this course for up to three credits. PREREQUISITE: None

THR2420: Styles of Acting/Acting (3)

This course is the second course in the acting curriculum. The focus of this course will be on the identification and study of the varied styles of acting. We learn in Fundamentals of Acting the importance of focus, center, objective driven action, understanding of text, the relationship between the voice and the body, improvisation and transformative tools for character development. In this course we will study the varied styles of acting including but not limited to, Kabuki, Commedia, Poetic Realism, Realism, Absurdist etc. We will dive into world theater styles and acting for the theater by watching video of actors training in such areas and engaging in some of the same exercises and assignments they do. We will write about such styles and debate the relevance or lack of relevance and how an actor can adapt to changing styles of performance. One major project will be assigned at the end of the semester and will culminate with the performance of a monologue or scene from one of the plays we have read in class in one of the styles studied in the course. The performance will be accompanied by a written explanation of the student process in developing the performance and a self-evaluation of their work. PREREQUISITES: THR1420, Sophomore standing

THR2430: Theater Workshop II (3)

Theater Workshop II is the second of three courses under the theater workshop designation. This course is an intermediate course and is meant for students who have taken Theater Workshop I. Students can assume a larger role in the production in terms of the hierarchy of theatrical production. Students can work as an actor, technician, asst. stage manager, publicity director, asst. costumer, assistant lighting designer or light board operator, props master, or dramaturg (theatrical researcher). Students will be expected to lead by example for the students involved in Theater Workshop I and will develop work that is reflective of their level of understanding of the subject and their professional title. In addition to other assigned work each student will write a formal evaluation of their work at the end of the semester. Students can take this course for 1, 2, or 3 credits depending on their credit load that semester. Each students work hours in the course will correlate with the credit(s) they are taking. This course can be taken multiple times up to 3 credits. PREREQUISITE: THR1430

THR2500: Scene Study (3)

This course is the study of scene development and text analysis for the actor. Students read six plays over the course of the semester and chose a scene to work on from each play assigned. Students will engage in conventional and non-conventional scene development and analysis while intensely studying subtext, hidden meanings and character background. There will be many written and research based assignments related to each character developed. Students will harness a deep understanding of how a scene is conceived of, written and performed with a scholarly knowledge of the text and its origination. PREREQUISITES: THR1420, Sophomore standing

THR2600: Movement for the Actor (3)

This course focuses on the development of each students understanding of their own body as performers. This course can be taken by actors, dancers, students interested in physically harnessing their center and athletes looking to improve upon their ability to exhibit focused and graceful action on the field. Students will learn how to harness energy and sustainability while engaging in physical theater exercises that focus on the brain body connection. Students will read texts and articles focused on specific movement styles and will engage in physical exploration of these styles furthering their understanding of each styles purpose. Students will develop movement topographies and an understanding of stage combat and will journal about their experiences. An attempt is made to bring in a movement based theater company for workshop training. PREREQUISITE: THR1420

THR2610: Costume Design (4)

In this course, comprised of both lecture and laboratory, students will learn the fundamentals of costume, hair and makeup design for the stage. Students will learn techniques for stage make up and wig design, how to design costume sketches and the techniques necessary to design and build a garment. Students will also learn costume history, the importance of costumes and make up and how they serve contemporary productions. Students will learn all aspects of caring for and storing costumes and how to organize the dressing room for productions. Final projects will include make up plots, styling wigs and building a garment for the department production. Students will also learn how to develop a portfolio of their work. PREREQUISITE: THR1430

THR2611: Costume Design Laboratory (0)**THR2620: Play Production (4)**

This course is the fundamental technical theater course in the theater arts curriculum. There is a lecture and lab component to this course and students should be prepared to work hard as both scholars and crew members. During lab time student will learn how to correctly use tools and saws, develop a theatrical flat, paint sets using various techniques, recognize the basic parts of a lighting instrument, rig lighting, gel lighting, design a set and create a set model. Students will be introduced to the basics of set, light and sound design while learning about the history of technical theater and how spectacle can be used most effectively. Students in play production will use their skills to develop the set, lights and sound for the theatrical production that semester. In conjunction with students in the theater workshop courses Play Production students will lead the development of spectacle for the play. PREREQUISITES: THR1400, THR1402, THR1430

THR2621: Play Production Laboratory (0)**THR3200: Voice and Articulation (3)**

This basic voice and articulation course and accompanying lab is designed to help students improve their speaking voice both onstage and in professions such as teaching, management, marketing, public relations and law just to name a few. In this course, students will gain an understanding of vocal health and the physical demands placed on the vocal apparatus. Content covered will include the Linklater Vocal Warm Up, study of The International Phonetic Alphabet and basic dialect (accent training). Students will develop the tools needed to recognize and start to deal with their own individual vocal challenges including sustainability and moving beyond impediments of all kinds. PREREQUISITE: THR1420

THR3210: Theater History I (Ancient Greeks-1750) (3)

This course is a history of theater course and will focus on the time periods of Ancient Greece through to 1750. Students will read plays from each era of theater history studied and will research the life of work of each playwright read. There is a strong lecture component to this course coupled with a written assignment for each play assigned. There will be an exam for each section of the course material divided by period and will culminate with a major research based project at the end of the course. PREREQUISITES: ENG1201, THR1400

THR3430: Theater Workshop III (3)

Theater Workshop III is the third of three courses under the theater workshop designation. This course is an advanced course and is meant for students who have taken Theater Workshop I and II. Students can assume roles in the leadership in the production including working as the set designer, costume designer, stage manager, publicity director, lighting designer, make up designer and upper level acting student. Students will be expected to lead by example for the students working with them making up their crews and apprentice groups. Students in Theater Workshop III must be prepared to take on leadership roles that give them the opportunity to experience the level of work and commitment needed to perform such duties in the real world of the professional theater. Students in this course must also have a focus in terms of their area of

study within the course and it must correlate with something they have worked with in the past in the other theater workshop courses. PREREQUISITE: THR2430 or permission of the instructor

THR3610: Theater History II (1750 - Present) (3)

This course is a history of theater course and will focus on the time periods of 1750 through to the present time. Students will read plays from each era of theater history studied and will research the life and work of each playwright read. There is a string lecture component to this course coupled with a written assignment for each play assigned. There will be an exam for each section of the course material divided by period and will culminate with a major research based project at the end of the course. PREREQUISITE: ENG1202

THR3820: Dramaturgy (3)

This course is based on theatrical research of dramaturgy. If a student has an interest in theatrical research and would like to serve as the dramaturg for a production on campus they will be instructed to take this course in theatrical research. Students will learn the basic approach to theatrical research and why it is integral to ensure a scholarly theater production. The course will focus on the development of the dramaturg's writing skills and formation of a dramaturgical notebook. PREREQUISITES: Junior or Senior status and permission of the instructor

THR3830: Stage Management (3)

This directed study course is based on the development of stage management skills. If a student has interest in working as a stage manager they will be instructed to take this one credit course. Students will learn to develop a stage managers box of tools as well as a stage managers prompt book including any and all information about the production being worked on. Students will learn to develop necessary forms for auditions, actor biography and production meeting minutes as well as rehearsal report notices. Sections focusing on how to work with challenging actors and crew members will be offered as well as how to work with directors and designers of varied style. PREREQUISITES: Junior or Senior status and permission of the instructor

THR4610: Theater and Society (3)

This course is a theory based course and will focus on the relationship theater shares with the society. As theater reflects the world we live in, we must as theater artists take an interest in our communities. We will study the work of Augusto Boal, The Living Theater, The GLBT, Women's and Black Theater Movements. Students will be assigned readings and will research a theater and society movement. There will be a major final research project assigned that will be presented to the class. The course will culminate with the class volunteering at a local school and will offer ensemble and community building workshops to students. There is an attempt made to bring in a guest theater artists to engage students in discussion of their work as a socially conscious theater artist. PREREQUISITES: ENG1202, THR1400

THR4810: Directing (3)

This course is focused on the fundamentals of directing for the theater. This culminating experience should be taken during a student's senior year. The basic fundamentals of directing will be covered including staging, styles of directing, history of directing, text analysis, scene study, directing theory, working with actors and development of a prompt book. Students will choose one scene to direct for the mid-term exam and a one act play that they must direct as part of a one act play festival that will culminate at the end of each semester in which this course is

offered for a final exam. Students will be given examples of each major fundamental and will be given multiple writing and reading assignments. There will also be a series of workshops during class time that will engage students in physical development of stage pictures and will allow them time to rehearse their approach to actors in the formal rehearsal process. Student actors can be used from the Fundamentals of Acting and Styles of Acting courses. PREREQUISITES: THR2420, THR2500, THR2430, Senior standing

THR4899: Theater Arts Internship (1-6)

One of the assets of the theater program is our close relationship with area arts organizations and professional theaters that provide internship opportunities to our students. These internships will be production based and will include work in the following areas: acting, directing, stage management, costume, light, sound and set design, theater administration and casting. Students will take this course once as a junior and once as a senior. Students will document their professional learning experience through daily journals and three written self-evaluations. This course can only be taken with the pre-permission of the department chair and approval of the dean of the School of Arts and Sciences. PREREQUISITE: Junior status

Visual and Digital Arts

VDA1800: The Vital Basics: Drawing, Painting and Sculpture (3)

Students will learn the principles and elements of art through various media, such as drawing, painting and sculpture. They will learn techniques and processes to capably and inventively translate ideas into form. Students will also employ the stages of the artistic process to develop creative problem solving skills. A vocabulary for participating in critiques will be introduced. Topics include: color, form, space, line, pattern, rhythm, balance, perspective and abstraction. PREREQUISITE: None

VDA2000: Business Know-How for the Entrepreneur (3)

For individuals who may spend part of their careers doing freelance work, starting a business or other entrepreneurial ventures, this course lays out the fundamentals of working on your own. Principles of sole proprietorship and group ventures will include accounting, organizational development, business structure, articles of incorporation, roles and responsibilities, contracts and negotiations, industry leadership and mentoring, and design techniques for advertising and branding. Effective traditional and social media marketing practices are covered as well. The importance of networking, both new school and old school, is emphasized, along with no-cost/low cost guerrilla marketing techniques. PREREQUISITE: None

VDA2210: Digital Storytelling (3)

Students will learn how to communicate multilevel stories of a place, moment, person or time by creating multimedia projects. Working with text, still photography, video, music and audio, students will create digital stories and post them online. Students will combine timeless art principles (including viewpoint, composition, light, angle and setting) with literary fundamentals (such as plot diagramming and character development) to create modern video projects. PREREQUISITE: None

VDA2300: The Art of Advertising (3)

The course examines the vital role of art in advertising. Students will undertake a multidisciplinary study, approaching the topic through the lenses of history, psychology, art and culture. Combined with studying these general categories, students will create profiles of notable individuals who have put the "art" in advertising. PREREQUISITE: None

VDA2613: Graphic Design 1 (3)

In this introductory class, students will learn graphic design theory, composition, and production skills. A focus will be on developing proficiency with the industry standard software tools of Illustrator and Photoshop. Students will learn the fundamentals of designing communication materials, including: effectively conveying messages with typography, images, and symbols; logo design; branding and visual identity. Students will create personal branding as well as their own custom font. Students will create communications pieces that benefit the AIC community. PREREQUISITE: COM1410

VDA2640: Cultivating Creativity (3)

The premise of this course is that a creative mindset can be consciously cultivated. Students will immerse themselves in the artistic process, developing tools and techniques necessary to become effective creative problem solvers. Experiential classes will combine hands-on art making with the study of research-based theories. To build art making confidence, the course kicks off with the easy to learn and relaxing Zentangle method of drawing. Lab fee charged. PREREQUISITE: None

VDA3601: Art and Culture: A Global Look (3)

Across the globe and throughout time, humans have shared a common interest in creating art. By studying the art, past and present, from a variety of cultures, students will develop a multicultural perspective as they answer such questions as: What is the role of art? What is beauty? Why do I value the images that I value? What is the value of art? What is culture? What are my biases? This is a study-and-create class, as students will produce art projects inspired by art from the cultures they study. The course combines research, museum visits and hands-on art creation. Lab fee charged. PREREQUISITE: VDA2640

VDA3613: Graphic Design 2 (3)

This class utilizes the foundation set in Graphic Design 1, and translates students' skills from print to the web. Students will learn the approach and methods of designing and developing websites from concept to final launch on CMS frameworks, with emphasis on the balance between technical and creative process. Students will create several projects to advance their understanding of multifaceted design techniques on the web, including websites, social media marketing, communication design, and advertising. Students will create their own portfolio website using art and design from their personal and academic collections, while focusing on communication, user experience and interface, mobile compatibility, and visual identity cohesion. This will also include communications pieces that benefit the AIC Community. PREREQUISITE: VDA2613

VDA3673: Graphic Design 3 (3)

This course blends design for print and web seamlessly with students working in an independent study environment paired with directed module and workshop format

assignments, allowing to them to select a concentration for their final project. Students will utilize photo, video, sound, illustration, and typography for work that reflects web, print, and social platform environments in an array of assignment types, and complete a full branding kit, one-page website, and mixed print/social campaign – all necessary requirements for working in the industry. Prerequisite: VDA3613

VDA3681: Visual and Digital Arts Laboratory (1)

Students will deepen their artistic and creative work by intensive project work. Student explorations will take many forms, whether developing a personal artistic vision, creating projects that benefit the AIC community or bringing art to the local community.

PREREQUISITE: Permission of the instructor

VDA4695: Capstone Experience in Visual and Digital Arts (3)

In this course, Visual and Digital Arts Majors spend time working on projects that tailor their portfolios toward career paths that come into sharper focus as they approach graduation. The semester culminates with a gallery exhibition. PREREQUISITE: Senior status only

VDA4899: Internship in Visual and Digital Arts (3)

This course is a supervised work experience for visual and digital arts students. Students have the opportunity to relate concepts and use skills acquired through coursework to practical applications in a professional setting. PREREQUISITES: Senior status only and the approval of the department chair

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Dean of the School of Business, Arts and Sciences

Karen S. Rousseau, PhD
Interim Dean of the School of Health Sciences

Nicholas D. Young, PhD, EdD
Dean of Low Residency Programs

Debra D. Anderson, EdD
Associate Dean of Faculty Development

To Be Announced
Associate Dean of the School of Education

Graduate Admissions

Kerry Cole, MBA
Dean of Graduate Admissions

Hannah Hayes, MBA
Associate Director of Graduate Admissions

Undergraduate Admissions

Jonathan Scully, MBA
Dean of Undergraduate Admissions

Jenna Stolarik, MA
Associate Director of Undergraduate Admissions

Jillian Gabryel, MA
Assistant Director of Transfer Undergraduate Admissions

Herman Wilkinson, BS
Assistant Director of Freshman Admissions

Adult Education Programs

Jennifer Barry, MS
Director of Adult Education and Degree Completion Programs

Athletics

Matthew D. Johnson, MEd
Athletic Director

Ben Rosenfeld, MBA
Associate Athletic Director-Internal Operations

Jessica Chapin, MEd
Associate Athletic Director/Deputy title IX coordinator for Athletics

Jonathan DeAndrade
Assistant Director of Athletics-Business and Internal Operations

Paul DeMaria, BA
Assistant Athletic Director - Facilities and Operations

Thomas Pool, MS
Director of Athletic Communications

Bookstore

Dave J. Greenberg
Bookstore Manager
Follett Higher Education Group

Center for Academic Success

April Voltz, EdD
Dean of Academic Success

Julie Bodnar, MA
Director of the Writing Center

Samantha Gralia, MEd
Director of Academic Advising

Julie Hill-Spivey MEd
Assistant Director of the ACE Program

Leslie LaMarche, MA
Director of Tutoring Program

Terrence O'Neill, MA
Director of the ACE Program/Student Support Services/Trio Program

Susan Petrucelli, EdD
Director of Developmental Education

Jennifer Smolinski, JD, MEd, MS
Accessibility Services Coordinator

Pamela Williams, PhD
Assistant Director of Developmental Education

Dexter Health Services and Counseling

Mary Paquette, MS, RN, FNP
Director of Health Services/Family Nurse Practitioner

Barbara Donahue, FNP
Family Nurse Practitioner

Renee Rosado, PsyD, LMHC
Interim Director of Dexter Counseling Center

Fr. John P. McDonagh
Coordinator of Campus Outreach, Diocese of Springfield

Facilities Management

Jeffrey Bednarz
Associate Vice President of Auxiliary Services

Finance

Chris Garrity, CPA
Vice President for Finance

Jonathan Miorandi
Budget and Planning Analyst

Student Accounts

Lisa Liese, MBA
Bursar

Financial Aid

Sage Stachowiak, BS
Director of Financial Aid

Nila Lenna, BA
Associate Director of Financial Aid

Lynn Comtois, BA
Assistant Director of Undergraduate Financial Aid

Cheryl Lake
Assistant Director of Undergraduate Financial Aid

Food Service

Todd Alden, BS
Dining Services Manager

Human Resources

Nicolle Cestero, MA, PHR, SHRM-CP
Senior Vice President for Human Resources
Title IX Coordinator

Debra Rico, PHR
Human Resources Manager

Information Technology

Mimi Royston, MBA
Chief Information Officer

Benjamin Mojica, MA
Director of Academic Computing

Julez Clarke, MCP/MCTS, CompTIA A+, CompTIA Security+
Senior Support and Network Specialist

William Dean, III, MCP/MCTS
Manager of Support Services and Help Desk

Kelly O'Donnell, MSc IT
Manager of Systems and Projects

Carl Prairie, AA
Telecommunications Manager

Institutional Advancement

Heather Gawron, BS
Executive Director for Institutional Advancement

Learning Services

Marianne Merritt, MEd
Assistant Director Supportive Learning Services

Library

Estelle H. Spencer, MLIS
Director of Library Services

Marketing and Public Relations

Robert D. Cole, MA
Vice President for Marketing and Communications

Candace Lash, BA
Senior Public Relations Specialist

Michael Eriquezzo, BA
Art Director/Senior Graphic Designer

Office of the Dean of Students

Brian J. O'Shaughnessy, MEd, CAGS
Vice President for Student Affairs

Matthew Scott, MEd
Dean of Students /Deputy Title IX Coordinator

Kimberly Beebe, MS
Associate Dean of Retention and Student Success

Alicia McKenzie, MS
Director of Diversity and Community Engagement

Theresa Johnson, M Ed.
Director of Student Engagement

Leslie LaMarche, MA
International Student Advising

Registrar

Pamela J. Robinson
Interim Registrar

Residence Life and Housing

Alexander Cross, MEd
Director of Residence Life and Student Conduct

Blaine Fisher, MS
Assistant Director for Housing Operations

Saremi Center for Career Development

JA Marshall, MEd
Director of Career Development

Security

David Standen, BS
Captain-Campus Police

Faculty

Ayesha Ali (1991)

Associate Professor of Nursing
BSN, Nursing, University of Massachusetts, 1982
MSN, Nursing, University of Massachusetts, 1992
PhD, Nursing, University of Massachusetts, 2017

Debra D. Anderson (1979)

Associate Dean of Faculty Development; Professor of Psychology
BA, Psychology/Communications Arts, Grove City College, 1977
MA, Human Relations and Community Affairs, American International College, 1978
EdD, Higher Education, University of Massachusetts, 1997

Lauren Arcibal (2017)

Instructor and Coordinator of Clinical Education, Physical Therapy
B.S., American International College 2010
DPT, Physical Therapy, American International College, 2012

Kate Barlow (2015)

Assistant Professor of Occupational Therapy
BS Occupational Therapy, Boston University, 1997
MS Occupational Therapy, Virginia Commonwealth University, 2015
OTD, Occupational Therapy, Virginia Commonwealth University, 2015

Sarita Belmont (2007)

Associate Professor of Education
BA, Educational Psychology, University of Connecticut, 1974
MEd, Educational Technology, University of Massachusetts, 1983
EdD, Curriculum Development, University of Massachusetts, 1991

Robert P. Benard (1996)

Associate Professor of Biology
BS, Biology, Westfield State College, 1993
MS, Biology, University of Massachusetts, 1995

Michael A. Bock (2002)

Associate Professor of Psychology
BS, Psychology, University of Bridgeport, 1977
MS, Psychology, Central Connecticut State University, 1990
PhD, Educational Psychology, University of Connecticut, 2001

Frank Borrelli (2012)

Associate Professor of Theater Arts and Director of Theater
BA, Fine and Performing Arts, Massachusetts College of Liberal Arts, 2005
MFA, Theatre, Rhode Island College, 2008

Charles Boyd (2006)

Associate Professor of Biology

BA, Biochemistry and Molecular Biology, University of California, 1990

PhD, Biochemistry and Molecular Biology, University of California, 2000

Adam P. Brunet (2008)

Associate Professor of Chemistry and Chair of Chemistry

BS, Biochemistry, American International College, 1988

BS, Biology, American International College, 1989

MBA, Isenberg School of Management, University of Massachusetts, 2003

PhD, Biophysical Chemistry, Princeton University, 1996

Catherine Callaghan (2008)

Instructor of Chemistry

BS, Chemistry, University of Hartford, 1984

MEd, Secondary Education, American International College, 1993

Dayna Campbell (2016)

Assistant Professor Public Health

BA, Psychology, Spelman College 1992

MS, Health Promotion and Education, University of South Carolina, 1999

Patrick J. Carley (1996)

Professor of Physical Therapy

BS, Physical Therapy, University of Buffalo, 1978

MS, Physical Therapy, Northeastern University, 1985

DHA, Doctor of Health Administration, University of Phoenix, 2008

Destinee L. Chambers (2012)

Assistant Professor of Psychology

BA, Biology, Lincoln University, 2003

PhD, Neuroscience and Behavior, University of Massachusetts, 2009

Nestor L. Chevere (2012)

Assistant Professor of Chemistry

BS, Chemistry, University of Puerto Rico, 1998

MS, Chemistry, University of Puerto Rico, 2001

PhD, Chemistry, University of Massachusetts, 2009

Phyllis Clapis (1996)

Professor of Physical Therapy

BS, Physical Therapy, University of Connecticut, 1983

MS, Orthopedic Physical Therapy, Quinnipiac College, 1994

DHSc, Health Sciences, University of St. Augustine, 2004

George Croteau, CPA (2007)

Assistant Professor of Accounting

A.S., Accounting, Holyoke Community College 1991

B.S.B.A., Accounting, Studies included a secondary emphasis in Finance, American International College 1993

M.S., Accounting & Taxation, University of Hartford 2009

John K. Dayton (1993)

Professor and Chair of Physics

BS, Math, Stevens Institute of Technology, 1973

MS, Physics, University of Connecticut, 1982

PhD, Physics, University of Connecticut, 1990

John J. DeFrancesco (2001)

Professor of Psychology

BA, Psychology, University of New Haven, 1976

MS, Psychology, Southern Connecticut State University, 1979

PhD, Psychology, University of Pittsburgh, 1984

Dina Ditmar (2013)

Assistant Professor of Nursing

LPN, University of Hawaii, 1983

AS, Nursing, University of Hawaii, 1988

BSN, Nursing, Elms, 2000

MSN, Nursing, American International College, 2012

Marshall Epstein (1981)

Associate Professor of Marketing

BS, Marketing, University of Hartford, 1974

MBA, Marketing, University of Hartford, 1978

Michelle Favolise (2015)

Assistant Professor of Physical Therapy

BS, Physical Therapy, Northeastern University, 1993

DPT, Physical Therapy, Simmons College, 2006

Suzanne Franzoni-Kleeman (2013)

Assistant Professor of Nursing

BSN, Nursing, Catholic University of America, 1996

MSN, Nursing, American International College, 2009

Ellen Furman (2012)

Assistant Professor of Nursing and Associate Director of Graduate Nursing Programs

BSN, Nursing, University of Massachusetts Amherst, 2003

MSN, Nursing, University of Massachusetts Amherst, 2006

PhD, Nursing, University of Massachusetts Amherst, 2011

Keith G. Gauthier (1986)

Associate Professor of Accounting
BS/BA, Accounting, Boston University, 1980
MS, Taxation, University of Hartford, 1984
CPA, Commonwealth of Massachusetts, 1983

Clayton L. Hillyer (1993)

Associate Professor of Marketing
BA, English, Wesleyan University, 1979
MBA, Marketing, University of Lowell, 1984

Frederick Hooven (2013)

Associate Professor and Program Director of Public Health
BA, History, Connecticut College, 1982
MMHS, Human Services, Brandeis University, 1984
PhD, Epidemiology, University of Massachusetts, 2005

Amelia H. Janeczek (1994)

Professor and Chair of Biology; Professor, Departments of Physical Therapy and Occupational Therapy
BA, Biology, Clark University, 1978
PhD, Anatomy/Biology, University of Illinois, 1992

Bruce D. Johnson (1995)

Professor of English
BA, English, University of Massachusetts, 1984
MEd, Administration, University of Massachusetts, 1986
EdD, Education, University of Massachusetts, 2003

Gary Jones (2010)

Associate Professor of History
BA, History, University of Kent at Canterbury, 1984
MA, History, Lehigh University, 1989
PhD, History, Lehigh University, 1998

Robert Khoury (2009)

Associate Professor of Management
BA, Corporate/Managerial Communications, Southern Connecticut State University, 1983
MBA, International Business, Southern New Hampshire University, 1990
PhD, Law and Policy, Northeastern University, 2009

Tracie Klekotka (2012)

Associate Professor and Coordinator of Clinical Education, Physical Therapy
BS, Physical Therapy, Northeastern University, 1993
Master of Public Health Practice, University of Massachusetts, 2006
DPT, Physical Therapy, AT Still University, 2012

David C. Kuzmeski (1980)

Associate Professor and Chair of Criminal Justice and Chief of Security
BA, History, University of Massachusetts, 1974
MS, Criminal Justice Studies, American International College, 1978
JD, Law, Western New England College, 1987

Keff T. Lagoditz (1982)

Associate Professor of Business Administration
BS/BA, Business, Western New England College, 1971
MBA, Business, Western New England College, 1982

Marty Langford (2012)

Coordinator of Technology
BS, Broadcasting and Film, Boston University, 1995

Gary L. Lefort (1997)

Associate Professor of International Business
BA, Business Administration, University of Massachusetts, 1968
MBA, Business Administration, Boston University, 1977

Mary Ellen Lowney (2007)

Assistant Professor of Communication and Chair of Communication
BA, Journalism, University of Massachusetts, 1977
MS, Communications/Information Management, Bay Path College, 2006

David Luzgin (2007)

Coordinator of Biology Laboratories
BS, Biochemistry, American International College, 2002
MEd, Middle School Education, American International College, 2010

Melissa MacDonald (2014)

Assistant Professor of Sociology
BA, Women and Gender Studies, Smith College, 2007
MA, Sociology, University of California Santa Barbara, 2011
PhD, Sociology, University of California Santa Barbara, 2015

Margaret R. MacKinnon (1998)

Associate Professor of Nursing
BSN, Nursing, St. Francis Xavier University, 1969
MEd, Teacher Education, Springfield College, 1986

Thomas Maulucci (2006)

Professor and Chair of History; Chair of the International Studies Program; Director of the Honors Program
BA, International Relations, Economics, German, Canisius College, 1988

MA, History, Yale University, 1991
PhD, History, Yale University, 1998

Elizabeth Mayerson (2018)

Assistant Professor of Nursing & FNP Program Coordinator
BS, Nursing, Boston University, 1988
MS, Nursing (FNP), Yale University, 1993
DNP, University of Connecticut, 2017

Deborah McCarthy (2017)

Assistant Professor & Academic Fieldwork Coordinator, Occupational Therapy
B.S., Biology, Fairfield University 1993
M.S., Occupational Therapy, Tufts University 1995

Susan Mercik-Davis (2000)

Associate Professor of Physical Therapy
BS, Physical Therapy, Boston University, 1991
MS, Orthopedic Physical Therapy, MGH Institute of Health Professions, 1998
DPT, Physical Therapy, MGH Institute of Health Professions, 2007

Patricia Meyers (2013)

Assistant Professor of Occupational Therapy
BS, Occupational Therapy, Boston University, 1986
OTD, Occupational Therapy, Rocky Mountain University of Health Professions, 2012

Christine N. Michael (2008)

Assistant Professor of Education
AB, Brown University, 1973
MAT, Brown University, 1974
MEd, Rhode Island College, 1976
PhD, Education, University of Connecticut, 1981

Althea Michel (2016)

Assistant Professor of Nursing
BSN, Nursing, Our Lady of the Elms College, 1983
MS, Nursing, Elms College, 2012

Said Nafai (2015)

Assistant Professor of Occupational Therapy
BS, Occupational Science, Salem State University, 2005
MS, Occupational Therapy, Salem State University, 2011
OTD, Occupational Therapy, Boston University, 2015

John Nordell (2014)

Assistant Professor of Communication
BA, International Relations, Stanford University, 1983

MEd, Arts Education, Fitchburg State University, 2012

Heidi O'Connor (2008)

Associate Professor of Psychology

BA, Psychology, University of Massachusetts, 1986

MA, Human Resource Development, American International College, 1988

MA, Clinical Psychology, Connecticut College, 1992

PhD, Clinical Psychology, Ohio University, 2000

Moiria L. O'Shea (2004)

Associate Professor of Nursing

BSN, Nursing, Salve Regina College, 1980

MSN, Nursing, Anna Maria College, 1987

Lori Paige (2009)

Associate Professor of English and Chair of English

BA, Smith College, 1987

MA, University of Massachusetts, 1988

PhD, English Literature, University of Massachusetts, 1994

Jill McCarthy Payne (1992)

Professor of Criminal Justice

BS, Leisure Studies and Services, University of Massachusetts, 1976

MEd, Recreation and Leisure Studies, Springfield College, 1979

JD, Law, Western New England College, 1986

Jos. Michael Pellerito, Jr. (2017)

Director and Associate Professor, Division of Occupational Therapy

B.S., Occupational Therapy, Western Michigan University Lee Honors College 1984

M.S., Special Education and Rehabilitation, The Johns Hopkins University 1994

Ph.D., Medical Sociology (Quantitative and Qualitative Tracks), Wayne State University 2008

Donna M Polverini (1998)

Associate Professor of Nursing

BSN, Nursing, St. Anselm's College, 1973

MSN, Nursing, University of Massachusetts, 1996

Poole, Robyn (2016)

Director of Business Programs

BS, Economics, Texas A&M University, 1979

MS, Systems Management, 1986

PhD, Production Operations Management, University of North Texas, 1997

Lina Racicot (2014)

Assistant Professor of Graduate Psychology and Director of Graduate Psychology

BA, Psychology, Westfield State College, 1999

EdD, Education and Child, Family and School Studies Program, University of Massachusetts, 2004

Joseph T. Ramondetta (2004)

Assistant Professor of English

BA, English, University of Massachusetts, 1973

PhD, English, University of Massachusetts, 1987

John W. Rogers (1999)

Professor of Economics

BA, History and Economics, Harvard College, 1966

PhD, Economics, The Johns Hopkins University, 1971

Karen S. Rousseau (1989)

Director and Associate Professor, Division of Nursing

Associate Dean, School of Health Sciences

BSN, Nursing, Our Lady of the Elms College, 1983

MSN, Nursing, University of Massachusetts, 1990

PhD, Duquesne University, 2015

James A. Sansalone (1982)

Associate Professor of Mathematics

BA, Mathematics, Western New England College, 1979

MAT, Mathematics, American International College, 1981

Sandra A. Sego (2001)

Professor and Chair of Undergraduate Psychology

BS, Psychology, Eastern Kentucky University, 1990

MS, Experimental Psychology, University of Kentucky, 1993

PhD, Experimental Psychology, University of Kentucky, 1997

Rekha Singh (2011)

Associate Professor of Biology

MBBS, Medicine and Surgery, University of Rajasthan, 1987

MS, Pathology, University of Manitoba, 1996

PhD, Microbiology and Immunology, University of Ottawa, 2003

Jessica Smith (2016)

Assistant Professor of Biology

B.S., Molecular Biology, Western New England University 2009

Ph.D., Microbiology, University of Massachusetts 2014

Antoinette Spinelli-Nannen (1989)

Professor of Psychology

BA, Political Science, American International College, 1972

MEd, Education Guidance and Counseling, Westfield State College, 1974

MS, Clinical Skills, American International College, 1977
EdD, Educational Psychology, American International College, 1987

Gail Stern (1997)

Professor of Physical Therapy
BA, English, SUNY at Stony Brook, 1972
MPT, Physical Therapy, University of Southern California, 1987
PhD, Computing Technology and Education, Nova Southeastern University, 2009

Anne E. Stuart (2002)

Professor of Psychology
BA, Psychology, University Hartford, 1995
MA, Psychology, SUNY at Albany, 2001
PhD, Psychology, SUNY at Albany, 2002

Allison Sullivan (2011)

Associate Professor of Occupational Therapy and OTD Program Coordinator
BA, Fine Arts, Amherst College, 1988
MS, Occupational Therapy, Springfield College, 1993
CAGS, Healthcare Administration, Springfield College, 1993
DOT, Temple University, 2016

Susanne T. Swanker (1995)

Dean of the School of Business, Arts and Sciences; Professor of Chemistry
BS, Chemistry, Siena College, 1988
MS, Chemistry, University of Massachusetts, 1991
PhD, Chemistry, University of Massachusetts, 1997

Mary Tarbell (2014)

Assistant Professor of Nursing
BSN, Nursing, American International College, 1978
MSN, Family Health Nursing, St. Joseph College, 1994

Courtney J. Taylor (2018)

Instructor and Academic Fieldwork Coordinator, Occupational Therapy
BS, Human Development, Binghamton University, 2007
MS, Occupational Therapy, American International College, 2014

Julie A. Walsh (2004)

Associate Professor and Chair of Political Science
BS, Business Administration, Stonehill College, 1985
MA, Political Science, University of Connecticut, 1990
PhD, Political Science, University of Connecticut, 1995

Sarah Psillas (2013)

Assistant Professor of Occupational Therapy

BS, Occupational Science, American International College, 2007
MSOT, Occupational Therapy, American International College, 2008

Linette Wilson (2013)

Assistant Professor of Nursing
BSN, Nursing, Washburn University, 1992
MSN, Nursing, Case Western Reserve University, 2000

Mei-Lin Yeh-Lane (2012)

Associate Professor of Sports and Recreation Management
Bachelor of Management, Sports Management, National Taiwan Sport University, 2000
MS, Sports Management, National Taiwan Sport University, 2002
PhD, Teaching and Administration in Physical Education, Springfield College, 2011

Nicholas D. Young (2008)

Dean, Low Residency Programs
BS, Austin Peay State University, 1989
MBA, Business Administration, Western New England College, 2000
EdD, Educational Psychology, American International College, 1993
PhD, Educational Administration, Union Institute and University, 2004

Faculty Emeriti

H. David Ahlberg

Professor of Biology, Emeritus

Salvatore Anzalotti

Professor of Accounting, Emeritus

Marquela Arenas

Professor of Modern Languages, Emerita

Roland Aubin

Associate Professor of Management, Emeritus

Henry Barton

Professor of English, Emeritus

Henry Benjamin

Associate Professor of Biology, Emeritus

Brian Cleary

Associate Professor of Education, Emeritus

Barbara Dautrich

Professor of Education, Emerita

Paul C. Desmarais

Professor of Mathematics, Emeritus

Alan Dickinson

Professor of Chemistry, Emeritus

Olindo Dragone

Professor of Modern Languages, Emeritus

Thomas F. Fitzgerald

Associate Professor of Criminal Justice, Emeritus

Austin Flint

Professor of Psychology, Emeritus

Lawrence Habermehl

Professor of Philosophy, Emeritus

Mark Hagopian

Professor of Political Science, Emeritus

Margaret Horsnell

Professor of History, Emerita

Royce Layman

Associate Professor of Education, Emeritus

Augustus Pesce

Professor of Education, Emeritus

Michael Peterson

Professor of Management, Emeritus

Paul M. Quinlan

Professor of Psychology, Emeritus

Lee Sirois

Associate Professor of Psychology, Emeritus

Richard C. Sprinthall

Professor of Psychology, Emeritus

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University of Saint Joseph Men's Basketball Consultant

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B. John Dill, CRE, FRICS
President, Colebrook Realty

Shawn M. Harrington '76
Senior Vice President for Finance and Strategy, University of Saint Joseph

Gale A. Kirkwood, Hon '15
Community Volunteer

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American professor and former university administrator

Marvin E. Morris, MD
Director, Vascular Surgical Research and Education, Baystate Health

Earl T. Pryce '00
Morgan Stanley Distribution

Michael D. Ravosa, CFP, PMP '98
Senior Vice President-Wealth Management, UBS Financial

Timothy J. Regan II '74
Senior Vice President, Global Government Affairs, Corning Incorporated

K. Kevin Saremi '83, Hon '16
President, Future Health

Matthew C. Schimenti '87
President, Schimenti Construction

Thomas P. Tunstall '70
President Emeritus, Tunstall Corporation

Peter J. Vogian
Retired Senior Vice President, MassMutual

Daniel J. Warwick, MEd '81, CAGS '86
Superintendent of Schools, Springfield Public Schools

Michael D. Weekes '75
President and CEO, Providers' Council

E. David Wilson, Hon '08
Retired President, The Hasbro Games Group

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Daniel E. Della-Giustina, PhD, BA '52, MA '55, Hon '04
Retired Professor, West Virginia University

Crawford Lincoln, Hon '04
Retired President, Old Sturbridge Village

Institutional Regulations and Policies

Notice of Non-Discrimination

American International College (the “College”) is committed to providing equal employment opportunities and equal educational opportunities. AIC is dedicated to maintaining an environment that is free from discrimination and harassment and that encourages mutual respect. The College prohibits discrimination against any employee, student, or applicant for employment or enrollment because of race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression, veteran status, or any other characteristic protected under applicable federal or state law.

There are several different forms of discrimination. Accordingly, the College prohibits discriminatory conduct of any kind, including unequal treatment, harassment (including sexual harassment and sexual misconduct), and retaliation.

The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Nicolle Cestero
Vice President for Human Resources
Title IX Coordinator
American International College, Box HR
Lee Hall
Springfield, MA 01109
413.205.3800
nicolle.cestero@aic.edu

Brian J. O’Shaughnessy
Vice President for Student Affairs
American International College, Box 3A
Schwartz Campus Center
Springfield, MA 01109
413.205.3264
brian.oshughnessy@aic.edu

Inquiries concerning the application of non-discrimination policies may be also be addressed to the Regional Director, Office for Civil Rights, U.S. Department of Education, POCH Building, 5 Post Office Square, 9th Floor, Room 24, Boston, MA 02110. Telephone: 617-289-0100 Fax: 617-289-0151

Student Records and FERPA

Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution. “Education record” is defined as those records that contain information directly related to a student and which are maintained by an educational institution or party acting for the institution. These rights include:

The right to inspect and review the student’s education records within 45 days after the day American International College (the “College”) receives a request for access.

A student should submit to the registrar, dean, head of the academic department, or other appropriate school official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

A student who wishes to ask the College to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to provide written consent before the College discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent. (For more information, see below).

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Student Education Records Disclosure Notice

The College will disclose personally identifiable information (PII) from students' education records upon receipt of written consent. FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 the FERPA regulations.

Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, FERPA regulations require the institution to record the disclosure. Eligible students have a right to inspect and review the record of such disclosures.

In compliance with FERPA regulations, the College may disclose PII from the education records without obtaining prior written consent of the student:

- To other school officials within the College whom the College has determined to have legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the College who performs an institutional service or function for which the College would otherwise use its own employees and who is under the direct control of the College with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.
- Upon request, to officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer.
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or state and local educational authorities, such as a state postsecondary authority that is responsible for supervising the College's state-supported education programs. Disclosures under this provision may be made in connection with an audit or evaluation of federal or state-supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To organizations conducting studies for, or on behalf of the College, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To parents of an eligible student if the student is a dependent for IRS tax purposes.
- To comply with a judicial order or lawfully issued subpoena, provided that reasonable notice is given to the student prior to compliance.
- To appropriate officials in connection with a health or safety emergency, subject to §99.36.
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.
- To the general public, the final results of a disciplinary proceeding, if the College determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the College's rules or policies with respect to the allegation made against him or her.
- To parents of a student regarding the student's violation of any federal, state, or local law, or of any rule or policy of the College, governing the use or possession of alcohol or a controlled substance if the College determines the student committed a disciplinary violation and the student is under the age of 21.
- Information the College has designated as "directory information," which includes: for currently enrolled students, directory information includes the student's name; addresses; telephone numbers; college, curriculum, and major field of study; class level; date of birth; dates of attendance; eligibility for membership in registered College honoraries; degrees; honors; certificates received or anticipated; weight and height if she/he is an athletic team member; participation in officially recognized activities and sports; and, institutions previously attended.

NOTE: A student may restrict the disclosure of “directory information” by filing a request to limit the release with the Esther F. Hansen Registrar's Office on or before October 1 of each academic year.

FERPA Health and Safety Exemption

The Disclosure of Student Information Related to Emergencies and Disasters

The purpose of this statement is to indicate that in situations related to a disaster or other health or safety emergencies, American International College will disclose non-directory information to appropriate parties in connection with an emergency, if knowledge of that information is necessary to protect the health or safety of the student or other individuals. The guidelines set forth by the exception to FERPA’s general consent requirement will be followed. The release of health and safety information is only temporary and lasts the duration of the incident that necessitated the waiver. A copy of this policy may be obtained in the Course Catalog.

CORI/SORI Screening

Criminal Offender Record Information (CORI)/Sex Offender Registry Information (SORI).

Prior to being accepted into courses and degree programs that require the student to work directly with vulnerable populations (such as children, the elderly, or the infirm), or in other fieldwork experiences at agencies that require such, a student will be subject to a CORI and/or SORI check. The results of this report may or may not disqualify a student from entering or completing a program. Specific details and a complete copy of the College policy and the authorization form are on file in the Dean’s Office of the School of Health Sciences.

Intellectual Property and Use of College Computers

Respect for Intellectual Property: Respect for intellectual labor and creativity is vital to the academic discourse and enterprise. This principle encompasses respect for the right to acknowledgment, right to privacy, and right to determine the form, manner, and terms of publication and distribution. Examples of violations include, but are not limited to: copying copyrighted software without express written permission of the copyright owner; failing to obtain necessary licensing for software or to adhere to all licensing provisions (installation, use, copying, number of simultaneous users, term of license, etc.); plagiarism or inadequate attribution of the intellectual property of others; posting of texts, images, or audio works in disregard of copyright restrictions; or unauthorized publication or distribution of another’s work or writing.

Respect for Integrity of System or Network: Accounts shall not be used for unauthorized access and/or attempts to access computers, computer software, computer data or information, or networks without proper authorization, regardless of whether the computer, software, data, information, or network in question is owned by American International College. Abuse of networks or computers at other sites using American International College resources will be treated as an abuse of computing privileges at American International College. Users are prohibited from attempting to circumvent or subvert any system’s security measures.

The inappropriate use of college computers including, but not limited to, the use of threatening, sexist and/or racist communication, is strictly prohibited. For a complete version of the Technology Use Policy, please see the Student Handbook.

Students with Disabilities

American International College (the “College”) recognizes that students with disabilities are an important part of the campus community. The College complies with Section 504 of the Rehabilitation Act of 1973 (“Section 504”), the Americans with Disabilities Act of 1990 (the “ADA”), and applicable state law. The College prohibits discrimination on the basis of disability and is committed to providing equal educational opportunity to qualified students with disabilities in accordance with the law. The College also prohibits discrimination against someone solely because of his/her association with an individual with a disability.

Section 504 is a civil rights statute designed to prevent discrimination against individuals with disabilities. It provides that:

No otherwise qualified individual with disabilities in the United States . . . shall, solely by reason of his/her disability be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance . . . 29 USC 794.

The ADA, which took effect in 1992, was modeled after Section 504. It guarantees equal opportunity for individuals with disabilities in employment, public accommodations, transportation, State and local government services, and telecommunications.

Definitions

“Otherwise qualified” means the student is able to meet the technical and academic standards requisite for admission or participation in the school, program or activity.

An “individual with a disability” is a person who:

- Has a physical or mental impairment which substantially limits a major life activity;
- Has record or history of such an impairment; or
- Is regarded as having such an impairment.

“Major life activities” include, but are not limited to: caring for oneself; performing manual tasks; seeing; hearing; eating; sleeping; walking; standing; lifting; bending; speaking; breathing; learning; reading; concentrating; thinking; communicating, and working.

The following major bodily functions are also considered “major life activities”: functions of the immune system, normal cell growth, and digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

Students with disabilities who need reasonable accommodations must identify themselves as having a disability. Disclosure of a disability is always voluntary, but the College will not be able

to provide accommodations without the student first contacting the Collegiate Disability Services.

Students with disabilities that affect their participation in academic or other aspects of college life should contact the Section 504 Coordinator to initiate the process for determining any appropriate reasonable accommodations that may be arranged. The Section 504 Coordinator will assist students with the procedures necessary for requesting reasonable accommodations. Students should expect to work with the College in an interactive process to identify reasonable accommodations.

Although students may make such requests at any time, requests should be made as early as possible. Some accommodations may take more time to arrange than others. In all instances, the College needs sufficient time to review the request.

Accommodations may include auxiliary aids and services, and reasonable accommodations as necessary to ensure equal educational opportunity. In providing a reasonable accommodation, the College is not required to lower or substantially modify essential requirements. In addition, the College does not have to make adjustments that would fundamentally alter the nature of a service, program, or activity, or that would result in an undue financial or administrative burden. Finally, the College does not provide personal attendants, individually prescribed devices, readers for personal use or study, or other devices or services of a personal nature, such as tutoring and typing.

The College is also not required to accept or retain a student who poses a direct threat to the health or safety of others. “Direct threat” is defined as a “significant” risk of “substantial” harm that cannot be eliminated by reasonable modifications or the provision of auxiliary aids or services. The assessment of whether a student poses a direct threat of harm must be individualized and based on current medical knowledge or on the best available objective evidence. A student who poses a direct threat is not otherwise qualified.

Documentation Guidelines

Once students have contacted the Collegiate Disability Services, they will be given an application to fill out regarding their request. Students will also be given guidelines as to the documentation necessary to support their request.

The documentation must provide enough information to decide what an appropriate, reasonable accommodation is. If the documentation does not meet the College’s requirements, students will be informed in a timely manner as to what additional documentation is needed. In some instances, this may require a new evaluation. (The College is not required to conduct or pay for a new evaluation to document a disability and the need for an accommodation.)

Acceptable forms of documentation include:

Primary Documentation

- A letter prepared by an appropriate professional, such as a medical doctor, psychologist, or other qualified diagnostician, showing that they have a current disability and need a reasonable accommodation. The letter shall include the following:
- A diagnosis of the current disability, along with the date when the disability was diagnosed, and how the diagnosis was reached. This shall be presented on appropriate professional letterhead and signed by the appropriate professional with their credentials.
- Information on how the disability affects a major life activity;
- Information on how the disability affects academic performance.
- High School special education evaluations (i.e. psychological, educational, speech-language)
- A student's narrative or self-report of his or her experience of disability, barriers, and effective and ineffective accommodations experienced.

Secondary Documentation

- An individualized education program (IEP) or Section 504 plan that shows accommodations that the student has received and may have been effective in the past. IEP's and 504 Plans are generally not sufficient by themselves as there are differences between postsecondary education and high school education. Also, in some cases, the nature of a disability may change.
- The impressions and conclusions formed by the Disability Services Coordinator during interviews and conversations with students or in evaluating the effectiveness of previously implemented accommodations as well as the observations of students' language, performance, and strategies.

Once the College has received sufficient documentation, it will review each request in light of the essential requirements for the relevant program. If a student has requested a specific accommodation, the College may offer that accommodation or it may offer an effective alternative. Upon completion of the process, students whose applications are approved will receive verification of eligibility; a letter documenting the verification will also be kept on file.

Disability Discrimination Grievance Procedure

Contact for grievances related to reasonable accommodations:

Brian O'Shaughnessy
Vice President for Student Affairs
Schwartz Campus Center, Second Floor
brian.oshaughnessy@aic.edu
413.205.3264

For all other grievances: Jennifer Smolinski
Section 504 Coordinator and Disability Services Coordinator
jennifer.smolinski@aic.edu
413.205.3810

It is the policy of American International College not to discriminate on the basis of disability. If you believe that you have been improperly denied an appropriate reasonable accommodation or otherwise discriminated against on the basis of disability, you may raise your concern with the above-named individuals in an attempt to resolve your concerns on an informal basis. You may also file a formal complaint with the College's Vice President for Student Affairs or Section 504 Coordinator.

The College has adopted the following internal grievance procedure to provide for prompt and equitable resolution of formal complaints.

- Grievance must be submitted within thirty (30) days of the date the person filing the complaint becomes aware of the alleged discriminatory action to the Vice President for Student Affairs (if the grievance involves the denial of a reasonable accommodation) or the Section 504 Coordinator (all other grievances). The College may extend this time frame when a delay is due to circumstances beyond the student's control, e.g., illness or incapacity.
- Complaints must be in writing and include a full description of the problem and any relevant facts; a summary of the steps the student has already taken in attempt to resolve the problem, including the names of persons involved; the remedy or relief sought; and the name, contact information, and signature of the person filing it.
- As an initial matter, all grievances will be reviewed to determine whether they are submitted within a timely manner and/or whether they contain all required information. The College will not review a grievance that is untimely or fails to contain all required information, including a clear statement of all grounds for the grievance. To facilitate a clear and prompt resolution, once initiated, a grievance shall not be expanded beyond the issues presented in the initial complaint. The Vice President for Student Affairs (or his designee) or the Section 504 Coordinator (or her designee) will conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to present witnesses and submit other evidence relevant to the complaint. The Vice President for Student Affairs or the Section 504 Coordinator will maintain the files and records of the College relating to such grievances.
- The Vice President for Student Affairs or the Section 504 Coordinator will issue a written decision on the grievance no later than thirty (30) days after its filing.
- The person filing the grievance may appeal the decision of the Vice President for Student Affairs or the Section 504 Coordinator by writing to the Executive Vice President for Academic Affairs within fifteen (15) days of receiving the decision of the Vice President for Student Affairs or Section 504 Coordinator. The appeal must be in writing and explain the basis for the appeal. The Executive Vice President for Academic Affairs shall issue a written decision in response to the appeal no later than 30 days after its filing.

To the extent that it is determined that disability discrimination has occurred, the College will take appropriate steps to prevent recurrence of the discrimination and to correct its effects on the complainant and others, as appropriate.

Retaliation

The College prohibits retaliation against any student for filing a grievance under this process or against any other individual participating in the investigation of a grievance. Any such retaliation is against state and federal laws and College Policy. Retaliation may be subject to disciplinary action up to and including termination. Individuals who have participated in the grievance process in support of a student may file a grievance under these procedures if they feel they have been retaliated against.

Confidentiality

The student's confidentiality shall be maintained by each person involved in the informal or formal investigation or resolution of a student grievance under this policy. Any disclosures regarding the student or the investigation shall be limited to the minimum necessary to accomplish the investigation or address the student's grievance.

If a student is dissatisfied with the outcome of the College's grievance procedures or wishes to pursue an alternative to using those procedures, he/she may file a complaint with U. S. Department of Education, Office for Civil Rights or in a court.

Office for Civil Rights,
U.S. Department of Education – 8th Floor
5 Post Office Square
Boston, MA 02109-3921
Telephone: (617) 289-0111
Facsimile: (617) 289-0150
Email: OCR.Boston@ed.gov